

## Calendar 2009-10

### FACULTY OF EDUCATION

**DEAN:** Professor James Conroy BEd MA PhD

**Chief Adviser of Studies:** Miss Margo Barr MPhil BA Dip Com

#### DATES OF SEMESTERS

*Semester 1:* 21st September 2009 - 18th December 2009

*Christmas Vacation:* 21st December 2009 - 8th January 2010

*Semester 2:* 11th January 2010 - 28th May 2010

*Spring Vacation:* 29th March 2010 - 16th April 2010

Teaching dates may vary for the following programmes (please consult programme information):

**Degrees of BTechEd**

**DACE Open Programme**

**PGDE**

<b>Contents</b>	<i>Page</i>
Appeals .....	2
Undergraduate Degrees in the Faculty of Education .....	2
Degree of Bachelor of Education in Primary Education .....	5
Degrees of Bachelor of Technological Education and Bachelor of Technology Studies .....	7
Degree of Master of Arts in Religious & Philosophical Education with Secondary Teaching Qualification .....	9
Degree of Bachelor of Arts in Community Development .....	11
Degree of Bachelor of Arts in Childhood Practice .....	12
Professional Graduate Diploma in Education .....	13
Catholic Teacher's Certificate .....	15
Certificate in Religious Education by Distance Learning .....	15
Department of Adult & Continuing Education .....	15
Certificate of Higher Education .....	16

## I APPEALS BY STUDENTS

The Senate is charged by the *Universities (Scotland) Acts* with a duty to superintend the teaching of the University. This is understood to include examining. The Senate has authorised the establishment of Faculty Appeals Committees to hear appeals in the first instance, as specified in the Code of Procedure for Appeals to a Faculty Appeals Committee.

A student may further appeal from the decision of the relevant Faculty Appeals Committee to the Senate.

Any appeal giving all the grounds of that appeal must be despatched in writing to the Secretary of the relevant Faculty, or to the Director of the Senate Office, as appropriate, within 10 working days of the intimation to the student of the decision against which he or she is appealing.

Students are advised to consult the Secretary of the relevant Faculty before lodging an appeal to the Faculty Appeals Committee and the Director of the Senate Office, before lodging an appeal to the Senate Appeals Committee.

The Code of Procedure for Appeals to a Faculty Appeals Committee and the Code of Procedure for Appeals to the Senate are set out in that section of the *University Calendar* entitled 'University Fees and General Information for Students', which is available online at [www.glasgow.ac.uk/services/senateoffice/calendar](http://www.glasgow.ac.uk/services/senateoffice/calendar). Copies are also available for students to consult in the Faculty Office. The address of the Faculty Secretary, Faculty of Education is St Andrew's Building, Glasgow G3 6NH.

## II UNDERGRADUATE DEGREES IN THE FACULTY OF EDUCATION

### Generic Undergraduate Regulations

The Generic Undergraduate Regulations are governed by Resolution No. 582 of the University Court which came into effect on 1 September 2008 with the following provisions:

1. All undergraduate degrees of the University of Glasgow except those listed in §20 of the section entitled 'Regulations' below may be governed by common regulations (the Generic Undergraduate Regulations) and by supplementary regulations specific to each degree.
2. The Senate may make such Generic Undergraduate Regulations, which are subject to the approval of the University Court - these are stated in §1 - §19 of the section entitled 'Regulations' below.

### REGULATIONS

#### 1. Introductory and Definitions

These regulations must be read together with each degree's supplementary regulations and each degree programme's programme specification. The definitions set out in the [Glossary of Terms](#) apply to these regulations.

#### 2. Scope of Regulations

These regulations apply to all undergraduate degrees offered by the University of Glasgow other than those listed in §20.

#### 3. Duration of Study

A candidate for a degree shall, subject to §4, normally attend the University of Glasgow either full-time or part-time for at least the number of academic sessions indicated as a minimum in the table below. The candidate must normally complete his or her studies for the award of a degree within the number of sessions indicated as a maximum in the degree's supplementary regulations.

Type of degree	Minimum duration of study (academic sessions)	
	Full-time	Part-time
Ordinary/designated degree <sup>1</sup>	3	4
Honours degree	4	5
MA Honours language degree	5	7
Integrated Masters degree <sup>2</sup>	5	6
BVMS, MBChB, BDS	5	N/A

<sup>1</sup> The minimum duration of study for the ordinary degrees of Bachelor of Technical Education and MA Religious & Philosophical Education with Secondary Teaching Qualification is four academic sessions.

<sup>2</sup> In a minority of cases the minimum duration of study for an integrated Masters degree is four academic sessions.

#### 4. Recognition of Prior Learning

- 4.1 Credit may be awarded towards the completion of a degree programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution or, where indicated in the degree's supplementary regulations, for other examinations satisfactorily completed. Such credit may permit a candidate entry to the second or subsequent year of the degree programme. The maximum limit for the award of such credit is, other than in exceptional circumstances and with the approval of the Clerk of Senate, 50% of the credits associated with the degree programme.
- 4.2 Although appropriate prior learning may be recognised for the award of credit, all such credit is ungraded for the purposes of the University except that credit obtained in earlier study at the University of Glasgow may be graded.
- 4.3 Graded credit may be awarded for study undertaken at an institution other than the University of Glasgow where this is done while registered for a degree programme at the University of Glasgow.

#### 5. Recognition of Prior Experiential Learning

Where indicated in the degree's supplementary regulations, a candidate may be awarded credit for prior experiential learning. The procedure for approval of such credit is set out in the University's [APL policy](#).

#### 6. Composition of Degree Programmes

- 6.1 Each degree programme shall be composed of courses, each of which is characterised by the academic level at which it is set and the number of credits which it conveys. The course level will be expressed as 1, 2, 3, H or M, these corresponding to levels 7 to 11 in the Scottish Credit and Qualifications Framework. Each course shall convey either 10, 15, 20, 30, 40, or 60 credits, or exceptionally a different number of credits where approved by the Faculty.
- 6.2 In each academic session a full-time candidate will normally take courses conveying a total of 120 credits.
- 6.3 The structure of a degree programme, including the compulsory and optional courses of which it is composed, is shown in the degree's supplementary regulations and the programme specification.

