



**Faculty of Arts and
Colaiste Dhulaigh College of Further Education**

BA (Hons) Video and Film Production

COURSE GUIDE OFF-CAMPUS 2014/5

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About this guide

This Course Guide has been designed to help you plan your course. You are encouraged to read this Guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your studies that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you might have about the course. The Course Guide should be read in conjunction with the [Undergraduate Student Guide](#) / [Postgraduate Student Guide](#); the [Student Charter](#); the University's [Policies and Regulations](#) and the [University Assessment Handbook](#). These documents should provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic **Faculty** Office or local [Student Centre](#) on the details included below.

Please enter the contact details for your Personal Tutor for your future reference:	----- <i>The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision</i>
Your local Academic School Office is:	Faculty Team will be: Tracy McCoy, Course Leader Email: T.Mccoy@wlv.ac.uk Tel: +44 1902 322202 Your CDCFE team will be: Kevin White, Academic Contact or Ciosa McManus, School Office Manager Colaiste Dhulaigh College of Further Education, Barryscourt Road, Coolock, Dublin 17 Email: kwhite@cdcfe.com Tel: 00353 1 848 1400 Email: ciosa.mcmanus@cdcfe.cdetb.ie Tel: 00353 1 877 0407
Your Student Centre (Here to Help) is:	Part-time & Evening School Office (contact: Pat Garvan, principal) Telephone 00353 1 848 1400 Opening times 5.30pm until 9.30pm Monday & Tuesday and 8.30am to 5.00pm Wednesday-Friday. These times may vary throughout the academic year.

Please note that in order to develop and improve the Course, it may be necessary on occasions to amend or revise the details given in this Course Guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the Course.

Welcome

On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies with the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

Studying at a distance is not an easy option and you will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. But remember, we are here to support you even if you never have to come on to a University of Wolverhampton campus - see www.wlv.ac.uk/distance for further details.

We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

Tracy McCoy, Course Leader, e-mail: T.Mccoy@wlv.ac.uk – Tel. +44 1902 322202

Course Management and Staff Involved with the Course

Divisional Leader:

Ross Winning, Tel. +44 1902 322717, e-mail: R.Winning@wlv.ac.uk

Partnerships Administrator:

Deborah Dallison, Tel. +44 1902 323220, e-mail: Deborah.Dallison@wlv.ac.uk

Principal Lecturer Quality & TNE:

Cecile Hatier, Tel. +44 1902 322465, e-mail: C.Hatier@wlv.ac.uk

CDCFE Academic contact:

Kevin White, Tel. 00353 1 848 1400, e-mail: kwhite@cdcfe.com

Staff Involved with the Programme

The Award operates within the Department of Digital Media. The Department Head is Ross Winning who can be contacted on +44 1902 322717 or by email: Ross.Winning@wlv.ac.uk.

University of Wolverhampton Academic Staff Associated with the Course:

	Tel:	Room	Email:
Phil Nichols, Video and Film Production	+44 1902 322935	MK510	P.Nichols@wlv.ac.uk
Tracy McCoy, Video and Film Production	+44 1902 322202	MK510	T.Mccoy@wlv.ac.uk
Don Adamson, Video and Film Production	+44 1902 321928	MK504	D.Adamson@wlv.ac.uk
Dr Adam Kossoff	+44 1902 322935	MK312	AdamKossoff@wlv.ac.uk

Colaiste Dhulaigh Academic Staff contact details:

	Tel:	Room	Email:
Frank Berry, Director of Studies	00353 1 848 1400		berryfrank@cdcfe.com
Leticia Agudo, Course Co-ordinator	00353 1 848 1400		lagudo@cdcfe.com
Ailish McElmeel, Lecturer	00353 1 848 1400		amcelmeel@cdcfe.com

Colaiste Dhulaigh Administrative Staff

	Tel	Room	Email
Ciosa McManus, Office Manager	00353 1 877 0407		ciosa.mcmanus@cdcfec.cdvec.ie

Student Voice

The Student Voice is a partnership between the University and the Students' Union, put in place to make sure students opinions/feedback are heard at every level of university governance, from course level to the University's governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both positive and negative feedback to Heads of Department or lecturers within their course. Faculty Reps are elected during the Spring Elections and have meetings with Senior Management in their Schools. They are an essential link between Course Reps, the Students' Union and management within each Faculty. To find your Faculty Rep: [Faculty Representatives](#)

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students' Union – [Student Voice](#)

For independent advice and guidance on all matters related to being a student eg. academic, finance, and housing issues, contact the Students' Union's Advice and Support Centre by telephone or e-mail [Advice and Support](#).

Student Charter

The [University's Student Charter](#) has been developed primarily by the Students' Union and informed by student views. The Charter is not a contract, nor is it intended to be legally binding; it is a set of shared expectations which establishes the values and standards we are seeking to promote across all of our learning community. The Charter seeks to apply to all students on all courses and reflect our normal expectations of your experience at University. On occasions different types of study and interactions will mean necessary variations from time to time. However, what is important to us is that, whatever you are studying, your experience is a great one.

