



**University Regulations 2025-26**

**DEGREES, DIPLOMAS AND CERTIFICATES AWARDED IN  
CONJUNCTION WITH THE GLASGOW SCHOOL OF ART**

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## **SUMMARY OF AWARDS MADE IN THE GLASGOW SCHOOL OF ART**

The University awards the following degrees in The Glasgow School of Art.

### **Undergraduate Degrees**

Bachelor of Architecture (BArch)

Bachelor of Arts (BA)

Bachelor of Design (BDes)

Bachelor of Engineering (BEng)

Bachelor of Science (BSc)

Master of Engineering (MEng)

Master of European Design (MEDes)

### **Postgraduate Degrees**

Diploma in Architecture and Master of Architecture by Conversion (MArch)

Master of Architectural Studies (MArch Studies)

Master of Design (MDes)

Master of Fine Art (MFA)

Master of Letters (MLitt)

Master of Philosophy (MPhil)

Master of Research (MRes)

Master of Science (MSc)

Doctor of Philosophy (PhD)

## APPEALS BY STUDENTS

The Code of Procedure for Appeals for students pursuing programmes which are taught either wholly or partly in The Glasgow School of Art, and which lead to the award of degrees and diplomas of the University of Glasgow, is set out at the end of this section of the *University Regulations*. The validity of this procedure has been accepted by the Senate of the University and the Academic Council of the School. Appeals will not be entertained against marks or decisions of examiners, or other matters of academic judgement, but only on grounds of unfair procedure or medical evidence.

## INTRODUCTION

The University of Glasgow awards degrees to students who have undertaken degree programmes in several Higher Education Institutions associated with the University. Most classes are taken in the Institution where the student is based, but where appropriate examining and some teaching is by staff of the Institution and the University.

Information on the [validation relationship](#) between the University and The Glasgow School of Art is available.

GSA Policies and Procedures referenced are available in the Key Policies and Documents section of [GSA's Website](#)

## THE STUDY OF ARCHITECTURE

The Degree of Bachelor of Architecture (BArch), taught in the Mackintosh School of Architecture in The Glasgow School of Art, is awarded as an Ordinary (three years full-time or four years part-time), or Honours (four years full-time or four years part-time and one year full-time) Degree.

The Diploma in Architecture is awarded after successful completion of two years of full-time study, or three years of part-time study. A Diploma in Architecture candidate assessed by the GSA Final Examination Board as having achieved an A or B in the specific course they wish to pursue through extended study shall be given the option of undertaking a further period of one postgraduate stage of full-time study or two stages of part-time study to convert the Diploma to a Master of Architecture (by Conversion) Degree.

The Mackintosh School of Architecture provides the teaching required up to and including Part 2 level for registration as an architect in the U.K., recognised by the Architects Registration Board (ARB) and by the Royal Institute of British Architects (RIBA). Full registration (i.e. to Part 3 level) involves study over seven years, as follows: three years full-time or four years part-time (ARB/RIBA Part 1); Practical experience, one year (full-time only); two years full-time or three years part-time (ARB/RIBA Part 2); Practical experience, one year, followed by Professional Practice Examination (RIBA Part 3), taken externally.

## THE STUDY OF BACHELOR OF ARTS (BA), BACHELOR OF DESIGN (BDes) AND BACHELOR OF SCIENCE (BSc)

The Degrees of Bachelor of Arts (BA), Bachelor of Design (BDes) and Bachelor of Science (BSc) are offered as four-year Honours Degrees taught at The Glasgow School of Art.

## THE STUDY OF PRODUCT DESIGN

The Degree of Bachelor of Design BDes (Product Design) is offered as a four year Honours Degree taught by The Glasgow School of Art. A five-year programme leading to the award of the Degree of Master of European Design MEDes (Product Design) is also available.

## THE STUDY OF PRODUCT DESIGN ENGINEERING

The University of Glasgow and The Glasgow School of Art jointly run and teach the Product Design Engineering programme. They offer Honours Degrees in Product Design Engineering as a four-year Bachelor of Engineering and a five-year Master of Engineering, the latter also offered as a four-year accelerated route to suitably qualified students. The Masters programme is designed to meet the educational requirements for registration as a Chartered Engineer.

The merging of two distinguished and distinctive educational cultures ensures that graduates receive the appropriate breadth and depth of education in engineering and design to be able to provide innovative solutions to the many challenges inherent in new product design and development.

Details may be obtained from: School of Engineering, The University of Glasgow, Glasgow G12 8QQ. Tel: 0141 330 2032. Email: [SchoolofEngineering@glasgow.ac.uk](mailto:SchoolofEngineering@glasgow.ac.uk).

## POSTGRADUATE STUDY

The Glasgow School of Art offers taught postgraduate degrees as listed above in the section entitled Summary of Awards Made in The Glasgow School of Art.

## APPLICATION

Application for undergraduate degrees should be made through the Universities and Colleges Admissions Service (UCAS). Applications for postgraduate degrees should be made to Registry, The Glasgow School of Art, 167 Renfrew Street, Glasgow G3 6RQ.

## GENERIC REGULATIONS FOR UNDERGRADUATE DEGREES AT THE GLASGOW SCHOOL OF ART

### RESOLUTION

The Bachelors Degrees listed in §14 are governed by Resolution No. 685 of the University Court, the provisions of which are as follows:

1. The Bachelors Degrees listed in §14 may be awarded by the Senate of the University of Glasgow in The Glasgow School of Art as Ordinary Degrees or as Degrees with Honours in such designations as may be prescribed by Regulations.
2. The Senate may make regulations governing the award of the Degrees which are subject to the approval of the University Court - these shall be as stated under 'Regulations'.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.
4. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degrees.
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curricula for the Degrees and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degrees.
6. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degrees, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degrees, as may be proposed for such recognition by the Academic Council.
7. The Senate may appoint as an Examiner for the Degrees but not as an External Examiner, any teacher recognised in accordance with §6.
8. The External Examiners for the Degrees shall be appointed by the Academic Council of The Glasgow School of Art.

### REGULATIONS

#### 1. Introductory and Definitions

The definitions set out in the [Glossary of Terms](#) apply to these regulations.

#### 2. Duration of Study

The minimum and maximum periods of study, expressed as academic sessions, are as below:

Type of award	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
Honours degree	4	6	5	9
Ordinary degree	3	6	4	9

#### 3. Recognition of Prior Learning

- 3.1 Prior certificated learning and prior experiential learning can be counted for credit on these degrees.
- 3.2 A candidate seeking accreditation of prior certificated learning must have completed, in whole or in part, a formally assessed programme of study. In addition to the documentation specified in the Admissions Policy published by The Glasgow School of Art, the candidate must present evidence of their achievement in the form of an original certificate, transcript or similar document and, where relevant, must also present details of the syllabus and form of assessment.
- 3.3 A candidate seeking accreditation of prior experiential learning is required, in addition to the documentation specified in the relevant policy, to provide evidence that will enable admissions tutors to make informed

judgements about the level of learning, knowledge and skills that they have acquired through life experience, employment, work experience or study that is not formally recognised.

- 3.4 The procedure for approval of such accreditation is set out in the Admissions Policy published by The Glasgow School of Art. The maximum limit for the award of such credit is, other than in exceptional circumstances, 50% of the credits associated with the degree programme.

#### **4. Composition of Degree Programmes**

- 4.1 The degree programmes 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 or H, these corresponding to levels 7 to 10 in the Scottish Credit & Qualifications Framework.
- 4.2 In each academic session a full-time candidate will normally take courses conveying a total of 120 credits.

#### **5. Pre-requisites, Co-requisites and Excluded Combinations**

- 5.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:
- a) The candidate must normally have attained grade D3 or above 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.
  - b) The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 5.2 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.

#### **6. Approval of Curriculum**

- 6.1 The curriculum of each candidate must be approved at the start of each session by the candidate's Programme Leader. Once approved, the curriculum may not be altered except with the approval of the Programme Leader.
- 6.2 The curriculum shall be specified in terms of core and elective courses, as described in the appropriate Programme Specification. The courses listed shall not necessarily be available in each session; the choice of a curriculum shall be subject to this limitation and to that imposed by timetables.
- 6.3 Within the BA (Hons) Fine Art programme, which is taught across Studio Disciplines and Fine Art Critical Studies, the Studio component of the curriculum during levels 1, 2, 3 and H of the programme shall be carried out within the following Departments:

Fine Art Photography

Painting & Printmaking

Sculpture & Environmental Art

#### **7. Assessment**

- 7.1 Subject to §7.2 and §7.3 assessment is governed by the Code of Assessment which is published by The Glasgow School of Art.
- 7.2 The minimum requirement for the award of credit for a course is the submission of at least 75% by weight of the summative assessment. Additional requirements, including attendance requirements, shall be published in the Programme Specification and/or its Course Specifications and/or given to the candidate in writing by the relevant Head of Department or Programme Leader at the commencement of the course.
- 7.3 At levels 1, 2 and 3 there will be assessment in all courses in June and August of each year. A candidate who fails to achieve grade D3 or above in all courses in the June assessments will be permitted reassessment in August.
- 7.4 The assessments at level H will be taken within one session and reassessment is not permitted.

#### **8. Progress and Reassessment**

- 8.1 The progress of candidates shall be reviewed annually.
- 8.2 A full-time or part-time candidate will be eligible to progress to the next year of the programme if they have achieved a grade of D3 or above for all courses of the curriculum for that year.
- 8.3 A candidate at level 1, 2 or 3 will be offered reassessment for any course in which they fail to achieve at least grade D3 at the first sitting.
- a) A level 1 or 2 candidate may, in line with GSA's Code of Assessment, carry forward a maximum of 20 credits at grade E1 or below and must achieve at least grade D3 in this course or the courses in the subsequent session.
  - b) A level 1 or 2 candidate who has more than 20 credits at E1 or below will not be allowed to progress.
  - c) A level 3 candidate will be excluded from further study if after a repeat year of study they have

failed to meet the progress requirements.

## **9. Administration of Progress**

9.1 Decisions on progress shall be taken by the GSA Final Examination Board.

9.2 Appeals against decisions of the GSA Final Examination Board may be made following the process set out in The Glasgow School of Art's Code of Procedure for Appeals.

## **10. Award of a Certificate of Higher Education**

10.1 A candidate who has completed courses totalling at least 120 credits with grade D3 or above in each course shall be eligible to receive a Certificate 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 Certificate of Higher Education.

10.2 The Certificate of Higher Education shall be awarded with Merit where the grade point average<sup>1</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.

10.3 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 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.

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

11.1 A candidate who has completed courses totalling at least 240 credits, including at least 80 credits at level 2 or above, with grade D3 or above in each course 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.

11.2 The Diploma of Higher Education shall be awarded with Merit where the grade point average<sup>1</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.

