



metfilm 
SCHOOL LEEDS

Student Handbook 2024–25



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Part 1 Welcome

Welcome

We are delighted to welcome you to MetFilm School, where you will become part of a community of filmmakers, screen actors, lecturers and students all aiming to succeed in the dynamic world of film, television, and screen content production in front of or behind the camera.

You are now part of a vibrant and diverse community committed to educational excellence with deep links to industry.

Through your course, you will gain the core creative, practical and business skills needed to succeed, and join a community of MetFilm school students and alumni of whom we are justifiably proud.

All our courses are demanding. You have already declared yourself ready for the challenge, and we are committed to providing you with an outstanding learning experience. We expect you to be self-directed, committed, to seek answers beyond the classroom and to embrace MetFilm's values.

We look forward to supporting your personal and professional development, encouraging you to collaborate with your fellow students and get the most out of your time at MetFilm School.

This document sets out important information which you need to know as one of our students. Please read the handbook carefully. The rules, regulations and policies contained and referred to in this handbook form part of the formal agreement between us and you should refer to this guide throughout the course of your studies.

This handbook is for students of MetFilm School (MFS) courses in Leeds. You can download this document, but please refer to the latest version of this handbook and access all of the School's key policies and documents on the [School's website](#).

You will receive course specific materials as well as module study guides at the start of each module.

If you have any questions then please do not hesitate to contact your Course Leader or another member of your course team or come to Reception at the entrance to the campus, where staff will endeavour to answer your queries.

Your time at MetFilm School is a unique opportunity to grow in expertise and achievement as aspiring professional film, television and screen content producer. Please make the most of it and forge your professional reputations and create the future of media.

Dr Paul Gormley
Head of School, Leeds

Key Contacts

Your Course

Course specific queries should be directed to the relevant course inbox below:

- BA Acting for Screen: bas.leeds@metfilm.ac.uk
- BA Content, Media, and Film: bcf.leeds@metfilm.ac.uk
- MA Courses: ma.leeds@metfilm.ac.uk

Student Support

- Queries about assessments or administrative matters should be directed to: admin@metfilmschool.ac.uk
- The Wellbeing team can be reached at: studentwellbeingleeds@metfilm.ac.uk
- Queries regarding kit and kit collection should be directed to: kitroom.leeds@metfilm.ac.uk

Your Future

- Our Creative Futures team (formerly MetFilm Futures) can be reached at: careersleeds@bimm.ac.uk

You can find up to date links to access further information at www.metfilmschool.ac.uk/me

Part 2: Starting your Studies – Key Dates and Facilities

Term Dates and Structure of the Teaching Day

At MetFilm School, most courses are taught in semesters. There are normally two or three semesters across an academic year, and you will normally be enrolled across two or three modules per semester.

You can find the most up to date information on term dates at www.metfilmschool.ac.uk/me/term-dates-2024-2025/.

Across any given semester, teaching runs for 12 weeks, followed by a four-week assessment period which covers assessment submission, independent study and marking.

Outside production periods, most MetFilm School teaching sessions take place between the hours of 9am and 7pm, most commonly in either of a morning (9am – 1.30pm) or an afternoon (2.30pm – 7pm) session.

Registration and Induction

All students must register with the School at the start of induction. This is known as Registration and is the first activity that must be completed during your Welcome Week. You will be asked to bring documents such as your passport and original copies of your qualifications. International students may also be required to show other documents as part of this process. Registration is compulsory and is the final step in your enrolment on your course.

Check out this handy video which explains the Registration process and what we require from you: <https://youtu.be/3JyjbkQQpFw>.

In addition to Registration, you'll be enjoying a range of activities as part of Welcome Week. These activities are designed to prepare you for life at MetFilm School, the exciting transition into higher education and prepare you for the screen industries. All activities scheduled on your timetable are compulsory – they cover important issues like Health & Safety, Production do's and don'ts, academic regulations and that all important information: how to hire film kit! You'll also be invited to participate in some social events throughout the week and get to know your new colleagues.

Information for International Students

If you are a student coming to study from outside the UK on a student visa sponsored by MetFilm School, you can find advice and general guidance for international students on the [UK Council for International Affairs \(UKCISA\)](#) website which provides immigration advice for international students coming to the UK.

It is important that international students understand their rights and responsibilities under the immigration rules.

IMPORTANT: If you are coming to the UK on a student visa sponsored by MetFilm School **MUST** arrive in the UK on or after the first day of your Student Route visa permission begins. Arriving earlier will invalidate your visa and you will be required to leave the UK to return on a date that complies with your Student Route visa. For example, if your Student Route visa begins on 5th September you should not enter the UK before this date. We undertake checks during registration to ensure that students have arrived at the correct time.

Disability Support during Induction

If you need adjustments for the induction and pre-induction periods, please let your admissions manager know or contact the school via the email address below.

