



## **1. OBJECTIVES**

- 1.1 To clearly assess students' prior knowledge and experience.
- 1.2 To determine student placement and progress.
- 1.3 To advise students in the courses appropriate or required to successfully complete the program.

## **2. POLICY STATEMENTS**

### **2.1 Admission**

2.1 A student who has already earned the appropriate credits for a course and who is seeking enrollment at the IAFT can request for evaluation and validation of credits.

2.2 Only official transcripts will be evaluated for validation. Official transcripts are with appropriate signatures, official seal and are mailed directly to the International Academy of Film and Television (IAFT), Registrar's Office.

2.3 IAFT will validate courses that are only similar in nature, content and level offered by the school.

2.4 IAFT also recognizes that experience outside the classroom is valid. Relevant aspects of professional experience gained through actual job-related activities and special training experiences may be applied to specific programs or courses at the IAFT. Only IAFT is responsible for determining how these experiences would fit in program.

### **2.2. Promotion and Retention**

2.2.1 A student may obtain credits for the courses taken after careful judgment by the mentor and as approved by the Program Director and School Registrar.

2.2.2 Mentors have the primary responsibility of assigning grades based on the attendance and grading standards set forth by the school, but they do not give them, rather students must earn them.

2.2.3 It is essential for all students to pay attention to the prerequisites per course. Students cannot progress to upper level courses without passing the basic and required courses.

2.2.4 The school awards credits for courses completed with passing a grade of at least C and above. The number of credits varies per course.

2.2.5 Students must be able to complete at least 70% credit units for the term to advance to the next level.

2.2.6 Students with failing grades may only be awarded with the required credit units upon successful repetition of the course at IAFT.

2.2.7 Students will receive official notice of grades and credits earned every term on the first day of class the following term.



### **2.3 Program Completion and Special Awards**

2.3.1 The IAFT awards a certificate or a diploma to students who satisfy the requirements and who successfully complete the required number of credit units for the program as approved by mentors and Program Director.

2.3.2 Students must earn the following credits to be eligible for graduation:

2.3.2.1 **51** units for the Certificate Program in Filmmaking

2.3.2.2 **88** units and above for the Diploma Program in Filmmaking

2.3.2.3 **36** units for the Certificate Program in Performing Arts- Acting

2.3.2.4 **72** units for the Diploma Program in Performing Arts- Acting

2.3.3 Students must apply for graduation through the Registrar and Admissions Office. The Registrar will consider the applications of those who are at least within 80% of their courses and whose grades are C and above. Applications must be filed on the first week of the fourth term.

2.3.4 Deserving students will also be awarded by the IAFT the following:

- **Academic Excellence Award**

This award is presented to a student who earned the highest Average Grade for all courses in all four terms and has successfully completed all unit credits required for each term.

- **Technical Excellence Award**

Given to a student who consistently maintains the highest possible standards in technical skills based on mentors' evaluation.

- **Best Student Thesis**

Given to a student with consistent levels of technical proficiency and artistic merit evident in his work

## **3. PROCESS**

### **3.1 Admission**

3.1.1 Applicants who wish to apply for any programs at the IAFT may contact any of the IAFT sales for queries, for application details and for pre-admission.

3.1.2 Applicant submits application requirements: Application Form, Written Essay, Curriculum Vitae, Copy of Transcript of Records and Application Fee.

3.1.3 Interview will then be scheduled.



3.1.4 The applicant will receive a notification or a call from the Registrar and Admissions Office on the status of his/her application. Official notice on the status of the application is sent to the applicant's postal address.

3.1.5 Students accepted at the IAFT who would wish to have their credits from previous schools evaluated and credited may submit a request letter for course evaluation and validation with the supporting credentials or documents (portfolio, course materials and description/outline, certificates, official transcript of records, detailed job descriptions, recommendation letter and any other information that may provide understanding of the student's background and experience) to the Registrar and Admissions Office. Such request may only be done upon acceptance to the program.

3.1.6 Registrar and Admissions Office reviews all requirements submitted for evaluation and validation of credits and verifies from the previous school for course-to-course compatibility.

3.1.7 Registrar and Admissions Office endorses to Program Director for evaluation and assessment.

3.1.8 Program Director and mentor design and administer validation exam to strongly determine if the course will be credited to an IAFT program.

3.1.9 Program Director informs Registrar and Admissions Office of results.

3.1.10 Registrar and Admissions Office release official notice to student.

### **3.2 Graduation and Honors**

3.2.1 Student secures and completes Application for Graduation and Evaluation of Grades and Credits.

3.2.2 Student submits to program adviser and program director for evaluation of grades and credits.

3.2.3 Student submits completed application form for graduation and signed evaluation of grades and credits to the Registrar and Admissions Office.

3.2.4 Registrar and Admissions Office endorses candidates for graduation and Academic Excellence Awardees to mentors, program director and school director.