



BA (Hons) Dance Performance Terms and Conditions

2021-22

Addict Dance Academy

St Nicholas Circle, Leicester, LE1 4LF

INTRODUCTION

We know the amount of information given to you on your first day of the BA(Hons) Dance Performance top up can be overwhelming, so we placed all the Addict Dance Academy rules and policies in one document to make it easier. Please read through this agreement and keep it safe so that you can always refer to it later.

This student agreement forms the basis of the contractual relationship between you and us. It is important that you read this agreement when enrolling with Addict Dance Academy. To keep this Agreement as short as possible, we will refer to other documents which provide more details about the Academy or partner institution's (University of West London) regulations.

EXPECTATIONS

A Higher Education qualification in Dance requires commitment from both parties. This section sets out what you can expect of us and what we expect of you.

You can expect us to:

- deliver high-quality teaching and effectively manage your programme of study
- provide suitable learning resources and facilities that are fit for purpose
- make available an academic support service dedicated to help you develop your academic skills
- deliver a range of workshops, seminars, projects, and performances that are designed to develop transferable skills and attributes necessary for future employment
- make available careers development that is embedded into your programme study and available individually to help you with your future career
- give you access to online resources which will contain up to date teaching resources to support you with your learning.
- provide you with module handbooks which, along with online resources, will provide up-to-date and accurate information about your modules and assessments
- consult with you and let you know as soon as possible if we need to alter anything related to your programme, such as timetabling, location, type of class, assessment or programme content
- ensure you receive timely feedback on your work (usually within 10 working days after the assessment) that is constructive and enhances your learning
- encourage you to feedback on the quality of your programme and comment on your overall experience, and then communicate any outcomes with you
- invite you to get involved in committees, student unions, and governing bodies to enable you to have your say in the planning and management of Higher Education delivery

We expect you to:

- take responsibility for your own learning and development, working in partnership with staff to become a self-reliant, independent learner

- actively engage with your programme by attending and actively participating in all taught sessions, completing and submitting all work assigned to you by the published deadline and carrying out any related work placements, enrichment, or required performances
- be fully prepared for each session: in practical sessions you will comply with Addict Dance Academy's dress code; in theory sessions you will come prepared with the necessary tools to take notes and participate in seminars
- respect the physical environment, staff members, fellow students and our neighbours
- make use of the Academic Support and career guidance provided by Addict Dance Academy when necessary to support your learning and future progression
- familiarise yourself and comply with Addict Dance Academy rules and regulations
- familiarise yourself with the information provided about your programme, as published in your module handbooks and on online resources
- check your email account and online resources (UWL Blackboard) **regularly** both during and outside term time so that you are aware of relevant information in good time
- inform the Academy of any changes to your contact details immediately so that Addict Dance Academy staff can continue to send you relevant information for your programme
- inform the Academy staff of any injuries, medical conditions, or changes in personal circumstances that may impact on your progress during the programme
- share your ideas and comments about your programme and overall experience with us by providing feedback through induction questionnaires, module evaluations, meetings with your student reps, the National Student Survey, or by becoming a Student Representative
- make prompt payment of any charges required by Addict Dance Academy

MATERIAL INFORMATION

Material Information is the term used to describe all the information we provide you to help you make an informed decision about whether to study with us. This includes information about our programmes published in our prospectus and on our website, and information about our rules and regulations set out in this document or other policies and procedures.

Material changes to terms and regulations

We will try not to make material changes to the terms and regulations we set out in this and other documents. However, we may need to do so in response to changes in legal requirements or government policy. If this is necessary, we will give you reasonable notice of these changes and the date they take effect. We will also make all amended documents available to you on UWL Blackboard and/or via Addict Dance Academy website.

Material changes to Programme Content

We will try not to make material changes to the programme content that is described within the prospectus, website and programme handbook. However, on occasion, we may make a strategic decision to make changes to make sure that the curriculum, teaching and learning methods and forms of assessment are up-to-date, maintain academic standards and enhance the quality of learning opportunities for students. We will normally make changes only if the overall effect of the changes is not significant and is either neutral or advantageous to students. Other changes may sometimes be unavoidable because of unforeseen issues such as staff availability or other resources. Addict Dance Academy will contact you if we make significant changes to the programme information on our website or to other information we have given to you.