Engagement

The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:

- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for assessment tasks;
- Learn from and with your fellow students;
- Receive feedback from your tutors on your progress;
- Fully participate in sessions, forums, seminars and other activities;
- Develop your communication skills.

If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during

the session or activity, and what you need to do to catch up. Please do remember how important engagement and participation is to your success. You are encouraged to engage with the University's Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found [here](#).

Contact time with teaching and associated staff is available to help shape and guide your studies. The term 'contact hours' refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying.

The Wolverhampton Graduate

The experience of studying at University is about much more than just gaining knowledge and understanding of a subject(s), it is also about developing additional skills and capabilities that you can take with you into a wide range of different settings. Sometimes it can be difficult to explain to others what you have done and achieved. The following Graduate Attributes will help you think about the knowledge and skills you have gained and how these can be presented to prospective employers and/or other interested parties. This is not an exhaustive list and you will need to reflect on what you can personally demonstrate that is appropriate for different settings and contexts such as job interviews. You will also have formed your own opinion about what going to university means to you and how you think you have developed.

While at university you will have the opportunity to:

1. acquire, generate, interrogate and apply knowledge from a wide range of sources,
2. develop research skills to enable analysis, synthesis, understanding and evaluation of data and information.
3. demonstrate self-discipline and organizational skills by meeting deadlines, and taking responsibility for your own development and learning
4. present ideas clearly in an informed and persuasive manner to a variety of audiences.
5. be innovative, creative and enterprising work collaboratively, whilst acknowledging, respecting and engaging with the views of others in a constructive and empathetic manner
6. draw on professional advice and feedback to reflect on and improve your own learning and professional practice;
7. prepare for the world of work through engagement with real life situations, briefs and problems
8. engage with new ideas and ways of working as an active member of the communities in which you study, live and work.

About the Course

This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact

University Contact:

Tracy McCoy, Course Leader, e-mail: T.Mccoy@wlv.ac.uk, Tel. +44 1902 322202

Colaiste Dhulaigh Academic/Administrative Contacts:

Kevin White, Academic Contact or Ciosa McManus, School Office Manager

Email: kwhite@cdcfe.com

Tel: 01 848 1400

Email: ciosa.mcmanus@cdcfe.cdvec.ie

Tel: 01 877 0407

The educational aims of the course are:

This course provides a range of experiences in the scope, practices and demands of video and film production which will prepare you for employment in the media industries or in other industries where media play a part.

Due to the rapidly changing technologies and culture of video and film, the course promotes an awareness of the need for adaptation and change, and emphasises the experimentation, authorship and leadership that engenders innovation in “content”. It encourages the expression of self and group identities, and an awareness of global film cultures.

On completion of the course:

1. You will be a video/film-maker who may have chosen to develop a specialism in one or more areas of production, such as directing, producing, editing, camera, sound
2. You will have worked on a range of film/programme types, including documentary, drama, social action and commercial productions
3. You will have abilities in analysis of media texts, skills in project management and effective methods of working with other people and organisations

The emphasis on the management of complex productions, and the importance of effective working with others, will provide you with a powerful set of skills which will enhance your employability in any field.[†]

The course learning outcomes are:

- Demonstrate creative leadership as a producer or director of a short video film.
- Show a broad range of video/film-making skills appropriate to professional practice, and an understanding of how these skills are applied in the context of contemporary video/film production and its audiences and markets.
- Evidence work on a range of film/programme types, including documentary, drama, social action and commercial productions.
- Gather, retrieve and synthesise information and contextual and practical knowledge from literary, filmic or electronic sources for the realisation of a video film.
- Show the necessary abilities in the creation and development of ideas, critical analysis of media texts and artefacts, skills in project management and effective methods of working with other people and organisations.
- Demonstrate transferable graduate skills in managing a complex project, research, presentation, working with others

These will be achieved through the following learning activities:

Learning activities will include lectures, seminars and tutorials, but will be based mainly around experiential learning gained from the practice of video and film production. You will use digital video equipment to film and edit your work, and create DVDs and web folios that demonstrate your subject-specific skills and your general digital literacy. VLE frameworks – WOLF and PebblePad will be used extensively.

You will develop your work through various methods of ideas generation and refinement, which will often be done collaboratively with your peers. Often you will work from a design brief, which may be originated by your tutor, but will often come from a real client. By working with collaborators such as actors, clients and “social actors”, and by creating commercially targeted projects you will develop your knowledge beyond the field of video and film production and develop awareness of business and enterprise practices and local and global citizenship.

Each video film you make will have a distinct audience. You will learn to target audiences through working with clients, collaborators and through the detailed “crit” and critical screenings of your work.

Nearly all of your work will involve reflection on your processes and performance, and you will develop your skills and confidence through learning activities such as blogging, and sharing of online self-created assets.

The course is accredited by the following professional body/ies
There are no professional statutory or regulatory requirements for this course.

Contact Hours

At University, the term ‘contact hours’ is used very broadly to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with support in developing your subject knowledge and skills, and provides opportunities to develop and reflect on your own, independent learning.

External Examiners

Stuart Ray, Faculty of Creative Industries, Southampton Solent University (TBC).