11.3 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 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.

## **12. Award of an Ordinary Degree**

12.1 To be eligible for the award of an ordinary degree, the candidate must have obtained at least 360 credits at grade D3 or above. These must include at least 120 credits at level 2 or higher and at least 60 credits at level 3.

12.2 The ordinary degree shall be awarded with Merit where the grade point average<sup>1</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.

12.3 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 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 an Honours Degree**

13.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480 credits, including at least 120 level H credits at grade D3 or above and achieved grade D3 or above for a piece of independent work worth at least 20 credits.

13.2 Where the candidate has accumulated more than 120 credits at H level, all credits gained at H level will be used in the calculation of the degree classification.

## **14. Degrees to which these regulations apply**

The following degrees are governed by the above regulations:

Bachelor of Arts (BA) Communication Design

Bachelor of Arts (BA) Fashion Design

Bachelor of Arts (BA) Fashion Narrative

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<sup>1</sup> Grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. Grade point average is expressed to one decimal place (§7.4(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. For example, a candidate achieving a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.0.

Bachelor of Arts (BA) Fine Art  
 Bachelor of Arts (BA) Interaction Design  
 Bachelor of Arts (BA) Interior Design  
 Bachelor of Arts (BA) Silversmithing & Jewellery Design  
 Bachelor of Arts (BA) Textile Design  
 Bachelor of Design (BDes) Sound for the Moving Image  
 Bachelor of Science (BSc) Immersive Systems Design

## DEGREE OF BACHELOR OF ARCHITECTURE

### RESOLUTION

The Degree of Bachelor of Architecture is governed by Resolution No. 551 of the University Court, the provisions of which are as follows:

1. The Degree of Bachelor of Architecture (BArch) at The Glasgow School of Art may be awarded by the University of Glasgow either as an Ordinary Degree (on a full-time or a part-time basis) or as a Degree with Honours (full-time or part-time with a final full-time year) in such designations as may be prescribed by Regulation.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree - these shall be stated in the section entitled 'Regulations'.
3. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degree of Bachelor of Architecture.
4. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree of Bachelor of Architecture and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.
5. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
6. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with §5.
7. The External Examiners for the Degree shall be appointed by the Academic Council of The Glasgow School of Art.

### REGULATIONS

#### 1. Introductory and Definitions

The definitions set out in the Glossary of Terms apply to these regulations.

#### 2. Duration of Degree Study

- 2.1 The curriculum for the Ordinary Degree shall extend over no fewer than three sessions full-time or four sessions part-time. The curriculum for the Degree with Honours shall extend over no fewer than four sessions full-time, or four sessions part-time and the honours year undertaken in full-time mode.
- 2.2 The minimum and maximum periods of study, expressed as academic sessions, are as below:

Type of award	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
Honours degree	4	7 <sup>2</sup>	5	7
Ordinary degree	3	5	4	6

#### 3. Recognition of Prior Learning

- 3.1 Prior certificated learning and prior experiential learning can be counted for credit on this degree.

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<sup>2</sup> A full-time candidate for the Degree of Bachelor of Architecture (Honours) shall normally complete the programme in no more than seven academic sessions, including the Professional Practice Year-Out (PPYO). If a student does not undertake the PPYO they will be required to complete the programme in no more than six academic sessions.



- 3.2 A candidate seeking accreditation of prior certificated learning must have completed, in whole or in part, a formally assessed programme of study. In addition to the documentation specified in the Admissions Policy published by The Glasgow School of Art, the candidate must present evidence of their achievement in the form of an original certificate, transcript or similar document and, where relevant, must also present details of the syllabus and form of assessment.
- 3.3 A candidate seeking accreditation of prior experiential learning is required, in addition to the documentation specified in the relevant policy, to provide evidence that will enable admissions tutors to make informed judgements about the level of learning, knowledge and skills that they have acquired through life experience, employment, work experience or study that is not formally recognised.
- 3.4 The procedure for approval of such accreditation is set out in the Admissions Policy published by The Glasgow School of Art. The maximum limit for the award of such credit is, other than in exceptional circumstances, 50% of the credits associated with the degree programme.

#### 4. Composition of Degree Programme

- 4.1 The 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 programme Stages will be expressed as 1, 2, 3 or 4, these corresponding to levels 7 to 10 in the Scottish Credit & Qualifications Framework.
- 4.2 The structure of the degree programme, including the compulsory and optional courses of which it is composed, is shown in the degree's programme specification.
- 4.3 The curriculum for Stage 1, 2 and 3 may be undertaken by full-time or part-time study. The curriculum for the Honours Year, Stage 4 must be undertaken by full-time study.

	Stage 1	Stage 2	Stage 3		Professional Practice Year Out	Stage 4 (hons)
<b>Full time mode</b>	F1	F2	F3		PPYO	F4
<b>Part time mode</b>	P1	P2	P3	P4	N/A	F4

- 4.4 Full-time candidates are recommended to undertake a year of practical experience (Professional Practice Year Out) at the end of Stage 3. For further details see the Programme Specification.
- 4.5 Part-time candidates will be required to spend no fewer than one and a half days per week in attendance on courses or in supervised study. The remaining time will be spent employed in a recognised architect's practice approved by the Head of the Mackintosh School of Architecture.
- 4.6 In each academic session, a candidate will normally take courses conveying the total number of credits set out below:

Stage 1	Full-time and Part-time routes	120 credits per academic year
Stage 2	Full-time and Part-time routes	120 credits per academic year
Stage 3	Full-time route	120 credits per academic year
or		
Stage 3	Part-time over two years (P3 and P4)	60 credits per academic year
Stage 4	Full-time routes only	120 credits per academic year

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

- 5.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:
- The candidate must normally have attained grade D3 or above 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.
  - The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 5.2 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.

#### 6. Approval of Curriculum

The curriculum of each candidate must be approved at the start of each session by the candidate's Programme Leader. Once approved, the curriculum may not be altered except with the approval of the Programme Leader.

#### 7. Assessment

- 7.1 Assessment is governed by the Code of Assessment which is published by The Glasgow School of Art.

- 7.2 The minimum requirement for the award of credit for a course is the submission of at least 75% by weight of the summative assessment. Additional requirements, including attendance requirements, shall be published in the programme specification and/or its course specifications and/or given to the candidate in writing by the Programme Leader at the commencement of the programme or course.

## **8. Progress and Reassessment**

- 8.1 The progress of candidates shall be reviewed annually.
- 8.2 A full-time or part-time candidate will be eligible to progress to the next year of the programme if they have achieved a grade of D3 or above for all courses of the curriculum for that year.
- 8.3 A candidate in Stage 1, 2 or 3 will be offered reassessment for any course in which they fail to achieve at least grade D3 at the first sitting.
- a) Following reassessment, a Stage 1 or 2 or a part-time Stage 3 (P3 only) candidate may, in line with GSA's Code of Assessment, carry forward a maximum of 20 credits at grade E1 or below and must achieve at least grade D3 in the subsequent session.
  - b) Where, following reassessment, a Stage 1 or 2 or a part-time Stage 3 (P3 only) candidate has more than 20 credits at E1 or below; or where a full-time Stage 3 candidate has any credits at E1 or below, they will not be allowed to progress but may be offered the opportunity to repeat the course(s) in the following session at the discretion of the GSA Final Examination Board. Students repeating a course will normally be subject to the same attendance and participation requirements as the first sitting of the course.
  - c) A full-time or part-time candidate on the Ordinary Degree programme, or a Stage 3 on the Honours Degree programme, will be excluded from further study if after a repeat year of study they have failed to complete satisfactorily the progress requirements.
- 8.4 The assessments in Stage 4 will be taken within one session and reassessment is not permitted. Where a candidate fails to achieve the requirement for the award of the Bachelor of Architecture with Honours, they will be allowed to transfer into the First year of the Diploma of Architecture programme and be permitted to undertake reassessment, which, for the purposes of the Diploma of Architecture, will be considered as a second sitting.
- 8.5 A part-time candidate so eligible, if intending to graduate with Honours, must enter Stage 4 of the full-time Honours programme. Alternatively, a part-time candidate who has completed the Ordinary Degree curriculum after four years of part-time study and who has graduated may be permitted to enter the First Year of the Diploma programme.

## **9. Administration of Progress**

- 9.1 Decisions on progress shall be taken by the GSA Final Examination Board. The GSA Final Examination Board shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress if their previous performance does not offer a reasonable prospect of reaching the required standard.<sup>3</sup>
- 9.2 The Mackintosh School of Architecture shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements.
- 9.3 Appeals against decisions of the GSA Final Examination Board may be made following the process set out in The Glasgow School of Art's Code of Procedure for Appeals.

## **10. Award of a Certificate of Higher Education**

- 10.1 A candidate who has completed courses totalling at least 120 credits with grade D3 or above in each course shall be eligible to receive a Certificate of Higher Education unless the candidate proceeds immediately to a degree programme.
- 10.2 The Certificate of Higher Education shall be awarded with Merit where the grade point average<sup>4</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.

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<sup>3</sup> A Sub-Committee on Student Progress will meet subsequent to the GSA Final Examination Board to support students in understanding implications of Examination Board decisions. The Remit and Membership of the Sub-Committee on Student Progress is included in the Bachelor of Architecture Programme Specification.

<sup>4</sup> The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. The grade point average is expressed to one decimal place (§7.4(a) of the GSA's Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.0.

- 10.3 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 the credit from a course or courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

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

- 11.1 A candidate who has completed courses totalling at least 240 credits at grade D3 or above shall be eligible to receive a Diploma of Higher Education unless the candidate proceeds immediately to a degree programme.
- 11.2 The Diploma of Higher Education shall be awarded with Merit where the grade point average<sup>4</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.
- 11.3 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 the credit from a course or courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

#### **12. Award of an Ordinary Degree**

- 12.1 To be eligible for the award of the Ordinary Degree, the candidate must have obtained at least 360 credits at grade D3 or above.
- 12.2 The Ordinary Degree shall be awarded with Merit where the grade point average<sup>4</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.
- 12.3 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 the credit from a course or courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

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

To be eligible for the award of an Honours degree, the candidate must have obtained at least 480 credits, including at least 120 Stage 4 credits at grade D3 or above and achieved grade D3 or above for a piece of independent work worth at least 20 credits.

### **DIPLOMA IN ARCHITECTURE AND MASTER OF ARCHITECTURE BY CONVERSION DEGREE**

#### **RESOLUTION**

The Diploma in Architecture and the Degree of Master of Architecture by Conversion is governed by Resolution of the University Court with provision that:

1. The Diploma in Architecture and the Degree of Master of Architecture by Conversion may be conferred by the University of Glasgow at The Glasgow School of Art.
2. The Senate will make Regulations governing the award of the Degree which are subject to the approval of the University Court. These shall be stated under 'Regulations'.
3. The minimum duration of attendance on courses of instruction in The Glasgow School of Art for the award of the Degree is specified in the Regulations. However, the Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in any institution.
4. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Diploma in Architecture and the Degree of Master of Architecture by Conversion.
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree and such other matters, including the admission and progress of candidates, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.
6. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
7. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with §6.
8. The External Examiners for the Degree shall be appointed by the Academic Council of The Glasgow School of Art.