Students can share or discuss a condition at any time during their study by contacting studentwellbeingleeds@metfilm.ac.uk

School Campus Access

Access to MetFilm Leeds Campus is through the main front door opposite the carpark of Prime Studios

Students will be given a MetFilm School Student Identity Card and lanyard. This serves as an identity card for security purposes in Prime Studios in Leeds, Ealing Studios and Garden Studios in London.

Please wear your lanyard at all times when on campus!

The School's normal hours of operation are:

- Monday to Friday: 8am – 7pm

If you require a 24-hour space for learning you also have access to Leeds University libraries, which are open for 24 hours.

We would recommend you don't stay too late on campus unless you need to. Breaks and time away from School are important for your wellbeing.

All visitors to campus, including external crew or actors for student shoots, will need to be signed in at reception and should wear their visitor lanyards at all times while on the premises.

Timetable

You can find your timetable at www.metfilmschool.ac.uk/me

This timetable includes information on the room booking, tutors and modules. For a detailed breakdown of the content of individual sessions, you should consult your Module Study Guides.

Communication

You will receive regular communications from the School across a variety of platforms. Please note that email is our main way of communicating with you. It is your responsibility to ensure you read emails carefully and check relevant email accounts regularly. We may also email or text you directly in case of emergencies.

Your Contact Details

You have to maintain up-to-date records of your term-time and permanent address as well as your telephone number and email address. It is your responsibility to keep this up to date at the School, should these change following registration on your first day.

You can log in to your student record to make changes at www.metfilmschool.ac.uk/me to update your records.

Any personal data will be treated in confidence in accordance with the General Data Protection Regulation (GDPR).

We will not provide a parent, relative or guardian with information unless you the student have given prior written permission. Trusted contact information is provided for emergency purposes only.

Premises, Security and Access

Our Leeds premises are located within fully functioning film studio lots – Prime Studios.

Please remember there are often productions and other businesses operating on the lot. We must all show consideration for others around us, by keeping noise to a minimum and not entering any private areas without prior permission.

Please also show a high level of respect for all personnel on the studio lots in Prime Studios and follow the instructions from any members of staff and Security.

The following specific rules apply at both Ealing and Garden Studios:

- under no circumstances may any student enter any of the stages or production areas
- please do not approach Prime Studio production staff directly. Please consult with relevant MetFilm School staff for advice.
- the privacy of actors and crew is paramount; do not approach or, in any way, interfere with their privacy*
- students are not allowed to bring visitors to the School without permission. Visitors to campus, including external crew or actors for student shoots need to be signed in at reception and should wear their visitor lanyards at all times while on the premises.

* MetFilm School takes seriously any invasion of privacy and a breach will normally result in the School taking disciplinary action against you.

General Health and Safety Guidelines for when on Campus

- All staff, students and users of MetFilm School premises should be aware of the emergency procedures. Students will be taken through this as part of their induction process.
- First Aid kits can be found: at Reception and in the Kitroom.
- All fire exits are clearly marked and kept free from obstruction. Please do not block corridors or Fire Exits. Failure to do so may jeopardise your right to shoot at MetFilm School.
- No medication may be administered to any students or employees.
- Any rubbish MUST be placed into the bins provided, which are emptied regularly.
- All MetFilm School premises are No Smoking or Vaping apart from designated smoking areas.
- No animals are allowed on the premises except by prior arrangement.

Your Facilities and Resources

Below is some guidance on the facilities and resources available to you at the Leeds Campus.

Kit Room

The Kit Room is situated next to the student social space. The kit room staff are able to help you with kit, kit care, and audiovisual support. Health and safety support is available for personal projects.

You can contact kit room by writing to kitroom.leeds@metfilm.ac.uk

Learning Spaces and Edit Suites

The Learning Space is in the Quad, but a variety of resources are available from the centre online. For information speak to staff at Reception/Infocore desk. Editing software and other postproduction resources such as colourgrading screens can be found here as well as in the two bespoke editing booths just off the social space. These booths are bookable through the Infocore desk

You will also have free access to the **University of Leeds** libraries, including full borrowing rights, online resources and open access study spaces. You will be inducted in how to make the best use of this space at the start of your programme.

Leeds City Council Libraries

- If you want to become a member at a public library in Leeds you can register online at [Libraries \(leeds.gov.uk\)](https://libraries.leeds.gov.uk)
- Contact Details: Central Library - Calverley Street, Leeds, LS1 3AB. Phone: 01133785005. Email: libraryenquiries@leeds.gov.uk

Student Social and Meeting Space

This is located in the centre of the campus and is furnished with chairs, tables, sofas and vending machines.

The Archive Café

The café opening hours are [here](#). You can buy food and hot and cold drinks there. There are a variety of offers available to reduce the cost of food and drink. If you bring your lanyard, you can get money off hot drinks. It is also a good place to socialise. There are a variety of food options, including vegan.