External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety in line with the HEFCE Publication 06/45 and some students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

Academic Regulations

This course follows the University’s academic regulations. A full version of these regulations can be found on the University web page for [Policies and Regulations](#). These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an [e:Vision](#) Helpdesk call.

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

Top-Up Honours Degrees

Full Time Students	Normal	Maximum
Honours degree (180 credits)	2 years	3 years
Honours degree (120 credits)	1 year	2 years
Ordinary degree	1 year	2 years

Part Time Students	Normal	Maximum
Honours degree (180 credits)	3 years	4 years
Honours degree (120 credits)	2 year	4 years
Ordinary degree	2 years	4 years

The above maximum registration periods do not include time away from study approved under the [Leave of Absence](#) procedure.

Registration periods for students admitted with Recognition of Prior Learning and for students who choose to amend their mode of attendance, will be calculated pro-rata.

Please be aware that to be eligible to continue on your course you must pass at **least one module** in your first year of study.

Course Information

Blended Learning

1. Access to a digital copy of all lecturer-produced course documents. E.g. module guides, assessment briefs, presentations, hand-outs, reading lists: You will have access where possible to an electronic copy of all lecturer-produced course documents. E.g. module guides, assessment briefs, reading lists, and where practicable presentations and hand-outs. These will be made available through WOLF2.
2. Formative assessment opportunities on line with meaningful electronic assessment. Many modules will provide these opportunities and feedback will be made available via students being encouraged to post work that will receive formative feedback from tutors and members of the module group.
3. Opportunities to collaborate online with others in their learning cohort: You will have opportunities to collaborate online with others in your learning cohort which will involve electronic forum and blog activities in virtual learning environment platforms.
4. The opportunity to participate in electronic Personal Development Planning (ePDP). You may contribute to course forums and personal planning.
5. Submission of all (appropriate) assessments online: where appropriate, assessment is undertaken online, in particular with dissertation proposals.
6. Opportunities to engage in interactive learning during all face to face sessions: You will have opportunities to engage in interactive learning, both on and off line, during all face-to-face sessions.

Assessment methods

You will generally be assessed through project-based activities. Assessment is commensurate with the level and understanding expected as outlined in the Video and Film Production assignment brief. This will be fully discussed during studio practice and lecture sessions. You will be assessed mainly on your development of professional skills, approaches and attitudes. Most practical modules reference the Skillset National Occupation Standards, which define the professional roles that the

final year projects enact. Assessments are typically of the process by which one achieves a finished film, and of the film itself. Assessment tasks will mostly be of productions that entail a high level of collaboration with peers and other participants (such as performers and clients), and that result in a completed film that is suitable for public screening, submission to film festivals and entry into competitions. Assessment methods will include presentations, essays, reports, submission of online portfolios, submission of physical portfolios, submission of video films, creation of press kits and other marketing/distribution materials.

There are two types of assessment used on the Video and Film Production course:

Formative assessment: includes critiques and tutorials which serve to guide, to encourage and to challenge. Advice is focussed around agreed areas of good practice and identified areas for improvement which serves to support you in an agreed developmental strategy.

Summative assessment: normally involves a student portfolio of Video and Film Production assignments being formally assessed against learning outcomes. In contextual modules you will be assessed through essay reports and presentations. You will receive written and, in most cases, verbal feedback after every summative assessment.

Support for learning

University provided support:

Students with a University ID will be able to use that to access our resources off site. A simple procedure is in place

1. Go to our library website; <http://www.wlv.ac.uk/lib/>
2. Under "Find resources" near the top there's a message that says; Please log in to enable the search and use electronic resources They should click on that and login with their user ID and they will then be able to search for electronic resources using our library catalogue. Occasionally some resources will take off campus students to an Athens login page; if this happens they should select "login as institution" and then select University of Wolverhampton.

In terms of additional support, there is a Skills for Learning page, the link is given below:

http://www.wlv.ac.uk/lib/skills_for_learning.aspx

Resources in terms of the study guides, and Skills4study will be available, and of course support is provide via the Assist service on the Learning Information Services webpage, or via Skype.

CDCFE has a dedicated student library.

Course material will be student-centred and cater for visual, auditory and kinaesthetic learners. Students with prior learning will be given the opportunity to apply skills in a practical way. Modules will be delivered by industry professionals, with strong focus on the practical skills required for future employment. Group discussion and team work are actively encouraged. Learning is comprised of both class lectures and self-directed learning. Learners will also have access to a variety of learning and assessment methods, including:

Access to Moodle and/or Wolverhampton University's educational share points PebblePad and WOLF topic.

These provide:

1. Access to a digital copy of all lecturer-produced course documents
2. Electronic assessment feedback
3. Students are required to maintain an online record of practical work, and receive formative feedback from tutors and peers
4. Opportunities to collaborate online with fellow learners

University Learning Centres provide general academic skills support to all students. You can make an appointment with a study skills advisor for advice on areas such as academic writing, assignment planning, exam preparation, and time management. In addition, there is a regular timetable of drop-in and bookable workshops covering information and digital literacy skills, including academic referencing. Students are supported by a designated subject librarian who is available to support research and project work.