#### 7. Pre-requisites, Co-requisites and Excluded Combinations

- 7.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:
- (i) The candidate must normally have attained a grade D or better in each pre-requisite course. If the course follows a pre-requisite course in the same academic session, however, it shall be sufficient for the candidate to have attended the pre-requisite course.
  - (ii) The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 7.2 Where a candidate's curriculum includes courses which form an excluded combination, credits from only one of these courses may be counted towards the requirements for award of a degree or other qualification.

#### 8. Approval of Curriculum

The curriculum of each candidate must be approved at the start of each session by the candidate's Adviser of Studies. Once approved, the curriculum may not be altered except with the approval of an Adviser of Studies.<sup>3</sup>

#### 9. Assessment

Assessment and re-assessment are governed by the Code of Assessment which is contained in the Fees and General Information for Students section of the *University Calendar*.

#### 10. Progress

- 10.1 The progress of candidates shall be reviewed annually.
- 10.2 The requirements for a full-time candidate to progress are set out in the degree's supplementary regulations.
- 10.3 For a part-time candidate, the minimum achievement required to progress will be determined for and communicated to the candidate at the start of each session by the Principal/Senior/Chief Adviser for the degree on which the candidate is enrolled. A candidate who fails to meet this progress requirement must apply for re-admission to the Principal/Senior/Chief Adviser.

#### 11. Administration of Progress

- 11.1 Decisions on progress shall be taken by the Faculty Progress Committee or a sub-committee thereof. The committee shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress.

---

<sup>3</sup> Where a candidate is in the third or subsequent year of an Honours or integrated Masters programme, the approval of the Adviser extends to Honours/Masters status and not to individual courses.

- 11.2 The Faculty shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements. The Faculty shall notify such candidates of the date of the meeting of the committee and the procedures to permit a candidate to make representations at or prior to the committee meeting.
- 11.3 Appeal against decisions of the Faculty Progress Committee may be made following the Codes of Procedure set out in the Fees and General Information for Students section of the *University Calendar*.

## **12. Award of a Certificate in Higher Education**

- 12.1 A candidate who has completed courses totalling at least 120 credits with a grade point average of at least 8.5 shall be eligible to receive a Certificate of Higher Education, unless the candidate proceeds immediately to a diploma or degree programme. This does not preclude the use in subsequent completion of a degree programme of credit counted towards the award of a Certificate of Higher Education.
- 12.2 The Certificate of Higher Education shall be awarded with Merit where the grade point average is at least 12, and with Distinction where the grade point average is at least 14.
- 12.3 Where the candidate has accumulated more than 120 credits, the credit counted in the calculation of the grade point average shall be reduced to 120 credits by discarding all or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

## **13. Award of a Diploma of Higher Education**

- 13.1 A candidate who has completed courses totalling at least 240 credits, of which at least 80 credits are for courses at level 2 or above, with a grade point average of at least 8.5, shall be eligible to receive a Diploma of Higher Education, unless the candidate proceeds immediately to a degree programme. This does not preclude the use in subsequent completion of a degree programme of credit counted towards the award of a Diploma of Higher Education.
- 13.2 The Diploma of Higher Education shall be awarded with Merit where the grade point average is at least 12, and with Distinction where the grade point average is at least 14.
- 13.3 Where the candidate has accumulated more than 240 credits, the credit counted in the calculation of the grade point average shall be reduced to 240 credits by discarding all or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

## **14. Award of an Ordinary/Designated Degree**

- 14.1 Subject to further requirements contained in the degree's supplementary regulations, the candidate, to be eligible for the award of an ordinary/designated degree, must have obtained at least 360 credits and achieved an overall grade point average of 10. Within these 360 credits:
- a) at least 120 must be at level 2 or higher, **and**
  - b) at least 280 must be at grade D or better including at least 60 at level 3 or higher.
- 14.2 Subject to further requirements contained in the degree's supplementary regulations, the ordinary/designated degree shall be awarded with Merit where the grade point average is at least 12, and with Distinction where the grade point average is at least 14.
- 14.3 Where the candidate has accumulated more than 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.
- 14.4 The ordinary/designated degree may be awarded to candidates on Honours programmes who fail to meet the requirements of the Honours degree, including any progress requirements, provided that the requirements of (a) above are met. The supplementary regulations for a degree programme shall specify any provision for candidates who have been assessed at level H to be reassessed at level 3.

## **15. Entry to an Honours or Integrated Masters Degree Programme**

- 15.1 In order to obtain entry to an Honours or integrated Masters degree programme, a candidate must normally:
- (a) meet the requirements set out in the degree's supplementary regulations; and
  - (b) meet any additional requirements set by the Department or Departments in which the candidate is applying for entry to the Honours or integrated Masters programme.
- 15.2 The Faculty and Department will provide all candidates with written information on the specific level of performance required to obtain entry to each Honours and integrated Masters degree programme in the Department. This information will be made available to candidates at the start of the session preceding that in which Honours study normally commences.
- 15.3 Admission to an Honours or integrated Masters degree programme does not guarantee admission to a particular course. A candidate must apply for admission to a particular course in accordance with the instructions issued by the Department. Admission to a particular course cannot be guaranteed even for a candidate who satisfies the

minimum admission requirements. Where there are more applicants for a particular course than there are places available, selection of candidates will be based on criteria published in course documentation and/or department web pages.

- 15.4 Additional regulations relating to Honours or integrated Masters degree programmes shall be included in the degree's supplementary regulations.

#### **16. Award of an Honours Degree**

- 16.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480 credits, including at least 120 at level H, achieved a grade D3<sup>4</sup> or better for a piece of independent work worth at least 20 credits, and complied with the other requirements set out in the degree's supplementary regulations.
- 16.2 A scheme of assessment may permit a candidate for Honours in a single subject to be assessed in not more than 25% of the total assessment for Honours from the scheme of assessment in one other subject.

#### **17. Award of an Integrated Masters Degree**

To be eligible for the award of an integrated Masters degree, the candidate must have obtained at least 600 credits, including at least 120 credits at level M, completed a piece of independent work worth at least 20 credits, and complied with the other requirements set out in the degree's supplementary regulations.