CANCELLATIONS

Cancellation of a Programme

Addict Dance Academy may make a strategic decision to close the programme because insufficient enrolments render it non-viable from an academic, student experience or resourcing perspective. In such cases where a programme is closed, the Addict Dance Academy will consult all existing students and applicants as early as possible prior to the proposed programme closure and is highly likely to 'teach out' the original programme, enabling existing students to complete their programme. This will always be the preferred option, however, very occasionally, this may not be considered viable on academic and student experience grounds, in which case Addict Dance Academy will invite all applicants/students to have individual support and guidance with Addict Staff if appropriate.

FEES

You will apply for your student finance and pay your fees directly through the University of West London, using the **Course Code: BADANC0030** and **Student Loans Code: 640160**

You are personally responsible for ensuring that your tuition fees are paid, even if you are sponsored by a third party, have applied for a student loan or a third party is paying them.

You must make sure that your tuition fees are paid on time. Failure to pay is a serious matter. In the event that your tuition fees have not been paid in full by the relevant final payment date, Addict Dance Academy shall be entitled, but not bound to, refuse to permit you to continue on your programme of study.

Fees are subject to revision annually. Fees quoted are for the current year only and may vary slightly from one year to the next.

We are committed to a fair and transparent policy for charges made to our students and will use reasonable efforts to tell you promptly if any fees or charges are payable, along with details of the arrangements for payment.

If you have any concerns regarding payment of fees or require further information about tuition fees please contact Student Services at the University of West London at: +44 (0) 20 8231 2573 / 2991 or studentservices@uwl.ac.uk.

Other charges

There may be additional costs relating to your programme which you agree to pay to Addict Dance Academy or to a relevant third party. Additional costs may include field trips, theatre and museum visits, compulsory texts, materials, costumes, make-up, and printing costs. Whilst Addict Dance Academy makes reasonable efforts to ensure information regarding additional costs is correct, from time to time, further or different additional costs are incurred to maximise the educational opportunities for its students.

DATA PROTECTION

Under the Data Protection Act 1998 (“DPA”) a student has the right to check the information held about them, but students also have the responsibility to ensure that this information, e.g. contact details, is accurate and up-to-date. Requests for personal data can be made in the form of a Subject Access Request.

Addict Dance Academy holds information about all applicants and all students. Addict Dance Academy uses the information from your application:

- to process your application, to collect feedback and to send you information about Addict Dance Academy and its events, such as open days and enrichment activities
- Addict Dance Academy will also use the information it holds about you to deliver your programme, to provide educational and support services to you, to monitor your performance and attendance, to collect feedback and for management activities such as strategic planning, statistical analysis, equal opportunities monitoring and maintaining our IT systems.

Addict Dance Academy is obliged to send student data to relevant government agencies for their use, such as the Office for Students, the National Student Survey (NSS) and the Destinations of Leavers from Higher Education survey (DLHE).

ASSESSMENT

When you receive credit for your modules, you will be able to count that credit towards your qualification. You need to meet the assessment requirements for your programme before completing your and receiving your qualification. You may have to withdraw from the programme if you do not meet these requirements. We use academic judgment to decide whether you meet the learning outcomes of your studies. Details of the assessment arrangements are in your module handbooks.

Blackboard and Turnitin

You will have access to UWL’s Blackboard for all modules. Information for each module, including handbooks, PowerPoint slides, video clips, and any additional

resources will be available here. You will be responsible for accessing Blackboard for your course materials each week.

If you have trouble accessing Blackboard, or need to reset your password, please contact the UWL IT Services:

Email: ITServices@uwl.ac.uk

Tel: **0300 111 4895** (24 hours a day, seven days a week)

Submission Guidelines

1. All written work **MUST** be submitted via **Turnitin on the UWL Blackboard Student Portal**. Acceptable file formats are **Word Document (.doc) or PDF (.pdf)**. Turnitin *does not* accept Pages.
2. Download your **Turnitin Submission Receipt** and email it **WITH** your assignment to info@addictdanceacademy.co.uk
3. All video submissions must be uploaded to Blackboard **AND** a screenshot of upload confirmation emailed to info@addictdanceacademy.co.uk.
4. All assessments must be submitted by **5pm on the day of the deadline**. Any work received after 5pm will be **considered late** and subjected to the penalties in Section 3.2 a) of your Module Handbook.

