

## Summary of Key Changes for 2012-13 Edition of the *University Calendar*

Please note that the regulations in the new edition of the *Calendar* apply to all students. The only exception to this rule is that continuing students will be governed by the degree regulations in place in the year of first registration on their current programme of study. (For Honours students, this means the year in which they commenced their Honours programme.)

### 1. Assessment

Where students have adverse circumstances affecting their assessments (good cause) there are two changes to the Code of Assessment to note:

(i) *Reduction of Attendance requirements to allow Credit to be achieved*

The Code has been revised to allow up to 25% of a stipulated level of attendance for a course to be waived in the event of good cause being established, thus allowing credit to be awarded (see 16.40 b).

In recognition that some areas will not be able to waive even a small proportion of required attendance and will already have their own procedures for addressing absence, the regulation specifically allows course/programme documentation to include an exemption from the new waiver – but this must be written into this documentation.

This change only relates to minimum requirements for credit. Therefore if a course has no attendance requirement in relation to the award of credit, this change has no effect. (E.g. the course handbook says that attendance at all classes is expected, but attendance is not specifically identified as a requirement for the award of credit.)

(ii) *Student Submission of Information on Adverse Circumstances*

From the start of the 2012-13 session, students should submit information on circumstances (good cause) which have affected their performance in assessments via MyCampus. Last session only circumstances relating to absence (either from classes or assessments) could be entered in MyCampus, but now circumstances which students consider to have caused them to underperform in examinations or assessments should also be submitted via this route. A footnote has been added to 16.46 of the Code of Assessment, and instructions on MyCampus will be modified to allow good cause submissions to be made in cases where there is no absence associated with the circumstances.

*Guidance for Boards of Examiners on Exercising Discretion*

Following consultation with Colleges there has been **no change to the zones of discretion** in the Code of Assessment for considering Honours classifications and in the Generic PGT regulations for awards of distinction and merit. However, standard criteria to be used by Examination Boards when results fall into the discretionary zones have been agreed (see item 1.1. in the following report to Senate <https://frontdoor.spa.gla.ac.uk/commdoc/senate/SEN/Papers/SEN11069.pdf>).

Guidance on procedure is being drafted for use by Boards of Examiners during 2012-13. This should also be used by Boards considering results for the 2011-12 cohorts of taught postgraduate students in October (unless any student cohorts have been given information on alternative arrangements for exercising discretion for 2011-12).

## Assessment of Visiting Students

Regulations on the assessment of visiting students have been added to the Code of Assessment (16.80) reflecting the principles agreed by ASC and EdPSC (see item EC/2011/31 at: [https://frontdoor.spa.gla.ac.uk/commdoc/senate/EC/Minutes/minutes\\_2012-03-12.htm](https://frontdoor.spa.gla.ac.uk/commdoc/senate/EC/Minutes/minutes_2012-03-12.htm))

### Further Information on Assessment

The *Guide to the Code of Assessment* provides a comprehensive guide for staff. This is currently being updated to reflect and explain these changes, and will be published online shortly; see [www.gla.ac.uk/services/senateoffice/academic/assessment/](http://www.gla.ac.uk/services/senateoffice/academic/assessment/)

Colleagues, particularly new staff, may also find the following guidance on marking and moderation useful:

Code of Assessment: Just the Basics: [www.gla.ac.uk/media/media\\_124282\\_en.pdf](http://www.gla.ac.uk/media/media_124282_en.pdf)

Moderation and Second Marking: [www.gla.ac.uk/media/media\\_216411\\_en.pdf](http://www.gla.ac.uk/media/media_216411_en.pdf)

## 2. PhD Guidance Notes

The PhD Guidance Notes have been revised to clarify that candidates who are required to correct or re-submit their thesis must provide marked up changes to demonstrate the revisions made to the original version. (Appendix 2.8 ii 'Report of the Committee of Examiners Following an Oral' now includes a statement indicating this requirement.)

### Other Recent Changes

Colleagues are also asked to remember other key regulatory changes which have been made over recent years to ensure that correct procedure is applied consistently to students:

#### *Reassessment and Components (change implemented in 2011-12)*

Students who fail to meet the overall course threshold grade are allowed the right to one reassessment in **any or all** assessment components associated with the course – see 16.8 of the Code of Assessment. (Students can therefore opt to retake components in which they have already reached the threshold grade). The final course result shall be derived from an aggregation of the grades of each component of assessment, and where an assessment has been retaken the best performance shall be counted. The operation of capping in relation to the resulting grade points is unchanged.

(Other key changes introduced in 2011-12 are set out at: [www.gla.ac.uk/media/media\\_205417\\_en.pdf](http://www.gla.ac.uk/media/media_205417_en.pdf))

If you have any queries regarding the *Calendar* regulations please contact Helen Butcher ([Helen.Butcher@glasgow.ac.uk](mailto:Helen.Butcher@glasgow.ac.uk)) or Ruth Cole ([Ruth.Cole@glasgow.ac.uk](mailto:Ruth.Cole@glasgow.ac.uk)) in the Senate Office.

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