## REGULATIONS

### 1. Introductory and Definitions

The definitions set out in the Glossary of Terms apply to these regulations.

### 2. Admission to the Diploma in Architecture

- 2.1 A candidate for the Diploma in Architecture must have obtained as a minimum a second class Bachelor's Degree in Architecture and submit a portfolio of architectural design project work of a standard approved by the Head of the Mackintosh School of Architecture.
- 2.2 A candidate with the Honours Degree of Bachelor of Architecture of the University may be exempted from the First Year of the Diploma programme. A candidate with an equivalent degree of another University may also be admitted on this basis.
- 2.3 A candidate for the Diploma in Architecture who has completed the Bachelor of Architecture Ordinary Degree at The Glasgow School of Art but has failed to meet the requirements for the award of the Bachelor of Architecture with Honours, will be permitted to transfer into the First Year of the Diploma of Architecture programme in line with §8.4 of the Bachelor of Architecture degree regulations.
- 2.3.1 In order to meet the requirements of the Diploma in Architecture, a candidate who transfers under §2.3 may be reassessed on courses taken in the Honours Year of the Bachelor of Architecture (Hons). For the purposes of the Diploma, such reassessment will be regarded as a second sitting.

### 3. Duration of Degree Study

- 3.1 A candidate for the Diploma, whether full-time or part-time, with the exception of those admitted under §2.2 and §2.3, must attend courses of instruction at The Glasgow School of Art for not less than two academic sessions for full-time studies and not less than three academic sessions for part-time studies. Transfer from full-time to part-time and vice versa will be at the discretion of the Head of the Mackintosh School of Architecture. A candidate for the Diploma will not normally be permitted to be in attendance for more than three years of full-time study or four years of part-time study or an equivalent combination of the two forms of study.
- 3.2 The minimum and maximum periods of study, expressed as academic sessions, are as below:

Type of award	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
Diploma in Architecture	2	3	3	4

- 3.3 Where a student transfers to the Diploma in Architecture, after failing to meet the requirements for the award of the Bachelor of Architecture with Honours, the Honours year will count towards the maximum duration of study.

### 4. Composition of Diploma in Architecture

- 4.1 The 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 correspond to levels 10 to 11 in the Scottish Credit & Qualifications Framework.
- 4.2 The structure of the degree programme, including the core and elective courses of which it is composed, is shown in the degree's programme specification. The courses listed shall not necessarily be available in each session; the choice of a curriculum shall be subject to this limitation and to that imposed by timetables.
- 4.3 In each academic session, a candidate will normally take courses conveying the total number of credits set out below:

First Year	Full-time route	120 credits per academic year
	Part-time route	90 credits per academic year
Second Year	Full-time route	120 credits per academic year
	Part-time route	60 credits per academic year
Third Year	Part-time route	90 credits per academic year

- 4.4 Part-time candidates will be required to spend not less than the equivalent of 15 days each semester in periods of not less than one day per week in attendance on courses or in supervised study. The remaining time will be spent employed in a recognised architect's practice approved by the Head of the Mackintosh School of Architecture.

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

- 5.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:

- a) The candidate must normally have attained grade D3 or above 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.
  - b) The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 5.2 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.

## **6. Approval of Curriculum**

The curriculum of each candidate must be approved at the start of each session by the candidate's Programme Leader. Once approved, the curriculum may not be altered except with the approval of the Programme Leader.

## **7. Assessment**

7.1 Assessment is governed by the Code of Assessment which is published by The Glasgow School of Art with the following exception:

- a) A candidate on the Diploma in Architecture is not permitted to carry any credit deficit into the following academic session.
- 7.2 The minimum requirement for the award of credit for a course is the submission of at least 75% by weight of the summative assessment. Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Mackintosh School of Architecture and made available to candidates in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

## **8. Progress and Reassessment**

- 8.1 The progress of candidates shall be reviewed annually.
- 8.2 A full-time or part-time candidate will be eligible to progress to the next year of the programme if they have achieved a grade of D3 or above for all courses of the curriculum for that year.
- 8.3 A full-time or part-time candidate will be offered reassessment for any course in which they fail to achieve at least grade D3 at the first sitting.
  - a) Where, following reassessment, full-time or part-time candidate has failed to achieve at least grade D3 in all courses, they will not be allowed to progress but may be offered the opportunity to repeat the course(s) in the following session at the discretion of the GSA Final Examination Board. Students repeating a course will normally be subject to the same attendance and participation requirements as the first sitting of the course.
  - b) A full-time or part-time candidate will be excluded from further study if after a repeat year of study, they have failed to complete satisfactorily the progress requirements.

## **9. Administration of Progress**

- 9.1 Decisions on progress shall be taken by the GSA Final Examination Board. The GSA Final Examination Board shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress if their previous performance does not offer a reasonable prospect of reaching the required standard<sup>5</sup>.
- 9.2 The Mackintosh School of Architecture shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements.
- 9.3 Appeals against decisions of the GSA Final Examination Board may be made following the process set out in The Glasgow School of Art's Code of Procedure for Appeals.

## **10. Requirements for the Award of the Diploma in Architecture**

To be eligible for the award of the Diploma in Architecture, the candidate must have obtained at least 240 credits, including at least 120 Level 11 credits at grade D3 or above and achieved grade D3 or above for a piece of independent work worth at least 20 credits. For partial-year exchange contributing to the final award, a grade point average will be calculated based on the courses undertaken at the Glasgow School of Art only.

## **11. Degree of Master of Architecture by Conversion**

- 11.1 A Diploma in Architecture candidate assessed by the GSA Final Examination Board as having achieved an A or B grade in the specific course they wish to pursue through extended study shall be given the option of undertaking additional studies and submitting for the Degree of Master of Architecture by Conversion. Alternatively a candidate may present to the Head of the Mackintosh School of Architecture an argued case

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<sup>5</sup> A Sub-Committee on Student Progress will meet subsequent to the GSA Final Examination Board to support students in understanding implications of Examination Board decisions. The Remit and Membership of the Sub-Committee on Student Progress is included in the Diploma in Architecture Programme Specification and the Master of Architecture Course Specification.

to proceed to undertake extended study of a particular aspect of Architecture in relation to the Final Design Thesis.

- 11.2 A full-time candidate so transferred will enrol in Semester 1 of the following session for a further period of 15 weeks of supervised study at the Mackintosh School of Architecture and will submit work at the conclusion of this period for examination for the Degree of MArch.
- 11.3 A part-time candidate so transferred will enrol for a further period of 30 weeks of supervised study at the Mackintosh School of Architecture, and will submit work at the conclusion of this period for examination for the Degree of MArch. Exceptionally, the GSA Final Examination Board may permit a candidate who does not submit for the Degree at the conclusion of the period of further study to undertake an additional period of part-time study before submitting.
- 11.4 A candidate so transferred will undertake the Specialist Studies course of 60 credits at Level 11.
- 11.5 To be eligible for the award of the Master of Architecture by Conversion, the candidate must have obtained at least 180 Level 11 credits at grade D3 or above and achieved grade D3 or above in the Specialist Studies Course.
- 11.6 A candidate who has achieved at the first sitting a grade B3 or above for the Specialist Studies course will be eligible for the award with Merit.
- 11.7 A candidate who has achieved at the first sitting a grade A5 or above for the Specialist Studies course will be eligible for the award with Distinction.

## **DEGREES IN PRODUCT DESIGN ENGINEERING**

### **RESOLUTION**

This Resolution governs the undergraduate degrees and undergraduate diplomas and certificates in Product Design Engineering. Reference is made in the Regulations to the College of Science & Engineering Section of the *University Regulations* which should be read in conjunction with this section.

Degrees in Product Design Engineering are governed by Resolution of the University Court with provision that:

1. The Degrees of Master of Engineering (Product Design Engineering) (MEng), Bachelor of Engineering (Product Design Engineering) (BEng), and Bachelor of Science in Engineering (Product Design Engineering) (BSc) may be awarded by the Senate of the University of Glasgow. Hereinafter these Degrees are called the 'Degrees' where reference is made to all three Degrees together and are called the Degrees of MEng; BEng and BSc, respectively, when referred to separately.
2. The Degree of BSc (in Engineering) may be awarded by the Senate of the University of Glasgow as a Degree with Honours and as an Ordinary Degree. The early exit awards of Diploma of Higher Education in Engineering Studies (DipHE (Engineering Studies)) and Certificate of Higher Education in Engineering Studies (CertHE (Engineering Studies)) are also included in the Regulations.
3. It shall be the duty of the Joint Board of Management for Degrees in Product Design Engineering to consider annually the curriculum for the Degrees and such other matters as may be remitted to it by the Senate, and to report to Academic Council and the Senate thereon.
4. It shall be competent for the University Court on the recommendation of the Senate to recognise as teachers of the University for the purposes of the Degrees such lecturers and other officers of The Glasgow School of Art having responsibilities for courses qualifying for the Degrees as may be proposed for such recognition by the Joint Board or the Joint Liaison Committee, and the University Court shall be associated with the School in the appointment of any lecturer or officer of the School in respect of whom such recognition may be proposed.
5. Admission to the Degree of MEng shall be either at entry to the College or by transfer of suitably qualified applicants who are registered in a course leading to the Degree of BEng.  
  
The Joint Board may take cognisance of the views of suitable outside individuals in considering applications. In respect of admission, account shall be taken both of academic record and of potential for development as a professional engineer.
6. The University Court may appoint as an examiner for the Degrees, but not as an external examiner, any teacher recognised in accordance with §4 hereof.
7. The examiners shall be drawn from the Professors, Readers and Lecturers in the University of Glasgow and The Glasgow School of Art, whose subjects qualify for graduation in pursuance of §3, such examiners as are appointed in pursuance of §6 and such external examiners as may be appointed by the University Court, on the recommendation of the Joint Board.

8. It shall be competent for the Senate on the recommendation of the Joint Board to constitute a Board of Examiners, which shall have power to receive and to assess reports from individual examiners for transmission to the Senate.
9. The Senate with the approval of the University Court may from time to time make regulations:
  - a) determining the subjects of study and the course of instruction;
  - b) determining the subjects for examination and the number of divisions in which the examinations for the Degrees shall be arranged.