For guidance on online submission of assignments, including how to submit and how to access online feedback, please refer to the UWL Blackboard student-help pages at:

uwl.ac.uk/blackboardhelp

Addict Dance Academy's BA(Hons) Dance Performance Top Up is validated by the University of West London and adheres to their Academic Regulations. The following is taken from the *University of West London – Academic Regulations 2021-22*:

https://www.uwl.ac.uk/sites/default/files/academic_regulations_ay21-22.pdf

Module Passes

The pass mark for all modules is 40% for all undergraduate awards. Module marks are rounded up or down to the nearest whole number; for example, a mark of 44.5% and above will be rounded up to 45%, and a mark of 44.4% and below will be rounded down to 44%.

The module requirements, outlined in the Module Study Guide, shall specify the elements of assessment that must be passed, those that must be taken and those that are optional. If a module has multiple elements of assessment, the mark is calculated on all elements to one overall module mark, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body (PSRB). Where a student is required to pass individual elements of assessment, the pass mark for those elements shall match that of the module, unless specified otherwise by the approved course regulations or the relevant PSRB.

If you fail to meet the original deadline or a granted extended deadline, the following penalties shall apply:

- a) if the assessment is late up to a maximum of **five working days** from the original or

agreed extended deadline, the assessment mark will be capped at **pass mark (40%)** for the element of assessment

b) if the assessment is late **over five working days** from the original or agreed extended deadline, the piece of work will receive a **mark of zero** for the element of assessment

c) if the assessment is late over ten working days from the original or agreed extended deadline, the piece of work will be deemed as a **Non-Submission**.

If you think you need a little more time past the original deadline, you can approach your Module Leader or Programme Leader for a 10-day extension initially. Please fill out the **Extension Form** and submit the **required evidence** with the Front Desk Staff.

A student may not Resit the module assessment(s) or retake a module that has been passed.

Undergraduate Academic Regulations

The following can be found on UWL's website, under the tab 'Guidelines':

<https://uwlhonourscalculator.uwl.ac.uk/HonoursCalculator/MobileCalculator>

The final degree mark is calculated by applying either of the two methods below, whichever produces a higher score:

a) The weighted marks using best 200 credits at Level 5 and Level 6 (100 credits at Level 5 and 100 credits at Level 6), with Level 5

weighted as 0.5 and Level 6 weighted as 0.5 (Method of Calculation: Mark (%) x credit value of module x module level weighting);

OR

b) the marks using best 100 credits at Level 6 alone (Method of Calculation: Mark (%) x credit value of module).

The classification of Honours shall be made according to the following scale:

Mark	Classification
70-100%	First Class Honours (1 st)
60-69%	Second Class Honours, Upper Division (2:1)
50-59%	Second Class Honours, Lower Division (2:2)
40-49%	Third Class Honours (3 rd)
0-39%	Fail (No Award)

Preponderance

A higher classification shall be awarded if the degree mark is not more than 2% below the lower boundary of the classification to be awarded **and:**

a) at least 60 Level 6 credits are from modules with marks in or above that classification;

AND/OR

b) at least 120 credits from Levels 5 and 6 are in or above the higher classification.

Number of Module Attempts

For all undergraduate awards, there shall be a maximum of two permitted attempts within each module registration to pass each module, for example a student has a right of one capped resit for each module. If a student fails a resit, they may retake the module one further time, unless the approved course regulations or relevant Professional, Statutory and Regulatory Body specify otherwise. All resits and retakes should be taken at the next available opportunity.

The two attempts shall comprise one first attempt and one resit attempt. All marks must be approved by the appropriate Assessment Board before any resit occurs.

Resits

A resit is the repeat of all or part of a module's assessments, following failure at a previous attempt including Non-Submission. Resits do not involve re-enrolment and attendance at classes.

In accordance with the recommendation of the Assessment Board, either the individual element assessment mark or the overall module mark will be capped at the minimum pass mark, 40%, whichever awards the highest mark to the student, unless specified otherwise by the relevant Professional, Statutory and Regulatory Body.