#### **18. Award of an MBChB, BVMS or BDS Degree**

Eligibility for the award of an MBChB, BVMS or BDS degree is defined in the degree's supplementary regulations.

#### **19. Award of Certificates for Graduates Studying at Undergraduate Level**

A graduate of the University of Glasgow, or of another institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with the Clerk of the Faculty to enrol in a course, complete the assessment elements of the course, and receive certification of the outcome of the assessment.

#### **20. Degree Programmes not Subject to these Regulations**

##### ***Faculty of Medicine***

Degree of Bachelor of Science in Medical Science

##### ***Faculty of Medicine: Dental***

Degree of Bachelor of Science in Dental Science

##### ***Faculty of Veterinary Medicine***

Degree of Bachelor of Science in Veterinary Science

##### ***All University of Glasgow degrees offered at the following institutions:***

Free Church of Scotland College

Glasgow School of Art

Scottish Agricultural College

Christie's Education, London

### **III DEGREE OF BACHELOR OF EDUCATION IN PRIMARY EDUCATION**

#### **RESOLUTION**

The Degree of Bachelor of Education with Honours in Primary Education is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out above; the provisions of Resolution No. 590 are as follows:

1. The Degree of Bachelor of Education with Honours in Primary Education may be awarded by the Senate of the University of Glasgow in the Faculty of Education (the Faculty) as a Degree in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and

---

<sup>4</sup> Any penalty imposed for the late submission of the piece of independent work will be ignored when determining whether this requirement has been met.

from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 590 - "Degree of Bachelor of Education (Hons) in Primary Education". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.

3. Candidates for the Degree of BEd who do not complete the minimum graduating curriculum may be eligible to receive the Degree of Bachelor of Arts (Primary Education). The early exit awards of Cert HE (Primary Education) and DipHE (Primary Education) are also included in the Regulations.

## REGULATIONS

### 1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on these degrees.
- 1.2 Non-university exams can permit entry with advanced standing. Such examinations give entry with advanced standing as follows:

Higher National Diploma "Supporting and Managing Learning Needs" is an advanced entry route to second year of the degree programme. Additional pre-requisite entry qualifications are Higher English, or equivalent, and appropriate attainment in Mathematics, Standard Grade 1 or 2, or equivalent. Admission is also subject to satisfactory performance at interview.

- 1.3 A candidate may be considered for admission on successful completion of first year in other university programmes. In this instance the candidate can be asked to complete a period of Field Experience of two weeks which is formatively assessed.

### 2. Maximum Period of Study

Candidates may continue their studies providing that they comply with the progress regulations set out at §3 below.

### 3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 3.1 In order to progress to the subsequent year of the degree programme a candidate must have completed all courses of the preceding year and obtained the minimum requirements set out in the table below.

Minimum requirements to proceed to the next year of the curriculum		
<i>Progression</i>	<i>Educational Values, Educational Values in Practice and Cycles of Teaching and Learning Courses</i>	<i>Other Courses</i>
First year	Grade D or better in course assessment after two attempts	Can progress with 30 credits from 60 credits at grade D or better
Second year	Grade D or better in course assessment after two attempts	Can progress with 30 credits from 60 credits at grade D or better from year 2 courses and all courses from year 1
Third year	Grade D or better in course assessment after two attempts	

A candidate who is allowed to progress with one subject below grade D must present him or herself for reassessment in that subject at the next available opportunity.

- 3.2 Exceptionally, a candidate may be required to discontinue a school Field Experience or may be prevented from beginning any further Field Experience if, on the balance of evidence, it is considered that continuing with the experience would be detrimental to pupils in the school.
- 3.3 A candidate may be excluded from further instruction and examination in the Faculty of Education if:
  - (a) he or she obtains less than grade D in two or more subject assessments on two occasions in any year; or
  - (b) he or she obtains an Unsatisfactory in a Field Experience in any year on two occasions; or
  - (c) he or she obtains less than grade D in a subject at the third attempt.
- 3.4 The Faculty Progress Committee has authority to set aside regulations §3.3(a) and §3.3(b) governing exclusion and to permit further attempts in assessment and Field Experience retrieval.

If, after consideration, the Faculty Progress Committee permits one further attempt at assessment or Field Experience retrieval, the candidate must undertake that attempt at a time specified by the Faculty. Failure to attain a grade D or better or Satisfactory in Field Experience will result in exclusion.

**4. Courses Available to Candidates**

The courses required for the degree are set out in the programme specification.

**5. Programme Requirements for the Award of the Degree**

A candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for each assessment and Satisfactory in Field Experience at each stage.

**6. Other Information on Awards****6.1 Degree of Bachelor of Arts (Primary Education)**

A candidate who has completed a minimum of 360 credits with a grade point average of 10 or better, with 280 credits at grade D or better and 300 of the credits from courses in the BEd curriculum, will be eligible to receive the degree of Bachelor of Arts (Primary Education). Such a candidate, if graduating with the Degree of Bachelor of Arts (Primary Education), may not be a candidate for the Degree of Bachelor Education (Primary Education) of the University of Glasgow on a future occasion. The BA (Primary Education) is not a teaching qualification.

**6.2 Code of Professional Conduct and Fitness to Practise**

A candidate for the degree of BEd is required to assent to the Faculty Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and field experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the Faculty Fitness to Practise Committee. (See Fees and General Information Section XXXIV in the *University Calendar*)

**6.3 Attendance**

A minimum of 80% attendance in each course and 90% attendance in each period of Field Experience is required. A candidate is required to attend mandatory instruction sessions and preparatory briefings before being permitted to attend Field Experience. Credit for a course may be refused if attendance is not satisfactory.

**6.4 Exception to Code of Assessment**

Generic Undergraduate Regulation §9 applies, except that the assessment of Field Experience is exempt from the provisions of Schedule B of the Code of Assessment and is assessed on a two point scale - Satisfactory, Unsatisfactory

## **IV DEGREES OF BACHELOR OF TECHNOLOGICAL EDUCATION AND BACHELOR OF TECHNOLOGY STUDIES**

**RESOLUTION**

The Degrees of Bachelor of Technological Education and Bachelor of Technology Studies are governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out above; the provisions of Resolution No. 592 are as follows:

1. The Degree of Bachelor of Technological Education (BTechEd) may be awarded by the Senate of the University of Glasgow in the Faculty of Education (the Faculty) as a Degree with Honours and as an Ordinary Degree in such designations as may be prescribed by Regulation.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 592 - "Degree of Bachelor of Technological Education". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. A candidate for the Degree of Bachelor of Technological Education who does not complete the minimum graduating curriculum may be eligible to receive the Degree of Bachelor of Technology Studies (BTechS). The early exit awards of Certificate of Higher Education and Diploma of Higher Education are also included in the Regulations.