## REGULATIONS

### 1. Duration of Degree Study

The regulations concerning the Duration of Degree Study are detailed in the Supplementary Undergraduate Regulations for Degrees of Master of Engineering, Bachelor of Engineering and Bachelor of Science in Engineering in the College of Science & Engineering Section of *University Regulations* (§2).

### 2. General Structure and Assessment of Degree

Subjects in which the Degrees may be awarded are listed in §4.2. All other regulations concerning the General Structure and Assessment of the Degree are detailed in the Generic Undergraduate Regulations §6 - §9, reproduced in the College of Science & Engineering section of the *University Regulations*.

### 3. Progress of Students

#### 3.1 Progress Rules

The progress of all candidates in their chosen curriculum is reviewed annually. Candidates who fail to satisfy the requirements for progress on the Degree for which they are registered will also have their performance reviewed in terms of the progress regulations for other degrees under Resolution 291; and may, in the light of this review, be transferred from one programme to another (e.g. MEng to BEng).

At any stage, a candidate who fails to meet the progress regulations will be considered for the early exit awards of DipHE and CertHE.

Requirements to remain a matriculated student for any degree are detailed in the BEng, MEng regulations (§3 Progress) published in the College of Science & Engineering Section of the *University Regulations*. In addition, candidates for admission to year 4 of the Curriculum for MEng must have completed Product Design Engineering 3 with a minimum grade of B3.

Notwithstanding these requirements, at any time before admission of a candidate to the final year of the curriculum either for the Degree of BEng or for the Degree of MEng it shall be at the discretion of the Professor(s) or Head of School concerned and the Director of The Glasgow School of Art to restrict a future curriculum to that of the Degree of BSc (Ord) if a candidate's academic performance does not offer a reasonable prospect that the candidate will be able to reach the standard required for the appropriate Degree. A candidate whose curriculum is thus restricted may submit to the Senate for its consideration any special circumstances bearing on their case.

#### 3.2 Appeals against Decisions Relating to Progress of Students

The regulations concerning Appeals against Decisions relating to Progress of Students are detailed in the Code of Appeals, Grounds for Appeals published at the end of this *University Regulations* section.

### 4. Specific Structure of the Degree and Sub-Degree Awards

#### 4.1 Programme Requirements for the Award of the Degree

The regulations concerning Minimum Requirements for the awards are detailed in the MEng, BEng and BSc regulations (§5 Programme Requirements for the Award of the Degrees) published in the College of Science & Engineering Section of the *University Regulations*.

#### 4.2 Designated Degrees

Full details of the curriculum for each degree programme are detailed in the appropriate Programme Specification.

Listed here are all the available Degrees:

MEng Product Design Engineering  
 BEng Product Design Engineering  
 BSc (Hons) Product Design Engineering  
 BSc (Ord) Product Design Engineering

## DEGREES OF BACHELOR OF DESIGN AND MASTER OF EUROPEAN DESIGN

### RESOLUTION

The Degrees of Bachelor of Design and Master of European Design at The Glasgow School of Art are governed by Resolution 704 of the University Court, the provisions of which are as follows:

1. The Degree of Bachelor of Design (BDes) and Master of European Design (MEDes) at The Glasgow School of Art shall be awarded by the Senate of the University of Glasgow.
2. The Degree of Bachelor of Design may be awarded as an Ordinary Degree or as a Degree with Honours and the Degree of Master of European Design shall be awarded with Honours. The early exit awards of Certificate of Higher Education and Diploma of Higher Education are also included in the Regulations.
3. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degrees.
4. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degrees, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degrees, as may be proposed for such recognition by the Academic Council.
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degrees and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degrees.
6. The External Examiner(s) for the Degrees shall be appointed by the Academic Council of The Glasgow School of Art.

### REGULATIONS

#### 1. Introductory and Definitions

The definitions set out in the [Glossary of Terms](#) apply to these regulations.

#### 2. Duration of Study

The minimum and maximum periods of study, expressed as academic sessions, are as below:

Type of award	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
Masters Degree	5	7	-	-
Honours Degree	4	6	5	9
Ordinary Degree	3	5	4	9

#### 3. Recognition of prior learning

- 3.1 Prior certificated learning and prior experiential learning can be counted for credit on this degree.
- 3.2 A candidate seeking accreditation of prior certificated learning must have completed, in whole or in part, a formally assessed programme of study. In addition to the documentation specified in the Admissions Policy published by The Glasgow School of Art, the candidate must present evidence of achievement in the form of an original certificate, transcript or similar document and, where relevant, must also present details of the syllabus and form of assessment.
- 3.3 A candidate seeking accreditation of prior experiential learning is required, in addition to the documentation specified in the relevant policy, to provide evidence that will enable admissions tutors to make informed judgements about the level of learning, knowledge and skills that they have acquired through life experience, employment, work experience or study that is not formally recognised.
- 3.4 The procedure for approval of such accreditation is set out in the relevant policy published by The Glasgow School of Art. The maximum limit for the award of such credit is, other than in exceptional circumstances, 50% of the credits associated with the degree programme.

#### 4. Composition of Degree Programmes

- 4.1 The degree programmes 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, 4 or 5, these corresponding to levels 7 to 11 in the Scottish Credit & Qualifications Framework.
- 4.2 In each academic session a full-time candidate will normally take courses conveying a total of 120 credits.

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

- 5.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:



- a) The candidate must normally have attained grade D3 or above 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.
  - b) The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 5.2 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.

## **6. Approval of Curriculum**

The curriculum of each candidate must be approved at the start of each session by the candidate's Programme Leader. Once approved, the curriculum may not be altered except with the approval of the Programme Leader.

## **7. Assessment**

- 7.1 Subject to §7.2 and §7.3 assessment is governed by the Code of Assessment which is published by The Glasgow School of Art.
- 7.2 The minimum requirement for the award of credit for a course is the submission of at least 75% by weight of the summative assessment. Additional requirements, including attendance requirements, shall be published in the Programme Specification and/or its Course Specifications and/or given to candidates in writing by the relevant Head of Department or programme leader at the commencement of the course.
- 7.3 At levels 1, 2 and 3 there will be two summative assessment points in all courses each year. A candidate who fails to achieve grade D3 or above in any course will be permitted reassessment.
- 7.4 For summative assessment at level 4 and level 5 reassessment is not permitted.

## **8. Progress**

- 8.1 The progress of candidates shall be reviewed annually.
- 8.2 At the end of levels 1, 2 or 3 of the Bachelor of Design, a candidate will be eligible to progress to the next year of the programme if they have achieved a grade of D3 or above for all courses of the curriculum for that year.
- 8.3 To be eligible for progression to the Master of European Design, a candidate will normally be required to obtain grade B3 or above in all courses of the level 2 curriculum.
- 8.4 An MEDes guest student<sup>6</sup> will normally be required to obtain the equivalent of grade B3 or above in all courses of the level 2 curriculum at their home institution to enter level 3 of the Master of European Design. An MEDes guest student will be required to obtain the equivalent of grade D3 or above in all courses of the level 3 curriculum undertaken at their first exchange partner institution to be eligible for progression to level 4 of the Master of European Design.
- 8.5 The assessments at level 3 and 4 for the Master of European Design will be taken at a host partner institution. In order to progress to the next year of the Degree, a candidate will be required to obtain the equivalent of grade D3 or above in all courses and will be permitted opportunity for reassessment as specified in §7.3.

## **9. Courses Available to students**

The curriculum shall be specified in terms of core and elective courses, as described in the appropriate Programme Specification. The courses listed shall not necessarily be available in each session; the choice of a curriculum shall be subject to this limitation and to that imposed by timetables.

## **10. Award of a Certificate of Higher Education**

- 10.1 A candidate who has completed courses totalling at least 120 credits with grade D3 or above in each course shall be eligible to receive a Certificate 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 Certificate of Higher Education.
- 10.2 The Certificate of Higher Education shall be awarded with Merit where the grade point average<sup>7</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.
- 10.3 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 of the credit for certain of the courses

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<sup>6</sup> Guest students are students from partner institutions within the Masters of European Design (MEDes) Network.

<sup>7</sup> Grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. Grade point average is expressed to one decimal place (§7.4(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. For example, a candidate achieving a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.0.

in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

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

- 11.1 A candidate who has completed courses totalling at least 240 credits, including at least 80 credits at level 2 or above, with grade D3 or above in each course 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.
- 11.2 The Diploma of Higher Education shall be awarded with Merit where the grade point average<sup>7</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.
- 11.3 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 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.

#### **12. Award of an Ordinary Degree**

- 12.1 To be eligible for the award of an ordinary degree, the candidate must have obtained at least 360 credits at grade D3 or above. These must include at least 120 credits at level 2 or higher and at least 60 credits at level 3.
- 12.2 The ordinary degree shall be awarded with Merit where the grade point average<sup>7</sup> is at least 12.0, and with Distinction where the grade point average is at least 15.0.
- 12.3 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 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.
- 12.4 Any candidate who, on completion of level 3, has not met the requirements for continued progression to the Degree of Bachelor of Design with Honours may, at the discretion of the GSA Final Examination Board, be awarded the Degree of Bachelor of Design. Any candidate who, on completion of level 3, has not met the requirements for continued progression to the Degree of Master of European Design, may, at the discretion of the GSA Final Examination Board, be recommended for admission to level 4 of the programme leading to the Degree of Bachelor of Design in with Honours.

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

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 4 grade D3 or above for a piece of independent work worth at least 20 credits.

#### **14. Award of a Master of European Design**

- 14.1 To be eligible for the award of the Degree of Master of European Design, the candidate must have obtained at least 600 credits, including at least 120 at level 5, achieved grade D3 or above for a piece of independent work worth at least 20 credits and completed two placements at an overseas partner institution within the MEDes Partner Network.
- 14.2 Exceptionally, any candidate who has completed level 4 but owing to adverse circumstances is unable to progress to level 5 of the degree may, at the discretion of the GSA Final Examination Board, be recommended to the University of Glasgow's Clerk of Senate for the award of the Degree of Bachelor of Design with Honours in an appropriate classification, or for the Degree of Bachelor of Design. Any such recommendation shall take into account the performance of the candidate in the Honours examinations and assessed course work in level4 of the programme.

#### **15. Degrees to which these regulations apply**

The following degrees are governed by the above regulations:

Bachelor of Design (BDes) Product Design  
Master of European Design (MEDes) Product Design

### **GENERIC REGULATIONS FOR POSTGRADUATE CERTIFICATES AT THE GLASGOW SCHOOL OF ART**

#### **REGULATIONS**

A student admitted to a programme leading to a Postgraduate Certificate as the primary award attainment must follow the instructions issued by the Department or equivalent and be aware of the content of the Programme Specification which will contain further details on the Programme including, in some cases, further requirements associated with the award.

## **1. Application of the Regulations**

These regulations apply without modification to the Certificates listed in §9.

