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SCREEN AND
FILM SCHOOL

IMPORTANT REGULATIONS AND INFORMATION

2022/23 - v1.0



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Introduction to Important Regulations and Information

This document is designed to give you clear information about some of the important regulations that govern your time at BIMM Institute, ICTheatre, Performers College and Screen and Film School (referred to here as “the Institute”), and to signpost you to the definitive current versions of these policies and regulations.

Where this document refers to ‘Terms and Conditions,’ this refers to the Terms and Conditions, which can be found on our [Essential Documents webpages](#).

By agreeing to the Institute’s Terms and Conditions you have agreed to abide by the regulations relating to your time as a student at the institute.

This document references the following regulations from the Governance and Quality pages of our website:

[Academic Regulations](#)

[Code of Conduct](#)

[Course Approval and Modification Policy & Procedure](#)

[Fitness to Study Policy](#)

[Bullying & Harassment Policy & Procedure](#)

[Student Intellectual Property Policy](#)

[Learning and Teaching Strategy](#)

[Sexual Misconduct Policy & Procedure](#)

[Student Charter](#)

[Student Data Protection Policy](#)

[Student Disciplinary Procedure](#)

[Student Engagement Policy](#)

This document also contains an overview of important financial information, and an indicative list of Essential Equipment that you will need for your studies. It also refers to information for [International Students](#), and about our [Complaints and Appeals Procedures](#).

This document is not designed to replace or supersede any of the above regulations and policies, and where there is any doubt the information in the regulations and policies should be taken as definitive.



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If you need further guidance, please contact a member of student support or the admissions team.

Withdrawal

The Institute has the right to withdraw you from your course if:

- You have poor attendance at lessons, in line with the Higher Education Student Withdrawal Procedure (see the [Student Engagement Policy](#))
- You fail too many assignments and no longer meet the progression requirements (see [Academic Regulations](#))
- A fitness to study panel finds that you are unable to continue your studies due to illness, including mental health issues (see the [Fitness to Study Policy](#))
- You are found guilty of serious breach of our academic misconduct regulations (see section 9 of the [Academic Regulations](#))
- You exceed of the maximum registration period (many courses only allow you to be registered as a student for a maximum of 6 years)
- You fail to return after a period of intermission/deferral (see Terms and Conditions - Section 10: BIMM Institute's Right to Terminate)
- You fail to pay your tuition fees (see section 8 of the Terms and Conditions - Tuition Fees and Funding)
- If you fail to re-enrol at the beginning of any academic year
- Your visa expires or is withdrawn and you are no longer legally able to study at the BIMM Institute / ICTheatre / Performers College or Screen and Film School College at which you are currently enrolled (International students only – for further information please see our [web pages for international students](#) and the [Student Engagement Policy](#)).
- You are found guilty of a serious breach of our regulations at a disciplinary hearing. This could include, but is not limited to:
 - Harassing and bullying behaviour
 - Discriminatory behaviour
 - Assault
 - Threatening/abusive behaviour
 - Drugs/alcohol on BIMM Institute / ICTheatre / Performers College or Screen and Film School premises

For more information please see the [Bullying & Harassment Policy & Procedure](#); [Code of Conduct](#); [Student Disciplinary Procedure](#); and [Student Charter](#).

You may also withdraw yourself from a course of study by contacting student support, who will be able to guide you through the process.

If you are withdrawn from a course:

- You will no longer be allowed to use BIMM Institute, ICTheatre, Performers College or Screen and Film School premises
- You may be liable for any outstanding fees for the year (please see the Terms and Conditions for more details)



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- You will not receive a degree qualification, but may be able to claim a lower-level exit award if you have previously completed one or two years of study successfully and you do not owe the Institute any outstanding fees
- (For international students only) we will be required by law to inform the relevant immigration authorities that you are no longer a student. This will likely result in your student visa being revoked.

Deferral

You may be allowed to take a break between years while on your course. This period of deferral will initially only be permitted for a maximum of twelve months. Should you subsequently request an extension of your deferral, this will need to be approved by the Academic Registrar. If approved, the Institute reserves the right to reassess your case before readmitting you to the course. This will ensure any unforeseen circumstances, such as changes to the course structure, will not hinder successful progression through the remainder of the course.

If you fail to return within the agreed timeframe, you may be withdrawn from your course.

For more information, please see section 8 of the [Academic Regulations](#).

Progression requirements

In order to progress from one year of a course to another you must meet the progression requirements.

The best way to guarantee you will progress on to the next year is to get at least 40% in all your modules (50% for postgraduate courses).