**REGULATIONS****1. Recognition of Prior Learning**

- 1.1 Assessed prior experiential learning cannot be counted for credit on these degrees.
- 1.2 Non-university exams can permit entry with advanced standing. Such examinations give entry with advanced standing as follows:

A Higher National Diploma in a relevant subject is an advanced entry route to second year of the degree programme. An additional pre-requisite entry qualification is Higher English, or equivalent. Admission is also subject to satisfactory performance at interview.

## 2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies providing that they comply with the progress regulations set out at §3 below.

## 3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 3.1 In order to progress to the subsequent year of the degree programme a candidate must have completed all courses of the preceding year and obtained the minimum requirements set out below.

Minimum requirements to proceed to the next year of the curriculum			
<i>Progression</i>	<i>School Experience after two attempts</i>	<i>Minimum of grade D in subject assessments after two attempts in</i>	
First to second year	Satisfactory	Compulsory subjects	three out of four Technology subjects in year 1
Second to third year	Satisfactory	Compulsory subjects	three out of four Technology subjects in year 2
Third to fourth year	Satisfactory	Compulsory subjects	

A candidate who is allowed to progress to year 2 with one subject below grade D must present him or herself for reassessment in that subject at the next available opportunity.

In order to progress to fourth year a candidate must have obtained 120 credits from courses in year 3.

### a) Honours Curriculum

In order to progress to Honours at the end of year 2 a candidate should have gained a grade point average of 13 for all year 2 subjects and grade D or better in all subjects of years 1 and 2.

### b) Ordinary Curriculum

A candidate who does not meet the requirements for Honours at the end of year 2 will follow the ordinary curriculum.

- 3.2 Exceptionally, a candidate may be required to discontinue a school placement or may be prevented from beginning any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to pupils in the school.

- 3.3 The Faculty Progress Committee has authority to set aside the regulations governing exclusion and to permit further attempts in assessment and School Experience retrieval.

If, after consideration, the Faculty Progress Committee permits one further attempt at assessment or a School Experience retrieval, the candidate must undertake that further attempt at a time specified by the Faculty. Failure to attain a grade D or better or Satisfactory in School Experience will result in exclusion.

- 3.4 A candidate may be excluded from further instruction and examination in the Faculty of Education if:

- (a) he or she obtains less than grade D in a compulsory subject after 3 attempts; or
- (b) he or she obtains a Unsatisfactory in School Experience in any year on two occasions.
- (c) he or she obtains less than grade D in two or more subject assessments on two occasions in year 1 or year 2.

## 4. Courses Available to Candidates

The courses required for the degree are set out in the programme specification.

## 5. Programme Requirements for the Award of the Degree

To qualify for an Honours degree a candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for all compulsory subjects and Satisfactory in School Experience at each stage.

To qualify for an ordinary degree a candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for all compulsory subjects and Satisfactory in School Experience at each stage. In addition a candidate is required to gain an overall grade point average of 10.



## 6. Other Information on Awards

### 6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of B Tech Ed is required to assent to the Faculty Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and School Experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the Faculty Fitness to Practise Committee. (See Fees and General Information Section XXXIV of the *University Calendar*.)

### 6.2 Attendance

A minimum of 80% attendance in each course and 90% attendance in each period of School Experience is required. A Candidate is required to attend mandatory instruction sessions and preparatory briefings before being permitted to attend School Experience. Credit for a course may be refused if attendance is not satisfactory.

### 6.3 Exception to Code of Assessment

Generic Undergraduate Regulation §9 applies, except that

- a) the assessment of School Experience is exempt from the provisions of Schedule B of the Code of Assessment and is assessed on a two point scale - Satisfactory, Unsatisfactory.
- b) Industrial Placement is assessed as either Satisfactory or Unsatisfactory.

### 6.4 Religious Education

An optional course in Religious Education is available to candidates who wish to attain the Catholic Teacher's Certificate or Award in Religious Understanding.

### 6.5 Bachelor of Technology Studies in General Technology

A candidate who has satisfied the conditions of Generic Undergraduate Regulation §14 from courses of the BTechEd curriculum will be eligible to receive the degree of Bachelor of Technology Studies. The Bachelor of Technology Studies is not a teaching qualification.

## V DEGREE OF MASTER OF ARTS IN RELIGIOUS & PHILOSOPHICAL EDUCATION WITH SECONDARY TEACHING QUALIFICATION

### RESOLUTION

The Degree of Master of Arts in Religious and Philosophical Education with Secondary Teaching Qualification is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out above; the provisions of Resolution No. 593 are as follows:

1. The Degree of Master of Arts in Religious and Philosophical Education with Secondary Teaching Qualification may be awarded by the Senate of the University of Glasgow in the Faculty of Education as an Ordinary Degree and as an Honours Degree, in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 593 - "Degree of Master of Arts in Religious and Philosophical Education with Secondary Teaching Qualification". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

### REGULATIONS

#### 1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on these degrees.
- 1.2 Non-university exams cannot permit entry with advanced standing.

#### 2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies providing that they comply with the progress regulations set out at §3 below.

#### 3. Progress

- 3.1 Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- (a) In order to progress to the subsequent year of the degree programme a candidate must have completed all courses of the preceding year and obtained the minimum requirements set out in the table below.

Minimum requirements to proceed to the next year of the curriculum		
<i>Progression</i>	<i>School Experience after two attempts</i>	<i>Grade D or better in subject assessments after two attempts in</i>
First to second year	Satisfactory	seven out of eight subjects in year 1
Second to third year	Satisfactory	six out of seven subjects in year 2 and all subjects of year 1
Third to fourth year	Satisfactory	six out of seven subjects in year 3 and all subjects of years 1 and 2

A candidate who is allowed to progress with one subject below grade D must present him or herself for reassessment in that subject at the next available opportunity.