Shooting Spaces and Stages

You can book a shooting space with the timetabling department via email at timetable@metfilm.co.uk or via the [self-service booking facility](#) online.

Please note:

- The spaces are booked on a first-come first-served basis and are in demand.
- You are not allowed to build sets on the shooting spaces using flats without getting permission from the Buildings and Technical Services Manager who is located in the kitroom.
- Please leave spaces tidy and clean, as you would wish to find them.

Learning Space

The Learning Space is located on the 2nd Floor of A Block. It is a flexible space which you can use for study and socialising. There is a library of books, DVDs and periodicals and computers with course-relevant software on them. There is also an [intranet site](#) where you can search for resources.

Information on referencing and other key academic resources can also be found on the [Learning Space Intranet](#).

Part 3: Key Policies and Documents – Your Contract with us

Our Values

MetFilm School is committed to promoting equality of opportunity for students and staff from all backgrounds, and nurturing a respectful environment for all which is free from discrimination, is equitable and sustainable.

We want to ensure we inspire academic and personal integrity, collegiality and ethical behaviours in our students. We have a firm focus on the welfare of all individuals within the MetFilm School community. To uphold these values, we worked with students to develop a charter. The charter functions as an agreed 'Rules of Engagement' that staff and students have fed into and will result in the best possible experience for all students.

Student Charter and Code of Conduct

Our courses equip students with the knowledge, skills and mindset to prepare them for careers within the screen industries. This charter is relevant to all students on both accredited and non-accredited courses of study, as well as those on courses that are sub-contracted provision with partner organisations and is aligned with the Student Charters of our partner organisations.

We expect every student to actively engage in making MetFilm School an inclusive, sustainable environment in which creative, mature, focused, and considerate individuals are valued. Students are required to treat each other and all tutors and staff with respect and to work together in a professional manner.

Our aim is to support student learning and personal development actively respecting and standing up for the rights and dignity of others, within an atmosphere that encourages creativity, intellectual rigor and freedom of expression.

Please see the Student Charter here: <https://www.metfilmschool.ac.uk/about-us/policies-key-documents>

Other Important Policies and Procedures

The Charter and Code of Conduct is only part of your contract with the School. A full set of Terms and Conditions are shared with you with your offer letter. A full copy is available online [here](#). You agree to these at the point of accepting your offer at the School. Please familiarise yourself with them.

Along with these terms and conditions, during the admissions and enrolment process you agree to abide by MetFilm School's Policies and Procedures. Many of these will be referenced in this document.

We have a duty to ensure they are applied fairly and consistently, but it is your responsibility to make sure you are familiar with them. You can access all our most important policies and procedures on our [website](#).

Attendance Rules

You must arrive at teaching and production sessions on time and attend all scheduled teaching sessions. Students who arrive late to teaching sessions may be excluded from the active session until the next break so as not to disrupt the teaching of those in the current session.

There are some circumstances in which absence is allowed. Please write to your course team if you know you are going to be absent from any sessions for a good reason. MetFilm School tracks student attendance on a weekly basis and might reach out to offer support or take disciplinary action if you consistently demonstrate unsatisfactory levels of attendance.

IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: Attendance requirements are linked to your visa status. If you are experiencing difficulties that are preventing you from attending, speak to your course team immediately so we can support you.

Disciplinary Process

If you breach the Student Code of Conduct or other school policy or relevant partner policy, MetFilm School strives to resolve the matter quickly and effectively informally. However, there are times when the nature of the breach requires a formal disciplinary process, which is handled by a Panel

with a right of appeal. You can find the full detail on our disciplinary procedure in the [Student Disciplinary Policy](#).

For academic misconduct, see the section on Academic Integrity below.

It is important to note there is a separate process for academic appeals, which will be heard by one of our degree awarding bodies (DAB) – which DAB will depend on which body validates your course of study. To find more information about this process you can write to quality@metfilmschool.ac.uk.

Reporting Bullying, Harassment and Misconduct, including Sexual Misconduct

There is no place for bullying or harassment of any kind at MetFilm School.

We want you to feel comfortable and safe reporting concerns, including bullying or harassment. We have a [Bullying and Harassment Policy](#) and [a Sexual Misconduct Policy](#). This explains what harassment or bullying are and how the School responds to them. You can find useful information on sources of support if you are experiencing harassment or bullying in the Bullying and Harassment policy.

You can report concerns by writing to directly to complaints@metfilmschool.ac.uk. Relevant staff can then advise you on issues such as support, anonymity and safeguarding. You can report to this email address anonymously, though this might limit how we can address your concerns formally. We do have an [anonymous reporting form](#) which students can use to raise concerns anonymously.

You can also speak to any trusted member of staff, or the safeguarding team (who you can spot because they normally wear turquoise safeguarding lanyards).