You can expect to receive support and guidance in the area of Personal Development Planning, so that you: can understand better your learning process, have the skills and understanding to act on the feedback, so as to become more effective and successful, collect evidence on your achievements to enhance your employability. <http://www.wlv.ac.uk/default.aspx?page=18450>

Faculty/School support:

Existing experienced tutors are available to teach on these degree courses, ensuring a high quality of delivery. Industry workshops will be given by practitioners within the Irish Media Industry.

There will be a practical approach to teaching methodologies, in consultation with approved UoW practices. Undergraduates will have access to a range of technical resources, including computers, cameras, storage devices, lighting etc.

CDCFE has a full time dedicated administrative office.

Subject support:

CDCFE already provides the following resources.

- A dedicated studio with editing/computer facilities with required software and internet access (ratio 1 to 1).
- Access to two further Architectural Technology studios with access to plotters, printers etc.
- Web cast lectures broadcast from University of Wolverhampton.
- Access to WOLF Topic
- VLE Moodle
- Access to Cameras, microphones and other related hardware.

Distinctive features of the course

The course is delivered by award winning industry professionals with an acute awareness of the qualities needed to succeed in the profession. Modules are geared towards practical application of skills that can be transferred into the workplace. Students can complete a work placement module, consulting with clients to produce content acceptable to an employer.

Government Policy

The Expert Group on Future Skills Needs in its most recent report 'Tomorrow's Skills: Towards a National Skills Strategy' published in March 2009 has identified where the greatest increases in employment will occur for the next five years and where the skills shortages will occur:

' at an occupational level..skill shortages will occur in the 'professional', 'associate professional' and 'personal & service' occupational groupings'.

There will be a shortfall at National Framework of Qualifications (NFQ) levels 8 to 101; employees in all jobs will be increasingly required to acquire a range of generic and transferable skills including people-related and conceptual/thinking skills. Work will be less routine, with a requirement for flexibility, continuous learning, and individual initiative and judgement. The Enterprise Strategy Group emphasized the importance of R&D, innovation and marketing skills. All occupations will become more knowledge-intensive, resulting in many cases in a rise in the requirement for qualifications and technical knowledge.

Participation in education and training has an unambiguously positive impact on earnings for employees, firms and the economy in general.

Graduation Sponsors and Prizes 2014

The Dean's Prize for Best Degree Classification in the Faculty of Arts This prize will be advised by the Board
The Caparo Prize for Creative Enterprise Awarded for Creative Entrepreneurship in Art & Design
The Visual Arts Department Prize Awarded for outstanding achievement in Visual Arts
Wolverhampton Art Gallery Prize for Fine Art
The Hill & Co Enterprise and Presentation Award
The Best Fashion and Print Collection Award
Wow! Stuff Product Innovation Award 2014 An annual prize awarded for Excellence in Product Design
The Potclays Award for Outstanding Work in Clay
The Valentines Studentship Prize for Ceramics Awarded with specific reference to all aspects of the course in Ceramics
Top Pot Award for Achievement in Ceramics
The Applied Arts Award for Metal Working
The Contemporary Glass Society Award for Excellence in Glass
The Keith Cummings Award for Achievement in Glass
Ed Bird Memorial Award 2014 This award is for the best contextual studies paper by a final year student. It honours the memory of Prof Ed Bird who coordinated contextual studies in the School
Daler-Rowney Prize for Excellence in Painting An annual prize awarded by Daler-Rowney Ltd to enable students to purchase art materials
Daler-Rowney Prize for Excellence in Graphic Communication An annual prize awarded by Daler-Rowney Ltd to enable students to purchase art materials
The Sandvik Prize for Excellence in Sculpture
The Sandvik Prize for Excellence in Photography
The Visual Communications Department Prize Award for Excellence in Visual Communications
The Express & Star Award Awarded for Best Digital Editorial Design in Graphic Communication
The RotoVision Award for Excellence in Typography
The RotoVision Award for Excellence in Branding
The RotoVision Award for Excellence in Design for Screen
The Sheaffer Prize for Use of Language in Graphic Projects
The Sheaffer Prize for Outstanding Work on Live Commissions in Graphic Communications
West Midlands Fire Service Prize Awarded for Best Live Projects with Social Impact
The Cumberland Pencil Company Award for Visualising
The Canon Illustration Prize Awarded for the most innovative student work in Illustration
The Digital Media Department Prize Awarded for outstanding achievement in Digital Media
MDTi Prize for Excellence in Commercial Video Production