- (b) Exceptionally, a candidate may be required to discontinue a school placement or may be prevented from beginning any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to pupils in the school.
- (c) The Faculty Progress Committee has authority to set aside the regulations governing exclusion and to permit further attempts in assessment and School Experience retrieval.

If, after consideration, the Faculty Progress Committee permits one further attempt at assessment or a school experience retrieval, the candidate must undertake that attempt at a time specified by the Faculty. Failure to attain a grade D or better or Satisfactory in School Experience will result in exclusion.

- (d) A candidate may be excluded from further instruction and examination in the Faculty of Education if:
- (i) he or she obtains less than grade D in two or more subject assessments on two occasions in any year; or
  - (ii) he or she obtains a Unsatisfactory in School Experience in any year on two occasions; or
  - (iii) he or she obtains less than grade D in a subject at the third attempt.

### 3.2 Entry to Honours

The requirements referred to in Generic Undergraduate Regulation §15.1(a) are:

A candidate who has achieved Satisfactory in School Experience and grade D or better in all courses of years 1 and 2 after two attempts will be admitted to Honours study.

## 4. Courses Available to Candidates

The courses for the degree are set out in the programme specification.

## 5. Programme Requirements for the Award of the Degree

A candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for each assessment and Satisfactory in School Experience at each stage.

## 6. Other Information on Awards

### 6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of MA (Religious & Philosophical Education) is required to assent to the Faculty Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and School Experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the Faculty Fitness to Practise Committee. (See Fees and General Information Section XXXIV of the *University Calendar*.)

### 6.2 Attendance

A minimum of 80% attendance in each course and 90% attendance in each period of School Experience is required. The candidate is required to attend mandatory instruction sessions and preparatory briefings before being permitted to attend School Experience. Credit for a course may be refused if attendance is not satisfactory.

### 6.3 Exception to Code of Assessment

Generic Undergraduate Regulation §9 applies, except that the assessment of School Experience is exempt from the provisions of Schedule B of the Code of Assessment and is assessed on a two point scale Satisfactory, Unsatisfactory.

## VI DEGREE OF BACHELOR OF ARTS IN COMMUNITY DEVELOPMENT

### RESOLUTION

The Degree of Bachelor of Arts in Community Development is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out above; the provisions of Resolution No. 594 are as follows:

1. The Degree of Bachelor of Arts in Community Development (BA (Community Development)) may be awarded by the Senate of the University of Glasgow in the Faculty of Education.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 594 - "Degree of Bachelor of Arts in Community Development". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

### REGULATIONS

#### 1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on this degree.
- 1.2 A Higher National Certificate in a relevant subject is an advanced entry route to second year of the degree programme. Other relevant and appropriate qualifications may be considered for advanced entry.

#### 2. Maximum Period of Study

Candidates may continue their studies providing that they comply with the progress regulations set out at §3 below.

#### 3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 3.1 In order to progress to the subsequent year of the degree programme a candidate must have attained grade D or better in all courses and work experience of the preceding year. A candidate who does not meet these requirements will be referred to the Progress Committee.
- 3.2 The Faculty Progress Committee has authority to set aside the regulations governing exclusion and to permit further attempts in assessment and work experience.

If, after consideration, the Faculty Progress Committee permits one further attempt at assessment or work experience, the candidate must undertake that attempt at a time specified by the Faculty. Failure to attain a grade D or better will result in exclusion.

#### 4. Courses Available to Candidates

Courses for the degree are set out in the programme specification.

#### 5. Programme Requirements for the Award of the degree

Candidates must complete the curriculum set out in the programme specification, attaining a grade D or better for each course.

#### 6. Other Information on Awards

##### 6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of BA Community Development is required to assent to the Faculty Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and work experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the Faculty Fitness to Practise Committee. (See Fees and General Information Section XXXIV of the *University Calendar*.)

##### 6.2 Attendance

A minimum of 80% attendance in each course is required, unless the exam board is provided with an account of extenuating circumstances. Credit for a course may be refused if attendance is not satisfactory.

### 6.3 Exit Awards

Generic Undergraduate Regulations §12 and §13 apply with the following additional requirements. A candidate who has completed courses totalling at least 120 credits with grade D or better for each course will be eligible for a Certificate in Higher Education (Community Development). A candidate who has completed courses totalling at least 240 credits with grade D or better for each course will be eligible for a Diploma in Higher Education (Community Development). A candidate who has achieved either the Certificate or Diploma in Community Development may apply to re-enter the programme at a later stage to complete the BA.

## VII DEGREE OF BACHELOR OF ARTS IN CHILDHOOD PRACTICE

### RESOLUTION

The Degree of Bachelor of Arts in Childhood Practice is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out above; the provisions of Resolution No. 595 are as follows:

1. The Degree of Bachelor of Arts (BA) in Childhood Practice may be awarded by the Senate of the University of Glasgow in the Faculty of Education (the Faculty).
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 595 - "Degree of Bachelor of Arts in Childhood Practice". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Certificate of Higher Education and Diploma of Higher Education shall be governed by the Generic Undergraduate Regulations.

### REGULATIONS

#### 1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning can be counted for credit on this degree. The evidence required is detailed in the programme specification.
- 1.2 Non-university exams can permit entry with advanced standing. Such examinations give entry with advanced standing as follows:  
  
Higher National Certificate, Scottish Vocational Qualification Level 3 and Professional Development Award credits give advanced entry to second year of the degree programme. Scottish Vocational Qualification 4 gives advanced entry to third year of the degree programme.

#### 2. Maximum Period of Study

The maximum period of study for part-time candidates on the BA Childhood Practice is 10 years.

#### 3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 3.1 In order to progress to the subsequent year of the degree programme a candidate must have attained a grade D or better in all courses of the preceding year after two attempts.
- 3.2 A candidate may be excluded from further instruction and examination in the Faculty of Education if he or she obtains less than grade D in a course assessment on two occasions.
- 3.3 The Faculty Progress Committee has authority to set aside §3.2 governing exclusion and to permit further attempts in assessment.

If, after consideration, the Faculty Progress Committee permits one further attempt at assessment, the candidate must undertake that attempt at a time specified by the Faculty. Failure to attain a grade D or better will result in exclusion.