Acceptable use of IT and Social Media Guidance

You mustn't use the School computers to engage in any illegal activity or access illegal materials. In particular, we want you to be careful when using social media channels like Microsoft Teams or WhatsApp.

If used appropriately, they can be powerful tools for enhancing learning, networking and enabling you to engage innovatively with the creative process. But using social media also carries some risks. Misuse of online platforms can cause harm to others and yourself, and could even put you at risk of legal or disciplinary action.

The full guidance document can be found here [Social Media Guidance](#), but you should always follow the basic rules of thumb below:

- **Don't** be negative, aggressive or threatening towards others when you post
- **Don't** harass, bully, or defame individuals or groups and steer clear of potentially offensive language
- **Don't** reveal sensitive or personal information about yourself or other people
- **Don't** post links to content that is discriminatory, illegal or that contains evidence of you breaking the law
- **Don't** share sexually explicit content
- **Don't** breach copyright or intellectual property law

Concerns and Complaints

We make every effort to ensure you are satisfied with your experience at MetFilm School, which includes a process for dealing with any causes for concern, dissatisfaction or complaint. We

encourage all students to raise any concerns locally with a relevant staff member in the first instance, with a view to speedy resolution.

In the event that you are not satisfied with the response, there are ways to escalate your concerns. You can find out more about this in our [Student Concerns, Complaints & Appeals Policy](#).

Academic Appeals

Appeals against academic decisions are formally managed by the academic appeals procedure of one of our degree awarding bodies and how your appeal is escalated will depend on your course of study. To find out more about this process, please write to quality@metfilmschool.ac.uk.

Part 4: Our Community – Support and Using your Student Voice

The MetFilm School Community

At MetFilm School you belong to a wonderfully vibrant and dynamic community of screen creatives.

We encourage students to network with other students and alumni from MetFilm School. The café and communal areas are great places to meet other like-minded students and develop projects outside of your studies. The Student Representation System and the Student Senate are also a good way to get involved (see section 5).

The School runs workshops and guest speaker sessions outside of teaching hours that are intended to enhance student's educational experiences with us. There is also a growing calendar of social events like screenings through MetFilm Futures.

Leeds has a vibrant social scene, with many restaurants, bars, gyms, theatres, and clubs. Leeds is one of the most diverse and lively cities in the UK, with easy access to a range of cultural activities. You can find out what's on and things to do on the [Visit Leeds](#) website.

You can find out more about life in Leeds and things to do on the [Leeds University Students' Union Website](#). As a student on the MetFilm Leeds campus, you will be able to access the Union's clubs and societies as an affiliate member.

Left Bank Leeds

A creative space set in a beautiful grade 2* listed former church building about 20 minutes walk from Prime studios. The space is open to the community for social, study and work purposes. They also host free events, music, markets, workshops, creative meetups and more.

The cafe bar is open 9am – 5pm weekdays and 11am - 4pm weekends.

For a schedule of events please visit [Left Bank \(leftbankleeds.org.uk\)](http://leftbankleeds.org.uk)

Find them at Cardigan Road, Burley, Leeds, LS6 1LJ

Health care

As a student in Leeds, you will need to register with a doctor, and be familiar with where to go if you need help, treatment or advice.

To find a GP in Leeds please visit [GPs near Leeds - NHS \(www.nhs.uk\)](https://www.nhs.uk)

You can also get medical help online at [NHS 111](#)

In an emergency phone 999.

Accommodation

If you need advice on matters concerning your accommodation you can speak to your landlord or letting agency. If you are staying in one of the [recommended student accommodations](#) there will be a reception team that you can contact.

Staying Safe

Leeds is a great place to live and study. Like in any big city it's important to take precautions and steps to stay safe but don't let safety worries stop you from making the most of your time here. If you have any questions about safety during your studies with us please contact studentwellbeingleeds@metfilm.ac.uk

You can report a crime in a non-emergency situation to the police by calling 101. In an emergency call 999. For general advice about staying safe please see [West Yorkshire Police Advice pages](#).

Remember to save important phone numbers into your phone's contacts library in case you need them.

We encourage you to network with other students and alumni. The café and communal areas are great places to meet other like-minded students and develop projects outside of your studies.

We also have a student representation system and a well-established Student Senate which are a good way to get involved in the extra-curricular life of the School. There is more detail on the Senate and what they do below.

Through our network of industry contacts, we facilitate workshops and guest speaker sessions outside of teaching hours to enhance your learning. The more you engage with these, the more you will get out of your time at the School.

Inclusion Calendar

The School, with the help of the Student Senate, also supports a regular calendar of inclusion activity. You can find the full calendar on Canvas.

Wellbeing and Disability Support

We are committed to each student's wellbeing, and there are a range of support mechanisms in place to help you progress on your course of study.