The Film & Broadcasting Department Prize for Esteemed Performance
The Nicholas Jones Media Prize Awarded for the outstanding final year project
The Dennis Foy Memorial Prize Awarded for the outstanding overall achievement in Media.
The Caparo Prize for Performing Arts Awarded for best overall degree performance in the School of Performing Arts
The Dance Department Prize Awarded for the best overall degree classification
The Dorothy Ledgard Prize Awarded for outstanding work in dance education
The Dance Xchange Prize Awarded for the best overall academic achievement.
The Cool Pilates Prize Awarded for outstanding dance practice
The Drama Department Prize Awarded for the highest degree classification in the department
The Jasmin Vardimon Prize Awarded for Excellence in Physical Theatre
The Black Country Touring Prize Awarded for Excellence in Popular Theatre
The Arena Theatre Prize Awarded for Excellence in Scenography
The Gazebo Theatre-in-Education Prize Awarded for Excellence in Teaching Practice
The Music & Music Technology Department Prize Awarded for the top Music BMus award classification
The Worfield Charity Concert Prize Awarded for the best solo pop performance
The Worfield Charity Concert Prize Awarded for the best dissertation
The Music Technology Achievement Award Sponsored by the Worfield Trust and awarded for Top BA Technology Project
The Music Department Top up Prize Sponsored by the Worfield Trust and awarded for Best Award Classification for Sound Production (Top Up)
The Musical Theatre Network Prize for Industry Contribution in Musical Theatre
The English, Linguistics and Creative Writing Department Prize Awarded for Outstanding Achievement
The Pat Evans Memorial Prize Awarded to a student who has overcome some aspect of disadvantage to express their own inner creativity through writing
The Philosophy & Religious Studies Department Prize Awarded for Outstanding Achievement

Academic Misconduct

We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

Support for Students

The University and the Students' Union believe that many incidents of academic misconduct can be avoided by increasing students' knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

- Visit our study skills support website at www.wlv.ac.uk/skills See the section on tackling academic misconduct.
- Download the Students' Union guide to Avoiding Academic Misconduct ("Write Right") - available from the [Student's Union website](#):
- Book a Skype appointment with study skills adviser or joint the online chat service [ASSIST](#) - through the [Learning Centre "Skills for Learning"](#) website.
- Contact your personal tutor or module leader.

Remember – there is help available if you need it.

Defining Academic Misconduct

Cheating

Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University's most severe penalties.

Other common examples of cheating would include –

- Being in possession of "revision notes" during an examination
- The purchase or commission of assignments from others
- Theft of other students' work
- Prohibited communication during an examination

Plagiarism

Plagiarism is the act of taking someone else's work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic school.

The most common forms of plagiarism are –

- Cut or copied and pasted materials from websites
- Copying the work of another student (past or present) including essays available through "essay bank" websites – or other data.
- Copying material from a text book or journal

When you're using other people's work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

Collusion

Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

Plagiarism Detection

In concert with the skills and experiences of academic staff the University will utilise electronic tools such as Turnitin to detect plagiarism. Turnitin is the software currently subscribed to by the University.

At Undergraduate level the University will require that all final year projects and dissertations are submitted to Turnitin for analysis. At postgraduate level the University will require that all dissertations (or similar) are submitted to Turnitin for analysis.

Students are required, where appropriate, to make a declaration as the authenticity and originality of any submitted piece of work. This declaration also authorises the University to request and require students to provide an electronic version of any submitted assessment for checking work via Turnitin where plagiarism is suspected.

Penalties

Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous offences. Penalties range from failure of the assignment under investigation to exclusion from the University.

Full details about the University's policy on Academic Misconduct and regulations and procedures for the investigation of academic misconduct are available on the [Conduct and Appeals](#) website.

Course Structure for Undergraduate courses

Students will study:

Full-time: normally modules worth 120 credits each academic year

Part-time: normally modules worth no more than 80 credits each academic year.

Level 6

Semester 1				Semester 2			
Core	6DM015	Pre-Production	20	Core	6DM013	Major Project: Video & Film Production	20
Core	6AD001	Employability in the Creative Industries	20	Core	6DM011	Collaborative Video & Film Production	20
Core	6AD002	Dissertation	20	Option	6DM012	Post-Production & Professional Techniques	20
				Option	6AD003	Professional Experience 2	20

University Academic Calendar

[University Academic Calendar](#).

Timetables

Timetabling information is available to you through your course leader for the modules that you have registered for.

Where to get help with your course

Local Student Support.

General Enquiries

Ciosa McManus, Office Manager, Colaiste Dhulaigh

Tel: 01 877 0407

Email: ciosa.mcmanus@cdcfе.cdvec.ie

Module Related

Module Tutor / Leader, Leticia Agudo, Ailish McElmeel, Frank Berry & Kevin White

Programme/Academic Related

Personal Academic Tutor

Course Leader, Leticia Agudo

Extensions/Mitigating Circumstances/Course Transfer

Forms can be downloaded from e-vision (www.wlv.ac.uk/evision).

Study Issues and Support

Denise Doyle: e-mail: denised1@eircom.net

Students with additional support needs

Denise Doyle: e-mail: denised1@eircom.net

Personal Issues

Personal Tutor, Denise Doyle, Tel. 01 848 1400

Student Gateway, Tel. +44 1902 322572

CDCFE: Denise Doyle: e-mail: denised1@eircom.net

Complaints/Suggestions

University Reception desks, School Offices or on line at:

http://www.wlv.ac.uk/PDF/ind_compl_proc.pdf

Staff/Student Liaison

Student Voice

The involvement of students in the assessment of course quality is an established part of the University's procedures. The Students' Union and your Course leaders will be able to tell you about the representative roles available to students and the communication processes in the School. These are important roles that benefit you and other students. Further information about student representation contact: <http://vle.cdcfe.ie/> and cdstudentunion@hotmail.com 01 8477704

Employability & Your Personal Development Portfolio (PDP)

What is 'Employability'?