## **2. Admission**

Applicants should normally be employed by a UK HEI (or equivalent professional experience) with a commitment to meet the minimum attendance requirements for the programme.

## **3. Duration of Study**

The minimum period of study for the award of a Certificate is one semester. The maximum period for full-time study is 12 calendar months of registered study. The maximum period within which all candidates must complete the programme is four years from the date of initial registration.

## **4. Programme Components**

In order to qualify for an award in respect of the programmes specified in §9, a candidate must complete minimum credits as follows:

- i) For the award of a Postgraduate Certificate: 60 credits including at least 40 credits at level (M)/SCQF level 11.

## **5. Minimum Requirements for the Award of Credits**

The minimum requirement for the award of credits for a component of the programme shall be specified by the Department or equivalent concerned and given to candidates in writing at the beginning of the programme component. This requirement shall normally include a specified minimum level of compliance with instructions in terms of attendance and completion of work, and a specified minimum level of performance in assessed work. Normally no grade or credits shall be awarded to a candidate who has not met this minimum requirement.

## **6. Assessment**

6.1 Regulations for assessment are governed by the GSA's Code of Assessment.

6.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average<sup>8</sup> for the purposes of §7, §8 and §9 unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

- a) on the date on which the first summative assessment for that course is to be submitted; or
- b) on such other date as may be specified in the course document for that course.

## **7. Reassessment**

A candidate will be permitted reassessment in any taught course for which they have obtained grade D1 or below. All reassessment results will be capped at grade C3. A candidate will be entitled to one reassessment only in any course and the timing and nature of the reassessment will be as specified in the Programme Specification.

## **8. Requirements for the Award of a Postgraduate Certificate and Rules for the Award of Distinction and Merit**

8.1 The requirement for the award of a Postgraduate Certificate is a grade point average<sup>8</sup> of 9.0 or above in 60 credits, with not less than 40 of these credits at grade D3 or above.

8.2 A candidate who has achieved a grade point average of 14.5 at the first sitting will be eligible for the award with Merit.

8.3 A candidate who has achieved a grade point average of 17.5 at the first sitting will be eligible for the award with Distinction.

## **9. Progress to a Masters Degree**

A candidate may be permitted to progress to study for a Masters degree if a Masters programme in the same subject is available and only if the candidate has obtained a grade point average<sup>8</sup> of 12.0 in the taught courses described in §4 with at least 75% of these credits at grade D3 or above and all credits at grade F3 or above. The Programme Specification may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

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<sup>8</sup> The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. The grade point average is expressed to one decimal place (§7.4(a) of the GSA's Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.0.

## **10. Certificates to Which These Regulations Apply**

The following award is governed by the above regulations:

Postgraduate Certificate Learning & Teaching in the Creative Disciplines

This award has the additional requirement of a candidate achieving a grade D3 or higher in all courses of the programme.

## **GENERIC REGULATIONS FOR TAUGHT MASTERS DEGREES AT THE GLASGOW SCHOOL OF ART**

The Masters Degrees listed in §11, §12 and §13 are governed by Resolution No. 561 of the University Court, the provisions of which are as follows:

1. The Masters Degrees listed in §11, §12 and §13 may be awarded by the University of Glasgow at The Glasgow School of Art.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degrees - these are set out in the section entitled 'Regulations'.
3. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degrees listed in §11, §12 and §13.
4. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degrees and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degrees.
5. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degrees, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degrees, as may be proposed for such recognition by the Academic Council.
6. The Senate may appoint as an Examiner for the Degrees, but not as an External Examiner, any teacher recognised in accordance with §5.
7. The External Examiners for the Degrees shall be appointed by the Academic Council of The Glasgow School of Art. Where a programme is delivered jointly with the University of Glasgow, the External Examiners for the Degrees shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## **REGULATIONS**

A student admitted onto a programme leading to an award must follow the instructions issued by the relevant Department or equivalent and be aware of the content of the Programme Specification which will contain further details on the Programme including, in some cases, further requirements associated with the award.

### **1. Application of Regulations**

- 1.1 These regulations apply without modification to the Degrees listed in §11.
- 1.2 These regulations apply also to the Degrees listed in §12 subject to alternative requirements described in the relevant Programme Specification. The requirements for these Degrees may vary only in respect of duration of study (§3), programme components (§4), progress (§7) or reassessment (§8) to reflect the requirements of professional or statutory bodies.
- 1.3 These regulations apply also to the Degrees listed in §13 subject to alternative provision for requirements for the award (§9) set out in §13.

### **2. Admission**

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained either a degree from a recognised University or an equivalent qualification to the satisfaction and approval of the Academic Council of The Glasgow School of Art.<sup>9</sup>

### **3. Duration of Study**

The minimum period of study for the award of a Masters Degree is 12 calendar months. The maximum period for full-time study is 24 calendar months of registered study. The Academic Council of The Glasgow School

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<sup>9</sup> A candidate is not normally permitted to register for a degree on a second occasion and would only be permitted to do so in instances where the first experience of the programme has been significantly compromised by adverse circumstances.

of Art may recognise attendance given and examinations passed in another institution. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.<sup>10</sup>

#### **4. Programme Components**

4.1 In order to qualify for an award in respect of the programmes specified in §11 and §13, a candidate must complete minimum credits<sup>11</sup> as follows:

- i) For the award of a Masters Degree: 180 credits, which includes both taught courses and a 60 credit (or more) substantial independent work which should be appropriately supervised and may take the form of a dissertation or project.
- ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.
- iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.

4.2 In order to qualify for an award in respect of the programmes specified in §12, a candidate must complete minimum credits as follows:

- i) For the award of a Masters Degree: 240 credits, which includes both taught courses and a 60 credit (or more) substantial independent work which should be appropriately supervised and may take the form of a dissertation or project.
- ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.
- iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.

4.3 The taught courses will normally be undertaken during the academic session (September - June) and are specified in the relevant Programme Specification. The length and nature of the dissertation or other substantial independent work is as specified in the relevant Programme Specification.

#### **5. Minimum Requirement for the Award of Credits**

The minimum requirement for the award of credits for a component of the programme shall be specified by the Department or equivalent concerned, and given to candidates in writing at the beginning of the programme component. This requirement shall normally include a specified minimum level of compliance with instructions in terms of attendance and completion of work, and a specified minimum level of performance in assessed work. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

#### **6. Assessment**

6.1 Regulations for assessment are, insofar as not modified by these regulations, governed by the GSA's Code of Assessment.

6.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §7, §9 and §10<sup>12</sup> unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

- a) on the date on which the first summative assessment for that course is to be submitted; or
- b) on such other date as may be specified in the course document for that course.

#### **7. Candidates for a Masters Degree: Progress**

7.1 A candidate will be permitted to progress to preparation of the dissertation, or other substantial independent work required by the degree, only if they have obtained a grade point average<sup>13</sup> of 12.0 or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or above and all credits at grade F3 or above. The Programme Specification may specify a course or courses in respect of which a specific

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<sup>10</sup> Where a candidate has progressed to study under §9 of the Generic Regulations for Postgraduate Certificates that candidate's duration of study for the Masters degree shall be counted as the period since first registration for the Postgraduate Certificate.

<sup>11</sup> In compliance with the Scottish Credit & Qualifications Framework a minimum component of the total credit must be gained from **Masters level** courses (level M/SCQF level 11) as follows: 150 credits for a Masters degree, 90 credits for a Postgraduate Diploma, 40 credits for a Postgraduate Certificate.

<sup>12</sup> Except for §10.2 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

<sup>13</sup> The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. The grade point average is expressed to one decimal place (§7.4(a) of the GSA's Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.0.

grade is a minimum requirement of progression. Exceptionally, a candidate may be permitted to progress to the dissertation or other substantial independent work where it is judged<sup>14</sup> that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the dissertation, or other substantial independent work, only if they have obtained a grade point average of 12.0 or above in the taught courses assessed by the end of the session in which study was commenced, with at least 75% of the credits at grade D3 or above and all credits at grade F3 or above. The Programme Specification may specify a course or courses in respect of which a specific grade is a minimum requirement of progression. Exceptionally, a candidate may be permitted to progress to the dissertation or other substantial independent work where it is judged<sup>14</sup> that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.3 A candidate may be required to commence work on the dissertation or other substantial independent work before the assessment of the taught courses referred to in §4 has been completed.
- 7.4 Where a candidate is permitted or required to commence work on the dissertation or other substantial independent work before satisfying the progress requirements set out in §7.1 this shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently, after all opportunities at assessment have been exhausted, the candidate fails to reach the standard required on the taught courses referred to at §7.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the dissertation or other substantial independent work has been submitted, it will be marked and a grade published.
  - If the dissertation or other substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
  - If the dissertation or other substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

## **8. Reassessment**

- 8.1 A candidate will be permitted reassessment in any taught course, for which they have obtained grade D1 or below. A candidate will be entitled to one reassessment only in any course and the timing and nature of the reassessment will be as specified in the Programme Specification.
- 8.2 Reassessment of the dissertation or other substantial independent work will be permitted where a candidate has obtained grade E1 or below on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than three months after the date of the meeting of the GSA Final Examination Board.
- There is no automatic entitlement to repeat any previous practical work associated with the dissertation or substantial independent work or to undertake further practical work.
- 8.3 The Programme Specification may specify more stringent criteria for reassessment on the basis of requirements of external bodies.
- 8.4 All reassessment results will be capped at grade C3 for taught courses, and at grade D3 for the dissertation or other substantial independent work.

## **9. Requirements for the Award of a Masters Degree and Rules for Award of Distinction and Merit**

- 9.1 For Degrees listed in §11 and §13, a candidate will be eligible for the award of the degree on obtaining a grade D3 or above in the dissertation or other substantial independent work.
- 9.2 For the Degrees listed in §12, a candidate will be eligible for the award of the Master degree on obtaining a grade D3 or above for all courses undertaken in the 2nd year of the programme. For partial-year exchange contributing to the final award, a grade point average will be calculated based on the courses undertaken at The Glasgow School of Art only.
- 9.3 A candidate who has achieved at the first attempt a grade B3 or above for the dissertation or other substantial independent work will be eligible for the award with Merit.

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<sup>14</sup> This judgment is normally made by the GSA Final Examination Board or in cases where there is no scheduled meeting, the Convener of the GSA Final Examination Board.

- 9.4 A candidate who has achieved at the first attempt a grade A5 or above for the dissertation or other substantial independent work will be eligible for the award with Distinction.