Counselling

Counselling can be made available to students who need it. For more information please contact studentwellbeingleeds@metfilm.ac.uk

Togetherall

MetFilm School students can access [Togetherall](#), our mental health and wellbeing portal. Togetherall is an anonymous community where members can reach out for support with their mental health. Access is available 24 hours a day, 365 days a year. You will be able to access trained professionals, self-assessments and resources and a wide range of self-guided courses to complete at your own pace. Students can join using their academic email address.



Register today for FREE

Mental health support. 24/7.

Confidential. Online Community.

Disabled and Neurodiverse Support at MetFilm School

MetFilm School wants all students to have equal access to our courses and facilities. Wellbeing staff provide confidential, specialist advice to help address any physical, study or communication barriers students may find in the learning environment. Wellbeing staff work hand in hand with academic staff to support students with a wide range of disabilities and long-term health conditions including:

- neurodiversity and specified learning differences (such as dyslexia, dyspraxia, ADHD)
- mental health diagnoses (such as anxiety, depression, bipolar disorder)
- long-term medical conditions (such as HIV, cancer, multiple sclerosis)
- hidden disabilities (such as diabetes, asthma, epilepsy)
- sensory impairments (such as visual impairment, hearing impairment)
- mobility or physical impairments (such as paralysis, arthritis)

You can register with the team during enrolment or any time during your studies. Alternatively, you can book an appointment with a member of the team to discuss your circumstances and support arrangements.

We encourage students to disclose disability or support needs as early as possible, so the correct support can be set up to help you reach your full potential.

Career Guidance for Students

Through regular tutorial meetings students are encouraged to think, prepare, and develop their learning goals in line with their evolving career aspirations. Your course team are available for additional meetings if requested by students.

Creative Futures provide advice on careers, festival submissions and job noticeboard postings as well as links to Masterclasses and Seminars. Students can sign up for Career Advice sessions and access up to the minute Career and Festival advice publications.

Our guest speaker sessions feature a wide range of industry-recognised guests from the world of film, television, new media platforms, marketing and distribution, entertainment business, production and postproduction.

You can contact Creative Futures at careersleeds@bimm.ac.uk.

Financial Support and Hardship

The MetFilm School Discretionary Support Fund provides discretionary financial assistance to help students to remain in higher education if they are facing unexpected financial difficulties. It can help to alleviate short term financial hardship and intervene where students may consider leaving higher education due to financial problems.

You can find out more by writing to studentwellbeingleeds@metfilm.ac.uk

Student Voice

Students are encouraged to play a full part in the decision-making processes at MetFilm School and there are lots of opportunities for you to shape the future of the School and your own educational experience through the academic year.

Student Reps

Reps represent their fellow students in formal meetings where decisions are made. The role of these Student Reps is to gather feedback from their peers and share this with the course teams in a respectful and constructive way to improve the student experience. Student Reps are normally elected by students at the beginning of the academic year (though they might have to be selected if there are no volunteers). There are usually two Reps from each cohort of each course.

Training is provided for Student Reps and an FAQ area and handbook are available on [Canvas](#).

Student Voice Committee Meetings

There are regular informal Rep meetings, and each course also has a formal meeting to engage with student representatives and gather feedback. These meetings are called Student Voice Committees.

These meetings provide a platform to consult and gather feedback from student representatives to enhance the course-specific student experience. The meetings keep track of annual action plans to improve the courses and are a key place where news about the School and your course is shared. They are held four times a year, and Reps have a duty to attend if they are able. You will be allowed to miss teaching sessions to attend these meetings.

Other Committees

In addition to the Student Voice Committees noted above, many of the other formal committees which make decisions about key matters at the School are also attended by student reps or members of the elected Student Senate.

Student Surveys and Feedback

We encourage you to speak to your course team if you wish to give informal feedback, but in addition to this you will be invited to complete an annual student satisfaction survey and may also be asked to fill our module evaluations. You might be eligible to complete the annual National Student Survey. This is a census of all UK students in their final year of an undergraduate course. The results are published on the Office for Students website. Eligible students are contacted about this at various points through the year. Please take the time to complete as many of these as possible when they are sent to you. Your answers directly inform decision making at the School and are one of the best ways you can give us direct individual feedback.

Student Senate

The Student Senate is made up of the elected student representatives across the campuses, and is led by the Student President, and two Vice Presidents or VPs. In addition to this the Senate also has a VP Green Officer and an Equality and Diversity Officer. The Senate acts as a general sounding board for student opinion. It operates across courses and provides a forum for you to present your views on any non-course-specific matters.

It receives reports from student representatives on any matters affecting them, communicates key updates to the student body and supports the student community by contributing to an annual programme of fun and useful events and campaigns for students.

You can write to your senate directly at senate@metfilmschool.ac.uk. If you are interested in running for the elected roles, hustings and elections normally run in October and you can find lots of relevant information about the Senate on the [Canvas Senate Page](#).