If you do not pass all your assessments/modules you may be offered re-sits of assessments, compensated credit, a retake of a module, or a retake of the entire year, depending on your personal circumstances and the number of assessments/modules you have failed. The decision will be made by the relevant exam board, which will apply the progression rules as outlined in the [Academic Regulations](#). It is strongly advised that you read these regulations fully.

It is important to note that if you are awarded a re-sit in an assessment it will be capped at 40% (50% for postgraduate courses) meaning that this is the highest grade you will receive for this assessment.

Additionally, there may be requirements that you must meet in order to take certain option modules. If this is the case, you will be told when you come to choosing your option modules.

Award Requirements

In order to receive your degree qualification, you will need to meet certain requirements as set out by the Institute. These requirements are set out in full in the [Academic Regulations](#).

The best way to guarantee that you will receive your full qualification is to get at least 40% in all modules for every year of your qualification (50% for postgraduate courses).



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If you fail to meet the award requirements for your full qualification you may receive a lower qualification (such as an Ordinary Degree).

Submission of work

Work must be submitted in the correct format. Failure to submit work in the correct format may result in marks being deducted.

When submitting work digitally it is your responsibility to ensure that files are submitted in the correct file format and can be opened correctly. It is a good idea to test files on different computers to make sure they work. If the file cannot be opened, we will not be able to mark it, and will likely result in a mark of 0.

Non-submission of an assessment will result in a mark of 0.

Failure of electronic devices is not grounds for a mitigation claim, so it is important that you backup all of your work and double-check all submissions.

For more information, please refer to the [Academic Regulations](#).

Academic Misconduct

Academic misconduct is defined as any attempt to gain an unfair advantage in assessed work by deception or fraudulent means. This includes, but is not limited to:

- Plagiarism - the practice of taking someone else's work or ideas and passing them off as your own
- Collusion - working together with someone on an assessment that is meant to be an individual effort
- Personation – having someone else sit an examination for you
- Taking notes into an unseen examination
- Gaining access to an unseen examination paper in advance of sitting it
- Fabricating or falsifying research results

The result of committing academic misconduct varies depending on the severity of the case, but could ultimately lead to you being withdrawn from the course. If you have already received an award, but are then found guilty of misconduct, you may have that award revoked.

For more in-depth information, please refer to the academic misconduct section (section 9) of the [Academic Regulations](#).

Mitigating Circumstances

If you feel you have been negatively affected by factors outside your control you may be able to make a Mitigation Claim.

A mitigation claim may be made against the following circumstances:

- Late or non-submission of assessment
- Absence from an in-person assessment



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- Assessment submitted on time and/or in-person assessment (such as examination) taken on scheduled date – but assessment performance is seriously and unexpectedly impaired.

For more information, please see the mitigating evidence regulations in Section 8 of the [Academic Regulations](#).

Academic Complaints and Appeals

BIMM has several distinct procedures and policies for handling different types of complaints and appeals.

The [Student Complaints Procedure](#) covers problems relating to teaching, learning, research and supervision, and to the provision of other services by the Institute.

The [Academic Appeals Procedure](#) covers requests for review of a decision made by an academic body (such as an exam Board) regarding student assessment, progression or award. The below is an indicative list of decisions against which you can appeal:

- Failure of the course of study
- The recommended category of award
- A decision that the student is required to withdraw from the course because s/he has failed to satisfy the requirements for academic progress within that course
- A decision that a student is required to submit one or more assessment units, having failed to satisfy the requirements for academic progress (this can include a decision that a student is required to repeat a year)
- A particular assessment result (this can include a penalty for late submission, or failure to submit a piece of work)
- A decision from BIMM that a student is deemed to have withdrawn
- An outcome of the Criminal Convictions & Charges Panel.

Your appeal will only be successful if you meet one of the grounds for appeal, these will be slightly different depending on what you are appealing against. The grounds for appeal can be found in the appeals procedure.

The [Bullying & Harassment Policy & Procedure](#) and the [Sexual Misconduct Policy & Procedure](#) cover complaints concerning the inappropriate behaviour (or allegations of behaviour) of other students and Institute staff. Complaints about staff which do not fall under either policy or procedure may need to be referred to the Institute's People Team.

Finally, there are separate complaints and appeals procedures for applicants. Information about these procedures can be found on the [Appeals and Complaints](#) pages of our website. In these cases, a complaint is defined as a concern about an aspect of the admission process, which is not necessarily connected to the selection decision. If, following receipt of feedback, an applicant feels that an error has occurred, they have the right to request a formal review of the selection decision on one of the following grounds:

- Pertinent information was missing from the original application
- There has been a misinterpretation of information or data contained within the original application



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- There was a procedural anomaly in the handling of the application.