'Employability' is concerned with the development of skills aimed at enhancing your employment prospects throughout your time here. Developing specialist subject and academic knowledge is important for employers but they also want to employ individuals who are able to:

- Communicate effectively,
- Work in a team and have good interpersonal skills.
- Solve problems
- Work on their own using their own initiative and are able to adapt to changing situations
- Be self-confident

How Will You Develop Your Employment Skills?

At Colaiste Dhulaigh we aim to provide you with the opportunity to develop these through the modules you will be studying. The assessments you do for your modules are designed to help you develop Subject-specific skills through the research you undertake for the assignments. In addition, they are also designed to help you develop other key skills such as your written communication skills. Where you have formal presentations, this will build your self-confidence in addition to helping you develop your skills of verbal communication. Working as part of a team will develop vital group-work skills. Attending your classes regularly will further ensure that you have the opportunity to develop other skills, for example time management.

Throughout your time at Colaiste, you will develop and be able to demonstrate a number of skills, some of which are listed below:

- Working as part of a group
- Demonstrating teamwork skills and leadership skills
- Effective communication
- Written (via reports etc.)
- Oral (through formal presentations)
- Problem-solving
- IT skills (which include use of basic packages for word processing, spreadsheets, use of email etc.)
- Time management
- Attending classes on time
- Handing in your assignments by the deadline date

STUDENT CHARTER – COLAISTE DHULAIGH

CDCFE (See section 7.1 Student Charter documentation from College)

1.1 Fair Treatment

Students can expect:

- To be treated with courtesy and respect at all times.
- To be treated fairly in an environment free from harassment and discrimination.
- To be represented by their student union (student representatives are invited to bring any problems to the attention of management)
- To be provided with the opportunity to provide feedback about the quality and effectiveness of their course of study and related services.
- The college to provide a safe and secure environment.
- To have reasonable access to student support services.

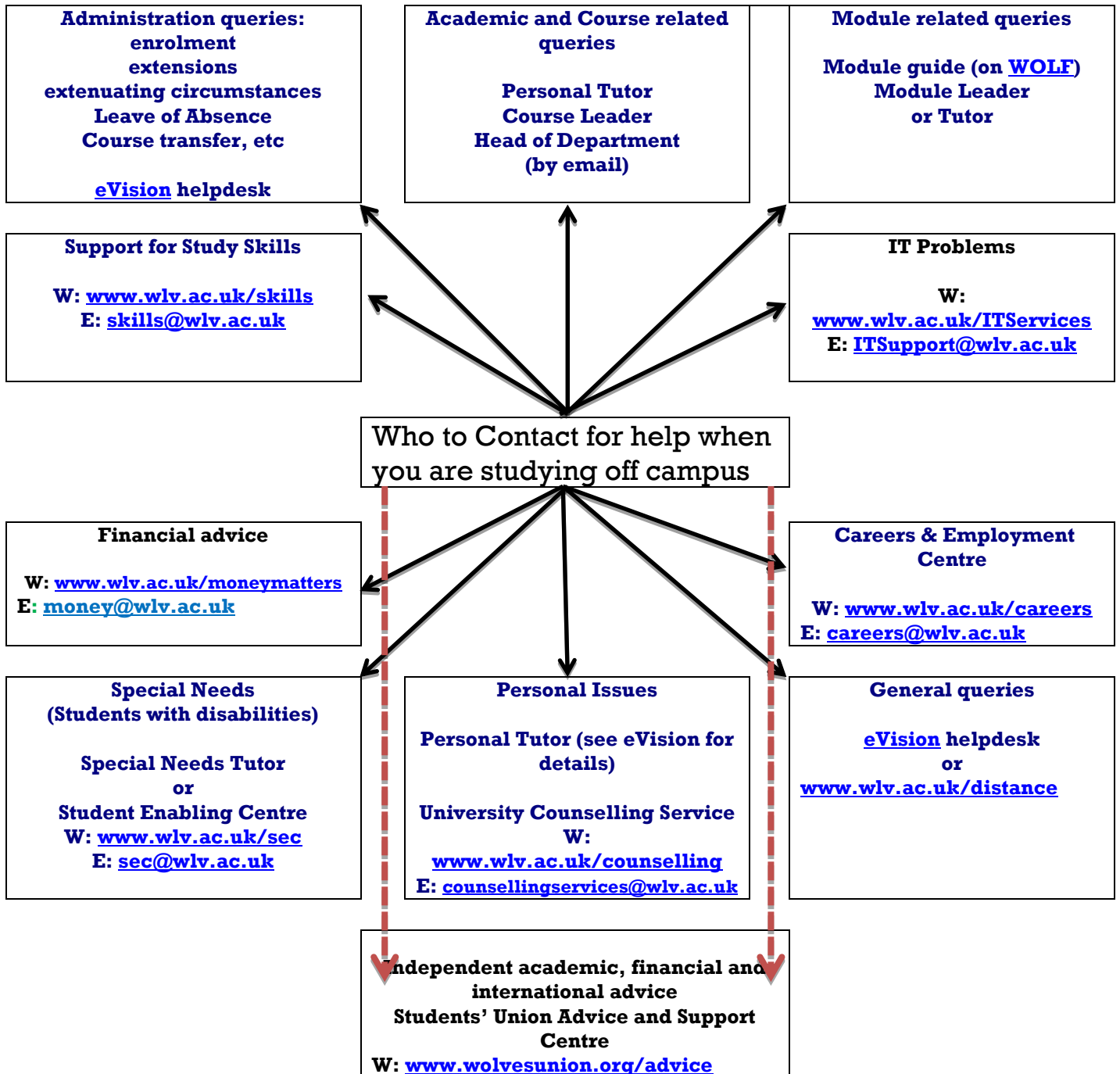
Students will be expected:

- To treat all members of staff and fellow students with courtesy and respect.
- To be aware of and to comply with, College regulations including this code of conduct.

- To fulfil all obligations to ensure the smooth running of the College.
- To provide honest feedback on the course and related services.
- To conduct themselves in a professional manner while on work placement.
- To respect the property and facilities of the College.
- To ensure that Health and Safety regulations are adhered to.
- To behave responsibly and respectfully in the community.

University Student Support

If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.



Extensions, Extenuating Circumstances and Leave of Absence

The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.

Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

Extensions - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your [e:Vision](#) account on or before your assessment date and provide supporting evidence to your [Student Centre](#). On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found [here](#).

Extenuating Circumstances – claims for extenuating circumstances are also submitted via your e: Vision account on or before your assessment date and again evidence to support your claim must be provided to your [Student Centre](#). Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. Further details can be found [here](#). If you have any queries regarding either of these processes then please log a call on the [e:Vision](#) helpdesk.

Leave of Absence - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via [e:Vision](#) but we would strongly recommend that you get advice from your Personal Tutor, your [Student Centre](#) or the [Students' Union](#), particularly regarding the financial implications, before taking this step.

Health & Safety issues

CDCFE Policy (See section 6.1 of CDCFE Health and Safety Documentation)

Policy for Evaluating Premises, Equipment and Facilities

It is college policy that premises, equipment and facilities, which are used in the delivery of programmes, are reviewed on an on-going basis. This review is part of ensuring that the College delivers on its mission statement of providing excellent programmes.

The college places great importance on how its physical resources supports the programmes and contributes to attainment of learning outcomes by students.

Procedures

Six Assistant Principals form a facilities evaluation team and have direct responsibility in this area. They include the following:

- Health, Safety and Facilities Management
- Head of Centre Raheny
- Head of Centre Kilbarrack
- Information Technology and Communications, Learning Support
- Sport and Cultural Officer

Individually and together they will examine and evaluate premises, equipment and facilities. The physical resources will be analysed under the headings of Accommodation, Teaching Equipment, Information Technology Resources and Facilities.

The outcomes of the monitoring and evaluation elements of the Quality Assurance System may recommend changes impacting on premises, facilities and equipment. All Programme Improvement Plans are submitted yearly to the evaluation team. The procedure for periodic programme evaluation, which happens every five years also addresses the suitability of premises, equipment and facilities and makes recommendations for change.

UNIVERSITY OF WOLVERHAMPTON:

YOU MUST NOT USE MACHINERY UNTIL INDUCTED IN THE SAFE WORKING PRACTICES FOR YOUR AREA.

Undergraduate students will receive the appropriate health and safety induction for their specific subject areas as part of their curriculum.

Postgraduate students should discuss with the Postgraduate Programme Manager their specific needs for health and safety induction. It is important that this takes place as soon as possible after registration.

ROOM DESIGNATIONS:	A	Students may work unsupervised
	B	Occasional checks by supervisors required
	C	Supervision is required
	D	Supervision at all times
THROUGHOUT THE SCHOOL:		Eating and Drinking Only in designated areas. This is because of the inherent risk of fire and ingestion of harmful materials. Smoking is not allowed anywhere on University property.
VENTILATIONS & EXTRACTION:		Must be turned on at all times
ELECTRICAL APPLICANCES AND MACHINERY:		Turn off when you have finished using them. Turn off if you are the last to leave.
LEAVE THE AREA YOUR ARE WORKING SAFE:		When leaving insecure or risky work unattended always put a sign to warn others.
CLEAN UP SPILLS:		Dispose of in the correct manner.
DO NO MAINTENANCE TO MACHINERY		See a member of staff – do not do it yourself.
REPORT ANY ADVERSE CONDITIONS:		When using chemicals, powders or thinners etc.
NOTE POSITIONS OF FIRST AID BOXES, FIRE EXTINGUISHERS AND FIRE EXITS:		Do not obstruct fire exits and remove any obstacles you find from the path of an exit.
ALWAYS OBEY FIRE ALARM:		The staff are not given prior warning for any fire drill. It is imperative that you know the assembly point for your building. Alarm bell testing is carried out, you will be notified when this occurs and you will not have to leave the building.