Student Community Reps

Student Community Reps are voluntary roles for students who want to support their particular community (be that a particular nationality, ethnicity or other group) at committee level. Community Reps take an active role in our Equality, Diversity and Inclusion Committee. If you want to find out more or are interested in becoming a community rep, visit the Rep Area on [Canvas](#).

Part 5: Teaching and Learning - Assignments, Academic Rules and Academic Integrity

This section is designed to help you understand how best to navigate academic life as a MetFilm School student. It sets out guidance regarding teaching and assessment submission and academic integrity, which will help you get the most out of your course. It also explains the principles by which all our courses operate. Further specific information can be found in your Module Study Guides and on Canvas.

Learning Management System (Canvas)

Canvas is MetFilm School's Learning Management System. It is a software that students use to access information and resources about MetFilm School, modules and support processes. It can be accessed through any computer connected to the internet or local MetFilm network via web-browser at <https://metfilmschool.instructure.com/login/canvas>

You can also access canvas on your phone by downloading from the [Android Play Store](#) or the [Apple App Store](#).

Canvas is used to:

- store official documents relating to modules such as Module Study Guides; rubrics and assessment information;
- submit work for assessment and access online feedback;
- interact and communicate with your learning community;
- provide advice on production, post production and equipment.

You will receive training on how to use Canvas during welcome week. If you have any questions relating to Canvas, please go to the MetFilm School Reception at the front of the building or email laurabanks@metfilm.ac.uk

How you will learn

During your time at MetFilm School you will experience a variety of teaching methods. This might include any of the following:

- **Lectures:** These are sessions for bigger groups and usually introduce key concepts or theories of a variety of subjects.

- **Seminars and Workshops:** Seminars and workshops are usually taught in smaller groups and are designed to analyse and practice key concepts and theories. They may include making screen content, pitching an idea or project, scriptwriting, editing, working with camera and lights, carrying out pre-production tasks, or collaborating on a team project.
- **Tutorials:** Tutorials are small group or individual sessions between students and tutors and are designed to give detailed and specific feedback and academic support.
- **Peer Review and Feedback:** Being able to critically reflect on your own work and the work of your fellow students in a constructive, meaningful way is a valuable skill for industry and is key to your personal development. You may be asked to give and receive feedback in sessions, and should approach this respectfully.
- **Self-Directed Learning:** Self-directed learning includes times when you are expected to make independent progress on the work for a module. This may be through activities set by your tutors, personal research and some shoots.
- **Research through practice:** Whether preparing to shoot a film or writing an essay, all work done at the school requires research. It is at the heart of everything that you will do at the school and beyond. For more information on this see your Module Study Guide.

Assessments

To progress through your course and be awarded your degree, you will need to submit and pass assessments. This section summarises important information about the rules around assessment.

MetFilm accredited programmes are all validated by either University of West London or BIMM University. For full details on the rules that apply to you, you can visit the Academic Regulations page for the relevant course of study:

University of West London:

- Academic Regulations: <https://www.uwl.ac.uk/about-us/policies-and-regulations>

BIMM University:

- Undergraduate Courses: <https://www.bimm.ac.uk/academic-regulations-bimm/>
- Postgraduate Courses: <https://www.bimm.ac.uk/document/academic-regulations-postgraduate/>

Modules might have more than one element of summative assessment – normally all elements must be passed for you to pass the module.

If you're unsure of which regulations apply to you, you can reach out to your course team or write to quality@metfilmschool.ac.uk

Submitting Work for Assessment

You will need to submit your assessments for each module via Canvas (unless directed otherwise by your course team).

Instructions for uploading the correct files, accepted file types and sizes can be found on your module Canvas pages and you should follow this guidance carefully.

The following general rules will apply:

- Maximum accepted file size: 500MB. Files above this size will be automatically rejected.
- File naming conventions must be followed – details of these will appear in your Module Study Guide and on the Canvas Module pages.
- Written Submissions (like essays, portfolios, script reports, floor plans etc.) must be submitted in in **.pdf** OR **.docx** (other recognised MS Word formats are also acceptable). Other formats will not be accepted and may count as a non-submission and will receive **a 0 mark**.
- Presentation slides must be submitted in either **.ppt** or **.pdf** format. Other formats will not be accepted and may count as a non-submission and will receive **a 0 mark**.
- Video Submissions must be submitted in either **.mp4** or **.mov** file formats. Other formats will not be accepted and may count as a non-submission and will receive **a 0 mark**, or you can provide a link to your video file if it is stored in Vimeo in your Canvas submission portal.

This may vary depending on the awarding body – you must read your module specifications and assessment briefs very carefully.

It is up to you to ensure you leave enough time before your submission deadline for any compressing process and the upload process. Please remember that if your work has not been submitted successfully to Canvas, it cannot be marked.