**10. Requirements for the Award of a Postgraduate Diploma or Postgraduate Certificate and Rules for Award of Distinction and Merit**

- 10.1 The requirement for the award of a Postgraduate Diploma is a grade point average<sup>13</sup> of 9.0 in 120 credits, with not less than 80 of these credits at grade D3 or above. A candidate who has achieved at the first attempt a grade point average of 14.5 or above for the taught courses will be eligible for the award with Merit. A candidate who has achieved at the first attempt a grade point average of 17.5 or above for the taught courses will be eligible for the award with Distinction.
- 10.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9.0 in 60 credits, with not less than 40 of these credits at grade D3 or above. A candidate who has achieved at the first attempt a grade point average of 14.5 or above for the taught courses will be eligible for the award with Merit. A candidate who has achieved at the first attempt a grade point average of 17.5 or above for the taught courses will be eligible for the award with Distinction.

**11. Degrees<sup>15</sup> to which these Regulations Apply**

The following Degrees are governed by the above regulations:

Master of Design (MDes) Design Innovation & Circular Economy  
Master of Design (MDes) Design Innovation & Citizenship  
Master of Design (MDes) Design Innovation & Collaborative Creativity  
Master of Design (MDes) Design Innovation & Environmental Design  
Master of Design (MDes) Design Innovation & Future Heritage  
Master of Design (MDes) Design Innovation & Interaction Design  
Master of Design (MDes) Design Innovation & Service Design  
Master of Design (MDes) Fashion & Textiles  
Master of Design (MDes) Graphic Design  
Master of Design (MDes) Illustration  
Master of Design (MDes) Interior Design  
Master of Design (MDes) Photography  
Master of Design (MDes) Sound for the Moving Image  
Master of Letters (MLitt) Art Writing  
Master of Letters (MLitt) Contemporary Art Practice  
Master of Letters (MLitt) Curatorial Practice (Contemporary Art)<sup>16</sup>

**12. Degrees<sup>15</sup> which Include Variations to Clauses 3, 4, 7 and 8**

The following Degrees are governed substantially by the above regulations. The requirements for these Degrees may vary in respect of duration of study (§3), programme components (§4), progress (§7) or reassessment (§8) and such variations will be described in the Programme Specification:

Master of Design (MDes) Communication Design  
Master of Fine Art (MFA)

**13. Degrees<sup>15</sup> which Include Variations to Clause 9**

The following Degrees are governed by the above regulations with the exception of §9.

Master of Architectural Studies  
Master of Science (MSc) Heritage Visualisation  
Master of Science (MSc) Medical Visualisation & Human Anatomy<sup>16</sup>  
Master of Science (MSc) Serious Games & Virtual Reality

The provisions of §9 are replaced by:

**9. Requirements for the Award of a Masters Degree and Rules for Award of Distinction and Merit**

- 9.1 A candidate will be eligible for the award of the degree on obtaining a grade point average<sup>13</sup> of 12.0 or above in the taught courses described in §4, with at least 75% of these credits at grade D3 or above, and all credits at grade F3 or above, and obtaining grade D3 or above in the dissertation or other substantial independent work.
- 9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

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<sup>15</sup> Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see §10).

<sup>16</sup> Delivered in conjunction with the University of Glasgow.

- a) a grade point average of 14.5 or above in the 180 or more credits completed on the programme; and
  - b) a grade point average of at least 14.0 in the taught courses; and
  - c) a grade of at least C1 in the dissertation or other substantial independent work.
- 9.3 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 17.5 or above in the 180 or more credits completed on the programme; and
  - b) a grade point average of at least 17.0 in the taught courses; and
  - c) a grade of at least B1 in the dissertation or other substantial independent work.

## **DEGREE OF MASTER OF SCIENCE in PRODUCT DESIGN ENGINEERING**

### **RESOLUTION**

The Degree of Master of Science in Product Design Engineering is governed by Resolution No. 644 of the University Court, the provisions of which are as follows:

1. The Degree of Master of Science (MSc) in Product Design Engineering may be conferred by the University of Glasgow.
2. The early exit awards of Postgraduate Diploma in Product Design Engineering and Postgraduate Certificate in Product Design Engineering are also included in the Regulations.
3. It shall be the duty of the Joint Board of Management for Degrees in Product Design Engineering to consider annually the curriculum for the Degree and such other matters as may be remitted to it by the Senate, and to report to Academic Council and the Senate thereon.
4. It shall be competent for the University Court on the recommendation of the Senate to recognise as teachers of the University for the purposes of the Degree such lecturers and other officers of The Glasgow School of Art having responsibilities for courses qualifying for the Degree as may be proposed for such recognition by the Joint Board or the Joint Liaison Committee, and the University Court shall be associated with the School in the appointment of any lecturer or officer of the School in respect of whom such recognition may be proposed.
5. Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained either a degree from a recognised University or an equivalent qualification to the satisfaction and approval of the Joint Board.  
  
The Joint Board may take cognisance of the views of suitable outside individuals in considering applications.
6. The University Court may appoint as an examiner for the Degree, but not as an external examiner, any teacher recognised in accordance with §4 hereof.
7. The examiners shall be drawn from the Professors, Readers and Lecturers in the University of Glasgow and The Glasgow School of Art, whose subjects qualify for graduation in pursuance of §3, such examiners as are appointed in pursuance of §6 and such external examiners as may be appointed by the University Court, on the recommendation of the Joint Board.
8. It shall be competent for the Senate on the recommendation of the Joint Board to constitute a GSA Final Examination Board, which shall have power to receive and to assess reports from individual examiners for transmission to the Senate.
9. The Senate with the approval of the University Court may from time to time make regulations:
  - a) determining the subjects of study and the course of instruction.

Reference is made in the Regulations to the College of Science & Engineering Section of the *University Regulations* which should be read in conjunction with this section.

### **REGULATIONS**

#### **1. Duration of Study**

The minimum period of study for the award of a Masters Degree is 12 calendar months. The maximum period for full-time study is 24 calendar months of registered study. The Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.<sup>17</sup>

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<sup>17</sup> Where a candidate has progressed to study under §9 of the Generic Regulations for Postgraduate Certificates that candidate's duration of study for the Masters degree shall be counted as the period since first registration for the Postgraduate Certificate.



## 2. Programme Components

2.1 In order to qualify for an award in respect of the programme specified in §11, a candidate must complete minimum credits<sup>18</sup> as follows:

- i) For the award of a Masters Degree: 180 credits, which includes both taught courses and a 60 credit (or more) dissertation or other substantial independent work.
- ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.
- iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.

2.2 The taught courses will normally be undertaken during the academic session (September - June) and are specified in the relevant Programme Specification. The length and nature of the Final Project is as specified in the relevant Programme Specification.

2.3 The taught courses for the Degree are:

### Stage 1

- |  |        |
|--|--------|
| i) Core Research Methods for Design        | 20 CRD |
| ii) PDE Introduction Project               | 10 CRD |
| iii) Advanced Manufacture                  | 20 CRD |
| iv) Micro Electronics in Consumer Products | 10 CRD |

### Stage 2

- |   |        |
|---|--------|
| i) PDE Human Factors                                    | 10 CRD |
| ii) Integrated Engineering Design                       | 20 CRD |
| iii) PGT Course Elective from The Glasgow School of Art | 20 CRD |

*Optional Courses (10 credits from the following):*

- |  |        |
|--|--------|
| iv) Course Elective from University of Glasgow           | 10 CRD |
| v) Software Engineering Instrumentation and Data Systems | 10 CRD |

### Stage 3

- |                      |        |
|----------------------|--------|
| i) PDE Final Project | 60 CRD |
|----------------------|--------|

## 3. Minimum Requirement for the Award of Credits

The minimum requirement for the award of credits for a component of the programme shall be specified by the Joint Board, and given to candidates in writing at the beginning of the programme component. This requirement shall normally include a specified minimum level of compliance with instructions in terms of attendance and completion of work, and a specified minimum level of performance in assessed work. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

## 4. Assessment

4.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Regulations* published for that session.

4.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §5, §7 and §8 unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

- a) on the date on which the first summative assessment for that course is to be submitted; or
- b) on such other date as may be specified in the course document for that course.

## 5. Candidates for a Masters Degree: Progress

5.1 A candidate will be permitted to progress to preparation of the Final Project required by the Degree, only if they have obtained a grade point average<sup>19</sup> of 9.0 or above in the taught courses described in §4 with at

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<sup>18</sup> In compliance with the Scottish Credit & Qualifications Framework a minimum component of the total credit must be gained from **Masters level** courses (level M/SCQF level 11) as follows: 150 credits for a Masters degree, 90 credits for a Postgraduate Diploma, 40 credits for a Postgraduate Certificate. Degrees which have a minimum duration of two years full-time, such as the Master of Fine Art, will require completion of a higher volume of credit which will be specified in the Programme Specification.

<sup>19</sup> The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. The grade point average is expressed to one decimal place (§7.4 (a) of the Code of Assessment). In determining whether a candidate has satisfied

least 100 credits at grade D3 or above, and all credits at grade E3 or above. The Programme Specification may specify a course or courses in respect of which a specific grade is a minimum requirement of progression. Exceptionally, a candidate may be permitted to progress to the Final Project where it is judged<sup>20</sup> that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters Degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

- 5.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the Final Project only if they have obtained a grade point average of 9.0 or above in the taught courses assessed by the end of the session in which study was commenced, with no more than 20 credits below grade D3, and all credits at grade E3 or above. The Programme Specification may specify a course or courses in respect of which a specific grade is a minimum requirement of progression. Exceptionally, a candidate may be permitted to progress to the Final Project where it is judged that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters Degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 5.3 A candidate may be required to commence work on the Final Project before the assessment of the taught courses referred to in §2 has been completed.
- 5.4 Where a candidate is permitted or required to commence work on the Final Project before satisfying the progress requirements set out in §5.1 this shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently, after all opportunities at assessment have been exhausted, the candidate fails to reach the standard on the taught courses for the award of the Degree referred to at §7.1, the candidate will not be eligible for the award of the Masters Degree, and the following will apply:
- If the Final Project has been submitted, it will be marked and a grade published.
  - If the Final Project has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
  - If the Final Project is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

## **6. Reassessment**

- 6.1 A candidate will be permitted reassessment in any taught course, for which they have obtained grade E1 or below. A candidate will be entitled to one reassessment only in any course and the timing and nature of the reassessment will be as specified in the Programme Specification.
- 6.2 Reassessment of the Final Project will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than three months after the date of the meeting of the GSA Final Examination Board.
- There is no automatic entitlement to repeat any previous practical work associated with the Final Project or to undertake further practical work.
- 6.3 The Programme Specification may specify more stringent criteria for reassessment on the basis of requirements of external bodies.
- 6.4 All reassessment results will be capped at grade D3.<sup>21</sup>

## **7. Requirements for the Award of a Masters Degree and Rules for Award of Distinction and Merit**

- 7.1 A candidate will be eligible for the award of the Degree on obtaining a grade point average<sup>19</sup> of 9.0 or above in the taught courses described in §4, with at least 100 credits at grade D3 or above, and all credits at grade E3 or above, and obtaining grade D3 or above in the Final Project.
- 7.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 14.5 or above in the 180 or more credits completed on the programme; and
  - b) a grade point average of at least 14.0 in the taught courses; and
  - c) a grade of at least C1 in the Final Project.

