

East 15 Acting School Professional Code of Conduct

1. The Professional Code of Conduct (PCC) is applied to all practice-led modules on the programme and consists of the following elements:
 - Punctuality.
 - Full Attendance (see further guidance below).
 - Preparation for classwork and rehearsals including learning of roles.
 - Co-operation in team-working as an essential part of the learning and rehearsal process.

Failure of professional conduct in a practice-led module may result in an overall fail mark being awarded for the module.

2. Students must attend all scheduled classes and prescribed activities. Where poor attendance makes it impossible to meet the learning outcomes of the module, a fail grade is applied.
3. Non-attendance makes attainment of the following types of assessment criteria impossible:
 - Ability to work as part of a team
 - Contribution to group work
 - Positive contribution to discussions
4. Punctuality is also essential, due to the collaborative nature of performance within strict time deadlines. All members of a group are disadvantaged by loss of time and repetition of material necessitated by poor punctuality.
5. Full attendance is the expectation of both the industry and the School. However, for regulatory purposes a student who has more than three unauthorised absences recorded for a module in any one term will be deemed to have failed the PCC in respect of that module.
6. Students who arrive after a **class** has started will **not** be permitted to participate in the class and will be marked absent. Students may be required to observe the class, subject to health and safety considerations, but will still be marked absent.

Students arriving after a **rehearsal or technical construction session** has started **may be** permitted to participate in the rehearsal or construction session, subject to health and safety considerations, but will still be marked absent.

7. For undergraduates only, the PCC will be used in the first term of the first year solely for the purpose of providing guidelines for the student to begin to learn appropriate professional standards; the PCC will be used as a formative

assessment tool in the first term of the first year, but will become a summative assessment tool in terms two and three of first year and in every term thereafter in second and final year. If a student's attendance is unsatisfactory in Term One of first year, or the student is failing to meet other requirements of the Professional Code of Conduct in Term One of the first year, the Head of Year will issue a written Mid-Term Review Report detailing where the student is failing, what action the student must take to improve, and the time limit – normally the end of Term One of the first year. So, although the student is held to account for professional conduct he/she cannot actually be deemed to have failed during this first term of the first year. For postgraduate students on one-year or two-year courses, the PCC will be used for summative assessment purposes from the start of term one and for all subsequent terms.

8. Students who invoke the School's 'Green Slip' procedure will not be penalised for absence. Under this system, a student who needs to be absent for a particular reason, for example for a doctor's appointment, fills in a form in advance detailing when and for how long s/he will be absent. The Green Slip is signed by the relevant Head of Year and notified to the tutor who can then forward plan teaching to accommodate the absence, eg by re-arranging a rehearsal schedule.

9. Clarification of Absence Reporting Principles
 - It is the responsibility of the class tutor/director to record and report student absences from class/rehearsal. Attendance Registers are provided for this purpose.
 - Students are marked absent regardless of whether or not they have phoned in sick.
 - Only absences supported by a signed green Slip will be discounted for the purposes of the Professional Code of Conduct.
 - Students may submit an Extenuating Circumstances Form with regard to absences that are not supported by a Green Slip but the absences will not be discounted for the purposes of the Professional Code of Conduct. (See below for further guidance on extenuating circumstances.)

10. Preparation for class work requires students to demonstrate in the classroom that they:
 - have read the required material;
 - have thought about how to apply the material to the work in class;
 - have worked, without supervisory input, with fellow collaborators (eg through rehearsal of a scene) to present the work in class.

Co-operation and team-working requires students to demonstrate effective collaboration by:

- sharing creative processes in class with fellow students
- sharing preparation of scenes via rehearsal working with actors and presenting the work in class

- participating in group research of projects designated by tutors and presenting the work in class.
11. In general, preparation and co-operation and team-working are evidenced by the quality of collaboratively-based work presented in class. One individual project that is deemed unsatisfactory on these grounds would not of itself be a reason for failure. The assessment team take a view of the accumulative evidence of the ability of a student to work as a member of a team.
 12. The Board of Examiners shall receive a report on any unsatisfactory performance under the PCC and will determine whether to award a fail mark for the module. If necessary, an interim Board of Examiners will be convened in Term Two to consider the progress of students who have failed the PCC.
 13. Students' progress under the Professional Code of Conduct could be affected by extenuating circumstances comparable to the University's Guidelines on late submission of coursework:

'Extenuating circumstances in relation to the late submission of coursework are formally defined as the inability to submit work by the deadline (or to attend the in-class test/presentation) due to circumstances beyond the student's control, of a medical, practical or personal nature which affects the student for the period immediately preceding the time of the deadline. Genuine emergencies and circumstances which could not reasonably have been expected will be accepted as extenuating.'

Students are advised that if they have experienced extenuating circumstances which prevented them from fulfilling the requirements of the Professional Code of Conduct, they should submit an Extenuating Circumstances Form to the School's Student Support Officer.

14. The School has a Late Submissions Committee consisting of the Director/Deputy Director, the relevant Heads of Year/Course and one other senior member of staff, which meets at least twice during the year. It will deal with claims of extenuating circumstances related to the late submission of written coursework or absence from in-class tests/presentations. For claims of extenuating circumstances in relation to the Professional Code of Conduct, the School holds an Extenuating Circumstances Committee at the end of the year, which makes recommendations to the Board of Examiners about whether or not a student should be permitted to pass the PCC if they have failed as a result of extenuating circumstances.
15. The normal right of a student to appeal against the decision of a Board of Examiners shall apply.

East 15 Acting School
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