It is up to you to ensure you leave enough time before your submission deadline for any compressing process and the upload process.

Uploading video files from outside MetFilm School is not reliable. We advise you to upload compressed films from computers at MetFilm School in good time, where the connection makes the process almost immediate. If you are unable to be on site for a good reason, we strongly recommend you submit assessed work from a laptop or computer rather than through the Canvas mobile app.

Non-Submission

If you do not submit an assessment by the deadline indicated in your Module Study Guide, you will receive a mark of zero for that element of assessment. The assignment will be marked as a non-submission (NS). If you have a good reason for not submitting, there are processes to support you – see the information on extensions and mitigation below.

Late Submission

Late submissions are normally capped at the pass mark (40% for undergraduates, 50% for postgraduates) unless you have had an agreed extension or you have mitigation – see the information on [exceptional circumstances below](#). If you submit more than ten days late, your submission will receive a mark of 0.

If you submit more than ten days late (or 7 days if you are registered on a BIMM University course), your submission will receive a mark of 0. Please review the academic regulations for each provider carefully.

Resits and Retakes (also known as Retrieval Assessments)

If you fail an assessment, you will have to resit the failed element of assessment (i.e. you will have to resubmit). Resits/Retrieval assessments are ‘capped’, so even if you do well in a resit, you can still only achieve a pass mark for that element of assessment. If you fail this resit attempt, and do not get an overall module mark that is enough to pass, then you will have to retake the entire module,

including teaching and assessment, at the next available opportunity. There is normally a cost for this. You should also be aware that if you have to resit or retake modules, this can have implications on your ability to continue to the next level of study and complete your course within the usual timescales. It can also impact your graduation date.

Exceptional Circumstances

The School recognises that in some circumstances you may be unable to submit an assessment by a deadline for **unforeseen and unpreventable reasons**. There are two possible ways to address this.

Before a submission deadline

An extension lets you submit your work up to 10 calendar days after the deadline without affecting your mark. Mitigation will allow you an uncapped resit opportunity at the next available opportunity.

After the submission deadline

After the deadline you can apply for 'Late Mitigation' – in this case you will always have to provide evidence, which will be reviewed by a Mitigation panel.

The rules on mitigation vary depending on which course you are registered on.

- for those on UWL awarded courses, see [UWL extensions and mitigation pages](#).
- or those on BIMM University awarded courses, please see the [Exceptional Circumstances Policy](#).

Ethical Approval for Projects

Research and creative screen production should be undertaken under the basic principle that it does not cause harm, allow harm to be inflicted, or otherwise damage the interests of any parties involved. Ethical approval is an essential part of the greenlight process for all projects undertaken as part of any final BA 40 credit or MA 60 credit project modules.

You will receive links to the ethical approval form and guidance around the process in the relevant Module Study Guide and from your course team and tutors. If your project does not receive ethical approval, it will not be greenlit for production and you may be asked to provide more information, or to amend your approach to ensure the risk of harm to yourself, crew or other contributors is reduced. In some cases, you will have to make adaptations to the project before the School can approve it.

Going ahead with a shoot that has not been green lit is a form of academic misconduct and we may take disciplinary action against you if we find that you have gone ahead with a shoot.

Academic Integrity

Academic integrity is about respecting your work and the work of others. You can watch this [short video](#) made by other UK students that gives a clear definition. You must ensure that any work you submit is your own, or where you are using the work of others, you acknowledge this appropriately. At MetFilm we want you to approach your work and the work of others with honesty and respect. Submitting work that is wholly your own is also the best way to ensure you are really learning and are able to take your skills into the industry.

The most common type of academic misconduct is **plagiarism**. Plagiarism is defined as the presentation of work for assessment which is not your own, or is not original, in the sense that all or part of the work has been copied from another person or source. Plagiarism in written work can occur intentionally (e.g. you copy a section from a book without referencing it) or unintentionally (e.g. you paraphrase another person's work or ideas but fail to acknowledge them as the source). In either case, it is unacceptable. This applies to all work, including written work, filmed artefacts (moving image and sound), production portfolios, critical analysis etc.

Note that **self-plagiarism** is also a form of academic misconduct – this involves submitting work for assessment that you have previously published or submitted to assessment at MetFilm or another institution.

Contract cheating is another form of misconduct. Contract cheating means submitting an essay for assessment that you have paid someone else to write. In May 2022, the UK government made online essay mills illegal in England. Be careful when engaging proof-reading or tutor services online and try to access your academic support through MetFilm if you need it, to avoid supporting illegal businesses.

Using AI to write assessments for you is unacceptable and will be treated as plagiarism. You may use AI responsibly if the assessment brief permits this, and your course teams will talk to you in more detail about how to use and to reference the use of AI.