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requirements in relation to progress and award, no further rounding is permitted. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.0.

<sup>20</sup> This judgment is normally made by the GSA Final Examination Board or in cases where there is no scheduled meeting, the Convener of the GSA Final Examination Board.

<sup>21</sup> It is necessary to define the secondary band at the lowest point for C (i.e. C3) in the capping process for resits in order to prevent students achieving a C2 or C3 at the first sitting being disadvantaged against students gaining higher results at resit (i.e. C1 or C2).

- 7.3 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 17.5 or above in the 180 or more credits completed on the programme; and
  - b) a grade point average of at least 17.0 in the taught courses; and
  - c) a grade of at least B1 in the Final Project.
- 8. Requirements for the Award of a Postgraduate Diploma or Postgraduate Certificate and Rules for Award of Distinction and Merit**
- 8.1 The requirement for the award of a Postgraduate Diploma is a grade point average<sup>19</sup> of 9.0 in 120 credits, with not less than 80 of these credits at grade D3 or above.
- 8.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9.0 in 60 credits, with not less than 40 of these credits at grade D3 or above.
- 8.3 A candidate who has achieved the requirements for a Postgraduate Diploma and who has a grade point average of at least 14.5 at the first sitting will be eligible for the award with Merit.
- 8.4 A candidate who has achieved the requirements for a Postgraduate Certificate and who has a grade point average of at least 14.5 at the first sitting will be eligible for the award with Merit.
- 8.5 A candidate who has achieved the requirements for a Postgraduate Diploma and who has achieved a grade point average of at least 17.5 at the first sitting will be eligible for the award with Distinction.
- 8.6 A candidate who has achieved the requirements for a Postgraduate Certificate and who has achieved a grade point average of at least 17.5 at the first sitting will be eligible for the award with Distinction.

## DEGREE OF MASTER OF PHILOSOPHY

### RESOLUTION

The Degree of Master of Philosophy is governed by Resolution No. 575 of the University Court, the provisions of which are as follows:

1. The Degree of Master of Philosophy (MPhil) may be awarded by the University of Glasgow in each of the Colleges.
2.
  - a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule B or Schedule C as set out in the Regulations.<sup>22</sup> Such study shall be prosecuted in the University of Glasgow or The Glasgow School of Art or in another institution recognised for the purposes of study and research.
  - b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Before being admitted, every candidate for the Degree (a) must have obtained a degree in any Institution of Higher Education specially recognised for this purpose by the University Court on the recommendation of the Senate, provided always that a diploma or a certificate recognised in like manner as equivalent to a degree may be accepted in place of a degree and (b) must have satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in the University or another Institution recognised for the purpose:
  - a) in the College of Arts & Humanities, the College of Medical, Veterinary & Life Sciences and the College of Social Sciences, for 12 months, and
  - b) in the College of Science & Engineering, for 24 months.

The period of study for a candidate who is a part-time student shall be at least one year longer than that prescribed for full-time students.

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<sup>22</sup> Schedule A, pertaining to the award of the Degree following a prescribed course of study, has been deleted from the Regulations.

The Colleges may on special cause shown extend the prescribed period of study for any full-time candidate by not more than one year.

5. The College shall designate a Professor or Lecturer in the University to supervise the study of each candidate. The supervisor shall report at appropriate intervals as determined by the College on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for such written examination as may be prescribed by the Senate and may be required to submit a dissertation. The candidate may also be required to undergo oral and/or practical examination.
7. The examiners for the Degree shall be such Professors and Lecturers in the University as the Senate shall designate and such additional examiners as the University Court, on the recommendation of the Senate shall appoint.
8. The Degree shall in no case be conferred on persons who have not satisfied the requirements of this Resolution and shall not be conferred as an Honorary degree except on the conditions contained in Ordinance of the University Court No. 109, Glasgow No. 28.
9. The regulations for the Degree shall be as stated in the Schedules.

#### **Schedule C<sup>23</sup> - Master of Philosophy by Research at The Glasgow School of Art**

1. Admission to study for the Degree will normally be granted from the beginning of the academic year.
2. In The Glasgow School of Art the normal standard of admission will be that of a degree with First or Upper Second Class Honours but another qualification, being a qualification approved by the University Court as provided in Section 2 of the Resolution, may be accepted by The Glasgow School of Art as being suitable for the programme of research which it is proposed that the applicant should follow.
3. The minimum period of prescribed research for the Degree shall be one year of full-time study or two years of part-time study.
4. The progress of each research student shall be overseen by a Supervisory Team, appointed for that student, and by the Research Degrees Committee which is a subcommittee of the Research Committee of The Glasgow School of Art (hereinafter referred to as the RDC). A student can enrol only with their Primary Supervisor. If it is not apparent at the commencement of studies the context of the particular nature of, or specialism, required for the supplementary supervision of a student's study, the rest of the student's Supervisory Team may be considered at a later stage. A second supervisor(s) should be approved by the RDC or its Convener no later than three months from the commencement of studies.
5. The Supervisory Team must meet with the research student at regular intervals. A meeting of the research student and the full Supervisory Team will take place not less than every six months. Meetings between the research student and individual supervisors will take place regularly. Once a semester, the Primary Supervisor and Co-Supervisors should meet the student together. The Supervisory Team shall be comprised of the following:
  - A Primary Supervisor (main subject domain), who shall be the main supervisor and a member of the academic staff at The Glasgow School of Art, and shall be competent to supervise postgraduate research degrees.
  - One or two co-supervisor(s) as may be appointed by the RDC. The co-supervisor may normally be a member of the academic staff at The Glasgow School of Art, or may be external to the School if their particular expertise is relevant to the programme of research being proposed and/or undertaken. The co-supervisor shall be competent to supervise postgraduate research degrees.

In addition to the Supervisory Team, the PhD Coordinator will support the student and the Supervisory Team in relation to procedures. The Head of Doctoral Studies will provide key overview, in particular with regard to funding, training and regulations.

The Supervisory Team shall be responsible to the RDC, to which it shall report annually. The RDC shall be responsible to the Academic Council of The Glasgow School of Art for the progress of all research students. The Academic Council shall be responsible to the University Senate.

Candidates must be available for regular supervision by their supervisor(s) unless given permission otherwise by the RDC.

Candidates on a part-time basis must be available for regular supervision throughout their period of study unless given permission otherwise by the RDC.

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<sup>23</sup> Schedules A and B of this regulation do not apply to The Glasgow School of Art.

6. A candidate must submit for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by the regulation. In exceptional circumstances, and on submission of stated case, an extension of six months may be approved by the RDC.
7. On completion of the research, the candidate shall present an MPhil submission as outlined below, embodying the results of the work for examination for the Degree. The candidate must expect to attend an oral examination.

**Submission Requirements (MPhil by Thesis; MPhil by Practice)**

*(Entrants prior to session 2013-14 should consult the regulations published in the University Regulations for their year of entry.)*

8. a) All candidates for the Degree of Master of Philosophy shall present for the approval of the Senate either a full written thesis (if undertaking an MPhil by Thesis) or a portfolio of practice and a shorter written thesis (if undertaking an MPhil by Practice) which shall embody the results of the candidate's special study or research. The submission of work must include a written abstract of 250–500 words. This must be an adequate and informative summary of the work suitable for publication by The Glasgow School of Art. The submission shall be accompanied by a declaration signed by the candidate that the submitted work has been composed by themselves. The thesis must be written in English.

Within these regulations, the term portfolio shall be taken to mean a body of original work, comprising one or a number of items, in fine art, craft, design or architecture. The body of work may be presented in material or virtual reality. The work may take the form of objects, images, environments, architectural structures, performances, texts, virtual or conceptual works, software or designs for any of these, or any comparable form. The portfolio may include work of an interdisciplinary character when the predominant discipline is fine art, craft, design or architecture.

The body of original work shall be documented by photographic or other visual process together with any necessary textual material, including labels or notes of explanation written in English. The documentation must be in permanent form. The documentation shall be to a standard whereby a future researcher may recognise the research represented or embodied within the portfolio, as determined by the Examiners. The documentation shall include references, a bibliography and notes in which the candidate must state the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the portfolio and any accompanying written thesis which they claim as original.

The documentation of all elements of the submission shall become the property of The Glasgow School of Art and shall be lodged in the Library of The Glasgow School of Art.

A research student may submit their work within one of the following categories: MPhil by Thesis or MPhil by Practice. An initial proposal of a category should be made by the student within their application. A final proposal of category should be agreed by the student and the Supervisory Team and submitted to the RDC for approval prior to the examination. If the mode of submission of MPhil by Practice has been approved, the content of the portfolio and the arrangements for its form of presentation shall be subject to the agreement of the Supervisory Team.

b) MPhil by Thesis

A candidate must submit a thesis which shall embody the results of the candidate's special study or research. The thesis shall be a minimum of **30,000** and a maximum of **40,000** words including references, bibliography and appendices in each case. A candidate who wishes to submit a thesis of greater or lesser length must seek prior permission from the RDC.

c) MPhil by Practice

A candidate may submit for examination a portfolio together with a thesis which, together but not necessarily separately, represent or embody new knowledge. The thesis shall normally consist of **7,000–16,000** words excluding references, bibliography and appendices. A candidate who wishes to submit a thesis of lesser or greater length must seek prior permission from the RDC.

9. The submission shall be examined by a team of Examiners, including at least one internal examiner and one external examiner appointed by the Research Committee on the recommendation of the RDC.
10. All candidates must normally undergo core research training before submitting their work for examination.
11. A candidate must submit one printed copy and one digital copy of the thesis accompanied by a declaration that the research has been carried out and the work completed by the candidate, and that the work has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The layout and binding of the printed copy should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990), a copy of which is available in the Library. The digital copy should be formatted according to recommendations made available through the GSA Library website. In addition a candidate for the MPhil by Practice must submit one copy of the documentation of their portfolio in either print or digital form. An MPhil by Thesis candidate who chooses to submit a portfolio alongside their thesis must also submit one copy of the documentation of their portfolio

in either print or digital form. If the Degree is awarded, both print and digital copies of the thesis and the copy of the documentation of portfolio shall become the property of The Glasgow School of Art and be deposited in the Library.

12. If the Examiners consider that the submitted work has not achieved the standard required for the award of the Degree, they may recommend to the RDC that the candidate be permitted to revise the submission and resubmit it, on one occasion only, for the Degree under such conditions as the Examiners may prescribe in each particular case.
13. Alternatively, if the Examiners consider that the submission has not achieved the standard required for the award of the Degree of MPhil, but is of sufficient merit, they may recommend the candidate revise and resubmit the work for consideration for the Degree of MRes.