#### 4. Courses Available to Candidates

The courses required for the degree are set out in the programme specification.

#### 5. Programme Requirements for the Award of the Degree

A candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for each course assessment.

## 6. Other Information on Awards

### 6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of BA is required to assent to the Faculty Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and practice placement. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the Faculty Fitness to Practise Committee. (See Fees and General Information Section XXXIV of the *University Calendar*.)

### 6.2 Attendance

A minimum of 80% attendance in each course is required. Credit for a course may be refused if attendance is not satisfactory.

## VIII PROFESSIONAL GRADUATE DIPLOMA IN EDUCATION (PGDE)

### PGDE (SECONDARY) FLEXIBLE DELIVERY

1. The Professional Graduate Diploma in Education may be awarded by the University of Glasgow in the area of Secondary Education.
2. Candidates for entry to the course leading to the PGDE (Flexible Delivery) must possess a degree from a United Kingdom University, or an overseas institution recognised for this purpose by the University of Glasgow, together with a pass at the Higher Grade in SCE English, or equivalent. Candidates for the PGDE in Secondary Education should possess three Teaching Subject Qualifying Courses in a subject from the normal entry requirements for any course leading to a teaching qualification (as specified from time to time in the SEED Memorandum on Entry Requirements to Courses of Teacher Training in Scotland).
3. The normal period of study and placement shall be the equivalent of one academic year of 36 weeks' duration. All patterns of attendance shall result in attendance or participation which conforms to the regulations specified by the General Teaching Council for Scotland and the Scottish Executive Education Department for the completion of postgraduate courses of initial teacher education.
4. The principal components of the PGDE (Primary & Secondary) course are:
  - i) School and Professional Studies
  - ii) Subject Studies in one or more specified subjects
  - iii) School Experience Placement

Candidates for the PGDE Secondary Flexible Delivery shall spend not less than the equivalent of eighteen weeks or ninety days in school experience. At least one period of consecutive (block) participation in a school experience placement shall be satisfactorily completed. The period of consecutive participation shall be at least three consecutive weeks.

Candidates seeking the Catholic Teacher's Certificate are required to complete the Certificate in Religious Education by Distance Learning (CREDL).

Secondary Teaching Qualification subjects available in the first instance are:

- Chemistry with Science
- English
- Mathematics
- Modern Languages, French
- Physics with Science
- Biology with Science
- Business Education

## 5. Assessments

In order to obtain a pass in a component of the course a student must complete all prescribed assessments to the satisfaction of the Board of Examiners. Normally, one opportunity for retrieval or resubmission for each assessed element is allowed.

### 5.1 Assessment of the PGDE Secondary Flexible Delivery Course

The professional portfolio will be the main vehicle for the assessment of the course and components will be derived from it. It will be used to link personal professional development with evidence of growing classroom competence. The portfolio is maintained by the student and is her/his personal responsibility. It will consist of:

- A School and Professional Studies assignment which will be a workbook linking practical and theoretical elements of the course. This will be completed during the FIRST school experience placement
- Two assignments from School and Professional Studies, one a reflective portfolio and the other an academic essay
- Two assignments from Curricular Studies, one prospective in nature and the other reflective / summative in nature
- School Experience Portfolios

All assessments shall be carried out in accordance with the University's Code of Assessment.

#### *Assessment of School Experience*

- Assessment of the student in school is a joint responsibility between the school and the Faculty.
- There will be aggregation of school and tutor reports to form a holistic judgement of a student's ability and capability in teaching. This aggregation will not be mechanistic in nature but will be informed by the professional judgement of tutors in the light of the evidence available to them. The aggregation process will necessarily include a judgement by Faculty staff.
- Where a student fails to reach the benchmark standard specified by the General Teaching Council for Scotland, either in the view of the school staff or Faculty tutors, the student is deemed to have failed in teaching. Students must satisfy in all the benchmarks. A judgement of failure must be ratified by a member of the Faculty's permanent staff.

All assessments of school experience shall be carried out in accordance with the prevailing scheme for the Faculty of Education, and the requirements of the General Teaching Council for Scotland. Details will be provided in programme documentation.

## **6. Progress Requirements**

The Faculty of Education has a code of Professional Conduct and Fitness to Practise, which all ITE students are required to assent to on entry to the programme. Any student refusing to assent to the code will not be permitted to progress. Any student found to be in breach of the code may be referred to the Faculty of Education Fitness to Practise Committee (see Fees and General Information Section XXXIV).

A candidate who has not satisfied in any element of the course after two attempts will be referred to the Faculty Progress Committee.

Exceptionally, a candidate may be required to discontinue a school placement or be prevented from starting any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to pupils in the school. In these circumstances, the candidate will be referred to the Progress Committee.

The candidate will have the opportunity to present evidence to the Committee on factors which have affected his/her performance. The Progress Committee may decide that the candidate will be permitted to repeat the relevant component of the course on one occasion only, or make good failure in the subsequent session without attendance at classes, or suspend his/her studies on compassionate grounds, or will be excluded from further study.

## **7. Appeals**

A student who believes that he/she has grounds for appeal should refer to the Code of Procedure for Appeals to a Faculty Appeals Committee in the "University Fees and General Information for Students" section of the *University Calendar*. Students are advised to consult the Faculty Secretary before lodging an appeal.

## **8. Requirements for Award of PGDE Secondary Flexible Delivery**

In order to qualify for the award of PGDE Secondary Flexible Delivery, a candidate must satisfy the examiners in all assessed elements of the programme. Subject to the requirements of the General Teaching Council for Scotland, the Faculty shall also award to candidates who satisfy the requirements of the programme, a teaching qualification in a stated subject or subjects in Secondary Education.

- At the discretion of the Board of Examiners, and in accordance with the University Code of Assessment the PGDE may be awarded with merit or distinction.

## **10. Departmental Instructions**

Students shall be required to comply with such departmental instructions as are prescribed by the Heads of Department in charge of the component concerned. Such instructions may require students to attend specified lectures, tutorials, laboratory or practical sessions, field courses, examinations and other events; to provide themselves with such books, equipment and other materials as are necessary for the course; to submit items of work, including essays, dissertations and project reports, by such dates as may be instructed. All such instructions will be given to students in writing at the beginning of the component concerned. Reasonable notice of any

alteration to them will also be given. A student who fails to comply with departmental instructions may be refused enrolment in and admission to examinations in the subject.