It is important that all forms of complaint and appeal are submitted in a timely fashion. The timings for each form of complaint and appeal can be found via the above links. Late applications are unlikely to be considered unless you can provide sufficient evidence of mitigating circumstances.

Help and Guidance

If you are considering making an appeal or complaint, you are **strongly advised** to talk to one of the below figures at your college. They can advise you on how to deal with your appeal/complaint, help to resolve it informally and, if necessary, support you in the process of making a formal appeal/complaint:

- Student Support Officer at BIMM
- Your Course Leader / Head of Education
- The Head of Student Services
- The College Principal
- One of your Student Representatives

Further information on academic appeals and other appeals and complaints can be found on the [Appeals and Complaints](#) pages of our website.

If you have tried to resolve your complaint or appeal informally and are still dissatisfied, you may use the forms available [here](#).

Intellectual Property

As outlined in our [Student Intellectual Property Policy](#), as a general rule, the Institute makes no claims over Intellectual Property (IP) generated by students in the course of their studies. Students are, therefore, free to exploit the IP they generate in the course of their study, including published songs, written articles, and other such work. There are, however, some exceptions to this rule, which are detailed in the [Policy](#).

Course Changes and Academic Development

In response to student feedback changes may be made to your course, this will only happen when one or more of the following is true:

- The changes are non-material (e.g. module aims or non-assessed learning outcomes)
- The changes are beneficial to students
- The changes are required because circumstances outside of our control (e.g. a change in the law).

When we are making change to a course, we always consult with your student reps through Boards of Studies meetings for your subject. You are able to express your concerns or any input you would like to have by contacting your student rep or by attending the Student Representation Forum at your college.



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If it is believed that a change may be detrimental to some students, we will email all students to inform them of the proposed change and give them time to respond.

Any major or detrimental changes made to the course made between the time the prospectus is released and release of this document will be made clear in the accompanying course overview.

For more details see our [Course Approval and Modification Policy & Procedure](#).

Students should also be aware of the [Higher Education Learning and Teaching Strategy](#), which sets out the strategic aims and principles guiding the Institute's approach to Learning and Teaching, by which they aim to provide students with the best opportunity to achieve a sustainable career in the music and broader creative arts industries.

Financial Information

Course fees: -

Fees are broken down into two categories - 'home' and 'overseas'. To be considered a home fee payer an applicant needs to: -

- Be settled and ordinarily resident in the UK. This includes the Channel Islands and the Isle of Man (the British Isles, but outside the UK); or
- Have been settled and ordinarily resident in Switzerland or British Overseas Territories for three years prior to the course start date.

Students from other countries are classified as 'Overseas' students. Exceptions include students temporarily outside the UK, those with UK Government refugee status and migrant workers.

UK Colleges

Degree: -

Category	Full year fee
Home	£9,250
Overseas	£13,750

Masters (Full Time): -

Category	Full year fee
Home*	£8,495
Overseas*	£13,995

Masters (Part Time): -

Category	Full year fee
Home*	£5,000
Overseas*	£7,750

*BIMM Alumni will receive a tuition fee discount £1,000 on full time courses or £500 for part time programs.



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Dublin

Private courses: -

Category	Full year fee
EU - Foundation Diploma	€2,200
EU Annual (Undergraduate)	€4,950
EU - Masters (full-time)	€6,450

German Colleges

Category	Full year fee
EU Annual	€7,950
EU Payment Plan	€7,950
Non-EU - BA	€13,450

For further information, please see the [Fees and Finance](#) section of our website.

Essential Equipment

In addition to fees and living costs, students should be aware that they may be expected to have certain equipment in order to successfully complete their courses. You should consult the Essential Equipment Guide ([BIMM](#), [ICTheatre](#), [Performers College](#)) prior to commencing your course, and consider the additional costs such equipment may represent.

Students for Screen and Film School should note that there are no compulsory additional course costs however we strongly recommend investing in a Terabyte external hard drive, along with a portable personal computer.

Data Protection

The Institute processes students' personal data as part of the necessary functioning of the institution. Personal data is information that can be used to identify students individually, and which students provide by completing application and enrolment forms, as well as information which is processed while students are enrolled, such as assessment results. In compliance with current data protection legislation, the [Student Data Protection Policy](#) sets out which forms of information the Institute collects, and how it is used and stored.

Conclusion

As noted in the Introduction, this document is designed to provide an overview of some of the important regulations which govern your time at the Institute, and to signpost you to the definitive versions of these regulations and policies. It is not a substitute for reading these regulations in full. We wish you all the best in your future studies.