FIRE SAFE 'REFUGE' AREAS:	These are on each floor and are situated directly adjacent to the lift under the viewing windows. They are intended primarily for wheelchair users but any casualty should be placed here. Reassure them, then make your own way down the stairs and inform the Fire Co-ordinator as to exactly which floor the person is on.
EMERGENCY INTERCOMS:	These are found on the landing adjacent to the lift. They alert Faculty of Arts security. Misuse will lead to disciplinary action.
REPORT ALL ACCIDENTS	No matter how small as it may need to go into the accident book. Accidents should be reported via the University's Accident Report Form which is available on-line from the Department of Risk, Health and Safety: http://www.wlv.ac.uk/staff/services/hsd/accident_reporting.aspx Additional information which may not directly to certain subjects.
HASAWA:	Health and Safety At Work Act. The University is bound to provide a safe and suitable place of work. This is a EU directive to Parliament. The University is breaking the law if it does not comply with the HASAWA. As such, the School's technical staff, under the guidance of Faculty of Arts Safety Committee, and the Faculty Safety Advisor, have to do a great deal of preparatory background work to conform to the HASAWA. This is done on your behalf and for your wellbeing:
CODES OF PRACTICE MANUAL HANDLING:	These are Health and Safety policy statements that emanate from the Vice Chancellor down to the various Health and Safety management groups. Learn how to bend and stand correctly when lifting heavy objects that are deemed to be within your capabilities, and to assess when to use lifting equipment, or seek help as necessary.
COSHH:	Control of Substances Hazardous to Health. All materials have to be verified to see how safe they are to handle and use, before we purchase them.
RISK ASSESSMENT	Evaluate all risks and exposures, with materials, machinery and the working environment
WORKING PROCEDURES:	Are step-by-step actions and operations that are ascertained from doing the COSHH and RISK ASSESSMENTS. They take into account the aforementioned regulations to ensure safe working practices. Therefore, all of the precautions that we implement must be adhered to, or you will not be allowed to work. This is particularly pertinent with the wearing of Personal Protective Equipment (PPE), i.e. eye, face, ear, hand, feet and body protection. All are to British Standards. All of this information is available to staff and students and is kept in the relevant Subject Technician's Office. Copies are also kept in the Technical Resource Manager's Office, MK516.

Health and Wellbeing whilst using your computer

As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.

Set-up and space

Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to prevent glare and by cleaning your monitor regularly. If you are using a laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

Taking a break

You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

Progression for Further Study

Future Study

Postgraduate Courses:

MA Design & Applied Arts (Specialism)

MA Fine Art

MA Digital & Visual Communication (Specialism)

All postgraduate enquiries to School Office – MK501/MK517 – or Associate Dean, Enterprise, Knowledge Transfer and Research.

Research opportunities:

MPhil and PhDs in Art and Design (interdisciplinary combinations available)

PhD Study:

Studying the effect of art, craft and design on society is the focus for CADRE, the University's Centre of Art, Design, Research and Experimentation.

From the social interaction inherent in new media technologies, the theory and practice of cultural agency, experiments in dialogic collaborations for curation, and to exploratory material processes for performative object – the Research Centre investigates a broad range of artistic practices that influence the way we think, feel and behave.

A research degree – MPhil (Master of Philosophy) or PhD (Dr of Philosophy) – is an individual academic investigation carried out under the supervision of a small team of specialists who offer high-level advice, support and training.

All research enquiries initially to School Office – R.Arya@wlv.ac.uk

Professional Placements and Work Placements

An optional Professional Placement year is available for this course. A placement in your chosen specialism can give you valuable experience, build your confidence and give you a head start in gaining employment in your chosen field.

The aim is to start your placement in the September after the successful completion of your second year. You will then return to University the following September to complete your final year.

For more information see the Professional Placement Handbook or contact Su Fahy, Principal Lecturer, Employability: Telephone Extension: 2690. Email: S.Fahy@wlv.ac.uk

Career opportunities and Future Study

Graduate Destinations

Students completed a number of successful client-based productions at level 2 and three, and including one project which was completed by a collaborative team across level two and three. The success of this latter project led to the creation of the MDTi Prize, an award for Best Commercial Video Production.

Several final-year student productions were submitted for film festivals and other competitions, including one film winning an award at the Underdog Festival at Staffordshire University.

Two final year productions were submitted to the Royal Television Society for consideration for the Midland Region Student Awards. One of these was shortlisted (and subsequently, in early 2008-9, won two of the RTS Awards.)

Student destinations include working as a runner/production assistant with a London-based production company, a production team member on The Gadget Show, and undertaking further study within the University of Wolverhampton or elsewhere.

The Workplace

Simon Brandwood Tel. +44 1902 321279

Alumni

We're proud of your success. Be proud of your connection with us.

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information please visit our [Alumni](#) website.

VERSION		OWNER	Registry
APPROVED DATE	June 2014	APPROVED BY	UQEC
REVIEW DATE	2014/5		