#### 11. Requirements for Course Elements Taught and Learned by Distance Education

Where elements of the course are taught and learned by distance education techniques, including the use of the University's Virtual Learning Environment, it shall be the responsibility of the student to ensure that she/he is provided with, or able to secure the use of, the relevant equipment which is required for the successful completion of these elements. Where complex techniques such as video conferencing in the University's facilities are indicated, it shall be the responsibility of the student to attend at a suitable location in order to participate in activities requiring these facilities.

No student shall take part in course-related distance learning activities which are not approved by the University.

### IX CATHOLIC TEACHER'S CERTIFICATE

Students on the following Degree and Certificate programmes may qualify for either the Catholic Teacher's Certificate or the Award in Religious Understanding through participation in designated Religious Education (RE) courses and School Experience. The Catholic Teacher's Certificate and Award in Religious Understanding are not separately assessed.

<i>Programme</i>	<i>Qualifying course</i>
BEd	co-extensive with RE component of BEd programme
PGDE (Primary)	co-extensive with RE component of PGDE programme
PGDE (Secondary) in RE	co-extensive with RE component of PGDE programme
PGDE (Secondary Generalist)	additional course 4 hrs/wk plus school visits
BTechEd	additional course in 2 of the 4 years of the course
BEdMus	additional course in 2 of the 4 years of the course
BTheol	co-extensive with RE component of BTheol programme
MA in RelPhilEd	co-extensive with RE component of MA programme
Certificate in RE by distance learning (CREDL)	course designed for and leading to Catholic Teacher's Certificate or Award in Religious Understanding
Additional Teaching Qualification in RE	co-extensive with ATQRE programme

### X CERTIFICATE IN RELIGIOUS EDUCATION BY DISTANCE LEARNING

The Certificate in Religious Education by Distance Learning is a programme which leads to qualification for the Catholic Teacher's Certificate. Course participants must have or be studying for a teaching qualification.

Candidates for the Certificate complete the courses of the programme through online learning mode. Each course has a credit value of 15 and is assessed by written portfolio assignment.

The compulsory courses are:

#### Course 1 **Theological Education and Personal Development**

Comprising units in

Introduction; Scripture; Theology; Faith; the Church; Sacraments; Mortality; Tradition

#### Course 2 **Pedagogy and Development in Religious Education**

Comprising Units in

Introduction; Curriculum Development; Learning & Teaching; Imagination; Cognition; Formation; Change & Belonging.

### XI DEPARTMENT OF ADULT & CONTINUING EDUCATION

This part of the *University Calendar* contains information on courses at undergraduate level available in the Department of Adult & Continuing Education.

## CERTIFICATE OF HIGHER EDUCATION

The Department of Adult & Continuing Education, within the Faculty of Education, provides opportunities to follow courses in a wide range of subjects offered in Arts, Science and Social Sciences, leading to the award of the Certificate in Higher Education. The Certificate will carry an additional designation related to a specified field of study in which appropriate courses have been taken, in accordance with a number of schemes as set out in section XII below.

## BACHELOR OF ARTS IN COMMUNITY DEVELOPMENT

The BA in Community Development is offered by the Department of Adult & Continuing Education. Candidates will normally be in paid employment in a job closely related to community work. Candidates who are not in paid employment will be required to complete a placement to provide practical experience. The duration of the programme is no fewer than three academic years. Regulations are set out in section VI above.

## XII CERTIFICATE OF HIGHER EDUCATION

### REGULATIONS

#### 1. General

- a) With the authority of Senate, a Certificate of Higher Education may be conferred by the University of Glasgow.
- b) Supervision of the arrangements for the Certificate of Higher Education will be by the Undergraduate Committee of the Faculty of Education.
- c) The level and standard of the Certificate of Higher Education shall be comparable with the level and standard of the Certificates of Higher Education awarded in the Faculties of Arts, Divinity, Engineering, Science and Social Sciences.
- d) Candidates who have qualified for the award of the Certificate of Higher Education may apply to the Faculties of Arts, Divinity, Science and Social Sciences for admission and, if admitted, may have some or all of their credits recognised towards a higher level award.

#### 2. Minimum Requirement for the Award of Credits

##### 2.1 Departmental Instructions

Students shall be required to comply with such departmental instructions as are prescribed by the Head(s) of Department(s) in charge of the course concerned. Such instructions may require students: to attend specified lectures, tutorials, laboratory or practical sessions, field courses, examinations and other events; to provide themselves with such books, equipment and other materials as are necessary for the course; to submit items of work, including essays, dissertations and project reports, by such dates as may be instructed. All such instructions shall be given to the students in writing at the beginning of the course concerned. Reasonable notice of any alteration to them will also be given.

##### 2.2 Minimum Requirement

Credits for courses contributing to a candidate's curriculum shall be awarded subject to the fulfilment of required conditions. The minimum requirements for the award of credits are set out in the Code of Assessment at §16.40 - §16.44 of the section Fees and General Information for Students in the *University Calendar*.

#### 3. Minimum Requirement for the Award of a Certificate

The minimum requirements for the award of a Certificate, hereafter referred to as a minimum curriculum, are expressed in terms of 3.1 credit-bearing courses at various levels; 3.2 Merit and Distinction; and 4.1 subjects relating to certificates, each set of requirements as defined hereunder:

##### 3.1 Credit Bearing Courses

- a) Approved courses, normally bearing at least 10 credits, or credits in multiples of 10, at any level, may, where appropriate, form part of a student's minimum curriculum.
- b) A candidate shall be eligible to receive the Certificate of Higher Education if he or she has completed courses, drawn from the DACE Certificate of Higher Education programme or from courses offered by other Faculties of the University, totalling at least 120 credits with a grade point average of at least 8.5. Credit derived from courses above level 1 may be included.

##### 3.2 Merit and Distinction

The Certificate of Higher Education shall be awarded with Merit where the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where the grade point average over the courses being counted for the award of the Certificate is at least 14.



