**CODE OF CONDUCT FOR *FILM AND SCREEN MEDIA* STUDENTS**

As a full-time student of the BA in *Film and Screen Media*, you are expected to adhere to a number of conditions that are in line with general UCC policies.

You are required to attend **all** of the classes (seminars and workshops) for which you are registered. If you are working on course-based film projects, these must be scheduled outside of class time. **No exceptions will be granted**.

Effective and efficient personal time management, which prioritizes deadlines and facilitates project completion, are core transferable skills that you are expected to master.

If you require a leave of absence due to illness you must contact your year Coordinator **as early as is possible**, and provide medical certification to cover your absence.

In a case where your attendance is unsatisfactory, you will fail the relevant module and you will be expected to submit additional work *in lieu* of the missed seminars. In line with University Regulations: a student will not be permitted to enrol for an examination at the conclusion of a module if attendance at that module has fallen below the minimum required level. This will be adjudicated in some cases by the Registrar, following a report by either or both the Head of Department and the module coordinator. The decision of the Registrar is subject to the appeal of the Academic Council of the University.

Students are expected to be punctual and courteous both to staff and fellow classmates. They are also required to read and respond to their University emails regularly and to comply with Departmental policies pertaining to examinations; submission of work; extension requests; presentation of work (including style and referencing requirements).

**Please note that announcements relating to timetable changes will be delivered via Canvas; it is therefore expected that you leave notifications on so that you can be updated regularly about any potential venue changes or cancellations.**

Class discussion is encouraged and should at all times be conducted in a constructive manner.

Conduct that is intended to cause offence will not be tolerated. Such unacceptable behaviour includes: leaving class early without alerting the lecturer; speaking over the lecturer or other students in class; sending phone messages or engaging in unrelated social media activity when not for a designated exercise; intentionally seeking to insult staff or other members of the class group; any form of bullying – whether real or virtual – which can manifest itself both in forms of active and passive aggression (such as deliberately excluding, isolating or ignoring an individual or individuals). Laptops are to be used solely for the purposes of taking lecture notes and should not be used for any other activities, including browsing the internet (unless directed by the lecturer) during class.

Students are reminded that they are ambassadors for UCC and should conduct themselves accordingly, both within the University and when completing assessments or other film-related work off campus. More information on the student charter is available [here](https://www.ucc.ie/en/media/support/academicsecretariat/policies/studentexperiencepolicies/StudentCharter.pdf).