The highest module mark, and/or the highest element mark will stand. For example, where a first sit of an element achieved a higher element mark than the resit element attempt, the first sit element mark will be reinstated.

Where a student chooses not to undertake the resit of the element, the original first sit element mark will be retained.

In the event of a resit failure, the highest module mark (best fail) at module level will stand.

Where a student chooses not to undertake the resit of the module, the original module mark will be retained.

In exceptional circumstances, the Assessment Board may determine alternative forms of assessment for resits. Alternative assessment must test the same module learning outcomes.

A student due to resit shall normally sit the failed elements of assessment only and the marks for any elements that were passed on the first attempt shall stand.

Where a student submits evidence of mitigating circumstances the regulations are outlined in Section 13.

Where a student has failed a resit attempt they will be given the opportunity to retake the module, as defined in the section below.

Retakes

A retake is the repeat of a module following failure at a previous attempt including Non-Submission. Retakes involve re-enrolment, attendance, payment of tuition fee and completion of all elements of the module, and the submission of all assessments. They count towards the value of academic credit for which students must normally be registered in an academic year. The assessment mark(s) for a

retake of a module is not capped. A Professional, Statutory and Regulatory Body may exclude module retakes.

If a student fails a retake module assessment at the first attempt, they are eligible for one capped resit, unless specified otherwise by the approved course regulations or the relevant Professional, Statutory and Regulatory Body.

The module retake mark will replace the mark from the first attempt. In the event of failure of the retake of the module, if the mark achieved for the original module attempt is the higher module mark, the higher mark, or best fail, will stand. 8.5.4. Where a retake is granted, the student must normally attempt the same module that they originally attempted.

If a student does not submit to the assessment for the retake, this will count as one failed attempt.

Transcripts shall list both the first attempt and the retake of the modules.

Extenuating Circumstances

From time to time, unforeseen events such as serious illness, may arise which prevent students from completing assessments within the time allowed or impact adversely on the quality of the assessment submitted. Such events are referred to as extenuating circumstances. Please note that normally extenuating circumstances cannot be claimed **less than 10 days prior to your assessment deadline**, and all claims must be supported with evidence. If you wish to make a claim for extenuating circumstances, please speak with your Module Leader or Course Leader.

Extensions

Where a student has good reason to submit late, they should apply to the Course or Module Leader for an extension in relation to any element of assessment, with the exception of an examination. The application must be made prior to the original deadline (unless there are evidenced exceptional circumstances) and must be made in writing using the relevant **Extension Request Form**.

Where a request for an extension is approved, the Programme or Module Leader may grant an extension or vary the date of presentation up to a maximum of **ten working days** to the original published deadline. In considering the granting of an extension, the Course Leader shall take into account the reasons for the request for extension and ensure that the circumstances were genuine and would prevent the student from meeting the deadline. This shall be done by establishing the strength of the supporting evidence.

Graduate Attributes

Graduate Attributes are embedded in the subject and involve a preparedness and the confidence to analyse, question, categorise, interpret, see relations, explain, theorise, and reflect with reference to the broader context. Your assessment feedback will identify how you are developing these attributes during your programme.

Graduating at the University of West London means that you will be developing the following Graduate Attributes and become:

- *A creative and enterprising professional*
- *A reflective and critical lifelong learner*
- *A globally aware individual*

ACADEMIC OFFENCES

Plagiarism

If a student submits an assessment containing work that is not the student's own work, or submitted for another assessment without acknowledging the sources, the student commits plagiarism. This is an offence. Addict Dance Academy defines plagiarism as 'the practice of taking someone else's work and/or ideas and passing it/them off as their own. It is also, where a student represents someone else's work as their own irrespective of whether this was intended' (University of West London – Academic Regulations 2018-19: 86). If you commit plagiarism, your coursework **WILL BE** penalized. Evidence of significant plagiarism will result in **FAILED** coursework. You will receive guidance on how to avoid plagiarism in workshops and seminars throughout the year at Addict Dance Academy.