#### 4. Designated Certificates

##### 4.1 Subjects Relating to Certificates of Higher Education

- a) The Certificate of Higher Education will carry a designation in a specified field of study where grade points are derived from courses worth at least 60 credits in at least two qualifying subjects in a specific field of study as determined by the Undergraduate Committee of the Faculty of Education. Designations shall be determined in accordance with a number of stated schemes as set out below.
- b) Certain of the core courses may be compulsory.
- c) Where a subject is required to be represented by courses worth a minimum of 40 credits, one or more of these courses may be replaced by a course or courses of equivalent credits in another subject recognised as cognate with the subject being replaced.

##### 4.2 Designated Certificates

(NB: From time to time, appropriate subjects or courses may be added to those qualifying for each of the certificates below)

###### *Certificate of Higher Education (Continuing Education): Ancient Studies*

Qualifying subjects for this certificate are:

Classical Civilisation	Latin
Egyptology	

###### *Certificate of Higher Education (Continuing Education): Creative and Cultural Studies*

Qualifying subjects for this certificate are:

History of Art	Music
Creative Writing	Visual Arts

###### *Certificate of Higher Education (Continuing Education): Environmental Science*

Qualifying subjects for this certificate are:

Astronomy	Geography
Biology	Geology
Environmental Studies	

###### *Certificate of Higher Education (Continuing Education): European Civilisation*

Qualifying subjects for this certificate are:

Celtic Studies	Literature Subjects
Classical Civilisation	Music
Education	Modern Greek
European Languages	Philosophy
History of Art	Spanish Certificate
History Subjects	

###### *Certificate of Higher Education (Continuing Education): Historical Studies*

Qualifying subjects for this certificate are:

Celtic Studies	History of Art
Classics	Medieval History
Economic & Social History	Modern History
Egyptology	Scottish History

###### *Certificate of Higher Education (Continuing Education): Literary Studies*

Qualifying subjects for this certificate are:

Classical Civilisation	Modern Greek Language & Culture
Creative Writing	Scottish Literature
Cultural Studies	Spanish Certificate
English Literature	

###### *Certificate of Higher Education (Continuing Education): Scottish Studies*

Qualifying subjects for this certificate are:

Celtic Studies	Scottish History
Gaelic	Scottish Literature
History of Art (specified courses)	Women's Studies (specified courses)

*Certificate of Higher Education (Continuing Education): Social Sciences*

Qualifying subjects for this certificate are:

Economic & Social History	Politics
Economics	Psychology
Education	Sociology
Philosophy	Women's Studies

*Certificate of Higher Education (Continuing Education): Visual Arts*

Qualifying subjects for this certificate are:

Art Therapy	Practical Art
History of Art & Architecture	Visual Arts
Photography	

*Certificate in Creative Writing*

This certificate consists of a compulsory Creative Writing: Fiction course and further courses selected from optional courses amounting to 80 credits in total. The compulsory course must be completed before any of the optional courses. Remaining credit can be made up of any course or subject from the Certificate of Higher Education programme.

*Compulsory course:*

Creative Writing: Fiction

*Optional courses:*

Creative Writing: Poetry	Creative Writing: Writing for Children
Creative Writing: Travel Writing	Intermediate Fiction Writing

*Certificate in Drug and Alcohol Practice*

Compulsory qualifying courses for this certificate are:

Theories and Models in Drug & Alcohol Practice  
Assessment and Interventions  
Work-Based Reflection of Drug & Alcohol Practice

*Certificate in Field Archaeology*

Compulsory qualifying courses for this certificate are:

Archaeology of Scotland 1	Post-Roman Scottish Archaeology
Field School 1	The Theory & Practice of Field Archaeology 1
Field School 2	The Theory & Practice of Field Archaeology 2

*Certificate in Marine Mammal Biology*

Compulsory qualifying courses for this certificate are:

Introduction to Evolution & Ecology	Marine Biology
Life of Mammals	Marine Mammal Field Course
Marine Mammal Welfare & Conservation	Marine Mammal Study Project

The minimum period of study for this certificate is three years.

## 5. Approval of Qualifying Courses

- a) Subject to the approval of Senate, the Undergraduate Committee of the Faculty of Education shall identify and recognise courses which may contribute to the Certificate. The Committee shall also determine which of the University's courses correspond to each of the qualifying subjects for specially designated certificates.

### **b) Recognition of Study in Other Universities and Institutions of Tertiary Education**

Students who have accumulated credit at level 1 from courses of study taken at institutions of tertiary education approved by the Senate, may be exempted from up to 50% of the qualifying credit for the Certificate of Higher Education. Such an exemption must be approved by the Faculty of Education. Credits granted as a result of such exemption shall be awarded a grade of D for successful completion of the course or courses concerned. Exceptionally a higher grade may be allocated by the Undergraduate Studies Committee. No credit shall be awarded for courses that have already been counted towards an Award made by another institution.

## 6. Conditions Governing Qualifying Courses

- a) Courses, deemed by the Undergraduate Committee to be overlapping or identical, may not form part of the minimum curriculum.

- b) In any session certain courses may not be available to Certificate students or may be available only to a limited number.
- c) Normally, at least 50% of the credits should be drawn from courses offered by the Department of Adult & Continuing Education.

#### **7. Recognised Qualifying Courses**

The Department of Adult & Continuing Education, subject to the approval of Senate, will offer a range of courses in subject areas offered by the Faculty of Arts, Faculty of Science and Faculty of Social Sciences. Qualifying Courses and Courses offered by the Faculties of Arts, Divinity, Education, Science and Social Sciences may be available to suitably qualified students registered for the Certificate of Higher Education (Continuing Education) as part of a minimum qualifying curriculum for individual cases. Students wishing to enrol for such courses should contact the office of the Chief Adviser in the appropriate faculty.

For information on recognised qualifying courses see the *Undergraduate Course Catalogue* or Adult & Continuing Education Course Information Sheets.

#### **Availability of Courses**

Not all courses are available each session. It may be necessary to restrict entry to a course or to withdraw a course in the light of staff changes, or if it is under subscribed.

#### **8. Appeals by Students**

The Code of Procedure specified for Faculty Appeals Committees in the *University Calendar* will be applicable to students registered for the Certificate in Higher Education. Appeals will be heard by the Faculty of Education Appeals Committee.