For full details on academic integrity and plagiarism, and how the School approaches this, please refer to:

- UWL [Academic Regulations](#) (for students on UWL awarded courses)
- BIMM University's [Academic Integrity Policy](#) (for students on BIMM University awarded courses).

If you need help, ask your course team. There is a lot of support on offer, and we can guide you to access it.

Referencing

Referencing appropriately is the first line of defence against potential academic misconduct. Across MetFilm School courses we all apply the same referencing system, the Harvard Referencing System.

More information on Harvard Referencing and producing bibliographies, quotations and citations please refer to the *MFS Harvard Referencing Guide* which you can access through the [Learning Space Intranet Page](#).

How we mark your work and ensure assessments are fair

Before marks are released to you, they have to go through a quality assurance process. Work is first marked by staff who are trained in assessment processes and then is internally moderated or second marked. After this process of internal second marking or moderation, most modules are then externally moderated by an external examiner from another UK higher education institution. This ensures that the mark you get is fair and reflects standards not just at MetFilm and our degree awarding bodies, but across the UK. You can find out more about this process in the [Marking, Moderation and Feedback Procedure](#) (for students on UWL awarded courses) or the [BIMM University Student Assessment Handbook](#) (for students on BIMM University awarded courses)..

Assessment marks are not confirmed until they have been approved by a relevant degree awarding body assessment and award board. Sometimes these boards happen some considerable time after you submit, so to ensure you are able to apply what you have learned in feedback, we do provide you with marks before they are approved. Remember that they are indicative and subject to change if they haven't been agreed by the relevant degree awarding body.

Marking Turnaround

Marking of summative assessment will be completed and feedback returned to students within 20 working days across all 20 credit modules, regardless of the level of study.

For sub-contract courses (BA Content, Media and Film Production; BA Film and Screen Business; BA Acting for Screen; BA Digital Film Practice) the marking turnaround is 15 working days as set out in our partner policies and procedures (UWL Academic Regulations and BIMM University Assessment Handbook).

Feedback on work submitted for 40 credit modules will be returned to you within 25 working days.

Production Support

The Health and Safety guidelines below are designed to keep you and other students safe. It is important that you read, digest and follow these rules, as well as using your common sense and awareness.

The School's full Health and Safety policy can be accessed [here](#). You should familiarise yourself with it. The School also has a [production support site](#), which you should familiarise yourself with. It can be accessed through the self-directed section of Canvas.

General Health and Safety Guidelines for Productions

A Production Risk Assessment and call sheet must be submitted for each production. If you don't ensure they are in place for your productions, your shoot may not be greenlit.

You are legally held responsible for health and safety on your shoots. If you are negligent in carrying out the safety procedures identified within your risk assessments, you could end up in court. Negligence will be determined by the courts but is likely to look at the circumstances and ignore your lack of experience.

Detailed Health and Safety guidance can be found in the Production Handbook. Templates and further guidance can be found on the [production site](#) on Canvas and in the School [Health and Safety Policy](#).

If you are unsure about any aspect of Health and Safety, you should seek guidance from your course team.

Insurance for Productions

MetFilm School insurance covers you whilst you are a student. Curriculum exercises and film productions require appropriate contracts and risk assessments for insurance to be in place.

MFS insurance does not cover the following activities:

- nudity and explicit sexual content
- filming outside of the UK

- aerial photography (including drones)
- external equipment hire, including personal equipment
- moving vehicles (including e scooters)
- SFX: pyrotechnics
- underwater filming and marine photography
- non-contracted cast, crew and locations

MetFilm insurance requires referral to the underwriters if the project involves:

- fire and any form of heat (e.g. blow torches)
- water (including swimming pools, hot tubs, baths, showers)
- sexual content
- stunts
- filming at height – taking place more than five metres above the ground
- hazardous materials
- shooting at hazardous locations (cliffs, beaches, derelict)
- any event likely to involve 50+ participants and volunteers combined

These lists are not exhaustive and insurance requirements can change from time to time. Please ensure you follow the most up-to-date guidance as provided by staff.

Part 6: Graduation and Celebrating your Achievements

MetFilm School Celebratory Screenings

In advance of your graduation ceremony we will invite you to celebratory screenings of the films in your cohort on the big screens of a cinema, to which you will be able to invite special guests.

Each event is ticketed, and we let you know the time and place for your screenings and celebration events two months in advance of the date.

More details will come through to you much nearer the time.

The Award

Although you've spent your time with MetFilm School, your degree will be awarded by one of our academic partners, BIMM University or University of West London (UWL).

BIMM or UWL will be in touch with you directly with information and an invitation about your official conferment ceremony and the awarding of your degree. This is conditional on you meeting the requirements of your degree as outlined in your course specification. This partner event, if you choose to attend, will be your official degree conferment. Alternatively, you can opt to have your degree award sent to your address.