ATTENDANCE

There will be occasional circumstances where ill health or other legitimate reasons prevent students attending sessions. Students are responsible for informing Addict Dance Academy and should email info@addictdanceacademy.co.uk at least 20 minutes prior to the session. Please state 'ABSENCE or LATENESS' in the subject box. Alternatively, please call **0116 319 2490** at least 20 minutes prior to the session.

All appointments should be booked outside of college time. If for some reason this is not possible, you must talk to a member of staff beforehand. If you have to attend an appointment in college time you **MUST** evidence this through an appointment slip/doctors note, etc. Please administration staff for a request form. You will not be permitted time off unless you have filled in the request and a member staff has signed it.

Where a student's attendance regularly falls **below 90%**, they will be required to meet with their Programme Leader and/or the Principal. If there is no improvement and the student's attendance continues below expected standards, then Addict Dance Academy **reserves the right to withdraw that student**.

Addict Dance Academy expects students to attend learning and teaching sessions associated with the programme on which they are enrolled, unless exemption has been agreed with the Programme Leader. Addict Dance Academy will work with students to support them to ensure they are able to meet these expectations. The learning and teaching methods for each module are set out in the Module Handbooks.

Late Pass and Injury Pass

All students must obtain a Late Pass or Injury Pass from the staff at the front desk if they are late to a session or injured. You will need to produce evidence to support your case, such as a doctor's note.

COVID-19

Please refer to the *Updated Addict Dance Academy COVID-19 Student Agreement* for new policies regarding absences related to COVID-19 for the 2021-22 Academic Year.

DISCIPLINARY MATTERS

All enrolled students are required to observe and act in accordance with the expectations set out by Addict Dance Academy in the **Rules and Regulations**. These include studio conduct and the uniform required of all Addict students. Misconduct may be academic (e.g., plagiarism) or behavioural matters, such as: threats of or actual physical violence, unwanted physical contact, substance abuse when on campus, or any abuse of a sexual, gender discriminatory, or racist nature. Some examples of incidences that could give rise to a disciplinary procedure would include:

Behaviour:

- Lateness
- Unauthorised absence
- Any harassment or threatening behaviour to a student or a member of staff
- Failure to adhere to the academy's policies on equality and diversity
- Not wearing the correct uniform
- Disrespectful conduct to a student or member of staff

Academic:

- Plagiarism
- Missing an assessment deadline

Disciplinary Steps

Disciplinary action resulting from any form of misconduct will action the following:

1. Verbal warning
2. Written warning
3. Suspension
4. Expulsion

At any stage, a Disciplinary Recommendation may be made dependent on the severity of the misconduct. This may include immediate suspension or expulsion from Addict Dance Academy.

COMPLAINTS

If you have complaints about your classes or coursework, please follow Addict Dance Academy's Procedure:

- 1) Speak to the lecturer, module leader, or staff member leading the session relevant to your complaint. You may do so verbally or in writing. The lecturer will respond to you verbally or via email within 10 working days.
- 2) If your complaint is unresolved, contact the Programme Leader. The Programme Leader will meet with you and any relevant staff to resolve the complaint.

3) If your complaint is still unresolved, contact the Principal. The Principal will meet with all relevant parties and work to create a resolution.

Addict Dance Academy seeks to maintain high standards both in the quality of the education which it offers to students and in the administrative and other services which support its academic provision. Should you exhaust Addict Dance Academy's internal complaints procedures but remain unhappy with the outcome, you have a right to complain to the Office of the Independent Adjudicator whose website is at www.oiahe.org.uk

FITNESS TO STUDY

Addict Dance Academy has a duty of care to its community and takes your well-being very seriously. We will undertake to support you if you present a health concern, risk to yourself or to others. Your fitness to study may be questioned if health problems are disrupting your studies, or the studies of others, or result in unreasonable demands being placed on staff or other students.

If you have concerns regarding your fitness to study, please speak with the Programme Leader and Principal to determine a course of action for your programme.

INTELLECTUAL PROPERTY

Addict Dance Academy does not generally seek rights to work made by students; however, Addict Dance Academy may ask for your consent to photos or video taken when performing or studying to be used or published as part of marketing activities, such as the Addict Dance Academy website or social media platforms.

DECLARATION

I confirm that I have read and agree to the Terms and Conditions

Signature	
Date	