## **DEGREE OF MASTER OF RESEARCH**

### **RESOLUTION**

The Degree of Master of Research is governed by Resolution No. 666 of the University Court, the provisions of which are as follows:

1. The Degree of Master of Research (MRes) may be awarded by the University of Glasgow in The Glasgow School of Art.
2.
  - a) A candidate for the Degree may undertake research as set out in the Regulations. Such research shall be prosecuted in The Glasgow School of Art or in another institution recognised for the purposes of study and research.
  - b) The Glasgow School of Art may allow the candidate's research to be conducted in an external institution. The choice of such an institution will be determined ad hoc and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to The Glasgow School of Art's Academic Council either as a supervisor or as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in The Glasgow School of Art will also be appointed.
3. Every candidate for the Degree, before being admitted to a programme of research qualifying therefore, (a) must have obtained a degree in any Institution of Higher Education specially recognised for this purpose by The Glasgow School of Art on the recommendation of Academic Council, provided always that a diploma or a certificate recognised in like manner as equivalent to a degree may be accepted in place of a degree and (b) must have satisfied The Glasgow School of Art's Academic Council of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in The Glasgow School of Art or another Institution recognised for the purpose for 12 months. The period of study for a candidate who is a part-time student shall be at least one year longer than that prescribed for full-time students.

These provisions notwithstanding, The Glasgow School of Art may on special cause shown extend the prescribed period of study for any full-time candidate by not more than one year.

5. The Glasgow School of Art shall designate a Professor or Lecturer in the School to supervise the study of each candidate. The supervisor shall report at appropriate intervals as determined by The Glasgow School of Art on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for examination their Summative Submission as detailed in the Regulations.
7. The examiners for the Degree shall be appointed by The Glasgow School of Art Academic Council.
8. The Degree shall in no case be conferred on persons who have not satisfied the conditions hereinbefore set forth and shall not be conferred as an Honorary degree except on the conditions contained in Ordinance of the University Court No. 109, Glasgow No. 28.
9. The regulations for the Degree shall be as stated in the Regulations.

### **REGULATIONS**

#### **1. Admission**

- 1.1 A student admitted onto a programme leading to an award must follow the instructions issued by the relevant Department or equivalent and make detailed reference to the content of the Programme Specification and

the MRes Programme Handbook which will contain further details on the Programme including, in some cases, further requirements associated with the award.

- 1.2 Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained either a degree from a recognised University or an equivalent qualification to the satisfaction and approval of the Academic Council of The Glasgow School of Art.
- 1.3 Admission to study for the Degree will normally be granted from the beginning of the academic year.
- 1.4 In The Glasgow School of Art the normal standard of admission will be that of a degree with First or Upper Second Class Honours but another qualification, being a qualification approved by the University Court as provided in section 3 of the Resolution, may be accepted by The Glasgow School of Art as being suitable for the programme of research which it is proposed that the applicant should follow.

## **2. Duration of Study**

- 2.1 The minimum period of study for the award of the Degree is 12 calendar months for a full-time candidate and 24 calendar months for a part-time candidate. The maximum period for full-time study is 24 calendar months of registered study. The Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

## **3. Supervision**

- 3.1 The progress of each candidate shall be overseen by a Supervisory Team, appointed for that candidate, and ratified by the Research Degrees Committee which is a subcommittee of the Research Committee of The Glasgow School of Art (hereinafter referred to as the RDC) or the relevant Board of Studies. A candidate can enrol only with their Primary Supervisor. If it is not apparent at the commencement of studies the context of the particular nature of, or specialism, required for the supplementary supervision of a candidate's study, the rest of the candidate's Supervisory Team may be considered at a later stage. Co-supervisor(s) should be approved by the relevant Board of Studies, RDC or its Convener no later than three months from the commencement of studies.
- 3.2 The Supervisory Team shall be comprised of the following:
  - A Primary Supervisor (main subject domain), will be appointed by the Programme Leader who shall be the main supervisor and a member of the academic staff at The Glasgow School of Art, and shall be competent to supervise postgraduate research degrees.
  - One or two co-supervisor(s) as may be appointed by the Programme Leader subject to approval by the relevant Board of Studies. The co-supervisor(s) shall normally be a member of the academic staff at The Glasgow School of Art, or may be external to the School if their particular expertise is relevant to the programme of research being proposed and/or undertaken. The co-supervisor(s) shall be competent to supervise postgraduate research degrees.
- 3.3 The Supervisory Team must meet with the candidate at regular intervals. A meeting of the candidate and the Supervisory Team will take place not less than every six months, or part-time equivalent. Meetings between the candidate and individual supervisors will take place more frequently.
- 3.4 In addition to the Supervisory Team, the Programme Leader will support the candidate and the Supervisory Team in relation to procedures. The Programme Leader will provide key overview, in particular with regard to funding, training and regulations.
- 3.5 The Supervisory Team shall be responsible to the relevant Board of Studies, to which it shall report annually. The Board of Studies shall be responsible to the Academic Council of The Glasgow School of Art for the progress of all Master of Research students. The Academic Council shall be responsible to the University Senate.
- 3.6 Candidates must be available for regular supervision by their supervisor(s) unless given permission otherwise by the relevant Board of Studies or RDC.
- 3.7 Candidates studying on a part-time basis must be available for regular supervision throughout their period of study unless given permission otherwise by the relevant Board of Studies or RDC.

## **4. Examination**

- 4.1 A candidate must submit for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by the regulation. In exceptional circumstances, and on submission of stated case, an extension of six months may be approved by the relevant Board of Studies or RDC. In order to complete the research, candidates are required to complete the Formative submissions at the end of each Project Phase, and the Summative Portfolio, as detailed in the Programme Specification.
- 4.2 On completion of the research as detailed in §4.1, the candidate shall present a Summative Portfolio comprising a Research Project or a Thesis, embodying the results of the work for examination for the Degree.

### **4.3 The Summative Submission**

- 4.3.1 A candidate for the Degree of Master of Research shall present for the approval of the Senate either by Practice (a Research Project with extended written text) or by Thesis (a full written Thesis which shall embody the results of the candidate's special study). Included in either the extended written text or the full thesis must be a written abstract of 250–500 words. This must be an adequate and informative summary of the work, suitable for publication by The Glasgow School of Art. The Summative Submission must be written in English and shall be accompanied by a declaration signed by the candidate that it has been composed by themselves.

Within these regulations, the term Summative Submission shall be taken to mean a body of original work, comprising one or a number of items, in fine art, craft, design or architecture. The body of work may be presented in material or virtual reality. The work may take the form of objects, images, environments, architectural structures, performances, texts, virtual or conceptual works, software or designs for any of these, or any comparable form. The Summative Submission may include work of an interdisciplinary character when the predominant discipline is fine art, craft, design or architecture.

The body of original work shall be documented by photographic or other visual process together with any necessary textual material, including labels or notes of explanation written in English. The documentation must be in permanent form. The documentation shall be to a standard whereby a future researcher may recognise the research represented or embodied within the Summative Submission, as determined by the Examiners. The documentation shall include references, a bibliography and notes in which the candidate must state the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the Summative Submission and any accompanying written thesis which they claim as original. The documentation of the Summative Submission shall become the property of The Glasgow School of Art and shall be lodged in the Library of The Glasgow School of Art.

A candidate may submit their work within one of the following categories: Master of Research by Practice or Master of Research by Thesis. An initial proposal of a category should be made by the candidate within their application for registration. A final proposal of category should be agreed by the candidate and the Supervisory Team and submitted to the Programme Leader for approval by the relevant Board of Studies prior to the examination. Where it is agreed that the candidate will submit by Practice, the content of the Summative Submission and the arrangements for its exhibition shall be subject to the agreement of the Supervisory Team.

#### **4.3.2 Master of Research by Practice**

The candidate shall submit for examination a Summative Submission which includes an extended written text which, together but not necessarily separately, represent or embody new knowledge. The extended written text shall normally consist of 8,000-10,000 words excluding references, bibliography and appendices. A candidate who wishes to submit an extended written text of lesser or greater length must seek prior permission from the Programme Leader.

#### **4.3.3 Master of Research by Thesis**

The candidate shall submit for examination a Summative Submission, which includes a Thesis which shall embody the results of the candidate's special study or research. The Thesis shall be 20,000 words including references, bibliography and appendices in each case. A candidate who wishes to submit a thesis of greater or lesser length must seek prior permission from the Programme Leader.

- 4.4 The Summative Submission shall be examined by a team of Examiners, including at least one Internal Examiner and one External Examiner appointed by the relevant Board of Studies on the recommendation of the Programme Leader.
- 4.5 A candidate must normally undergo research training before submitting their Summative Submission for examination. The exact nature of research training will be agreed between the candidate and the Supervisory Team and outlined in a Research Training Plan within the first three months of study.
- 4.6 A candidate must submit one printed copy and one digital copy of the full Thesis or extended written text accompanied by a declaration that the research has been carried out and the work completed by the candidate, and that the work has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The layout and binding of the printed copy should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990), a copy of which is available in the GSA Library. The digital copy should be formatted according to recommendations made available through the GSA Library website. If the Degree is awarded, both print and digital copies of the Thesis or extended written text and the copy of the documentation of the submission shall become the property of The Glasgow School of Art and be deposited in the GSA Library.
- 4.7 A candidate who fails to meet the standard required for the award of the Degree of Master of Research may be permitted by the Examiners to present themselves for re-examination on one occasion only and



normally not later than three years from the date of their first submission. In each case the Examiners shall prescribe whether the candidate will be required to represent in the whole of the examination or in a specific component.

- 4.8 A candidate may submit work which has resulted from collaborative research and joint authored publications, provided the nature and extent of the candidate's contribution is specified in the accompanying explanatory essay. The candidate must seek confirmation of this from the co-authors or researchers and provide written evidence of such confirmation to the satisfaction of the Programme Leader.
- 4.9 It is not a necessary requirement for this degree that the work submitted should be published within a defined period.

## **DEGREE OF DOCTOR OF PHILOSOPHY**

### **RESOLUTION**

The Degree of Doctor of Philosophy is governed by Resolution No. 507 of the University Court. The provisions of the Resolution are as follows:

1. The Degree of Doctor of Philosophy (PhD) may be awarded by the Senate of the University of Glasgow in each of the Colleges thereof.
2. The Senate shall have power to make such regulations governing the award of the Degree as may be approved by the University Court, and these shall be as stated in Schedules A to D.
3. A candidate for the Degree may either undertake study or research in accordance with the provisions of Schedule A or, in the case of The Glasgow School of Art, Schedule C, or shall present either a published thesis or a published memoir or work or other material in accordance with the provisions of Schedule B or, in the case of The Glasgow School of Art, Schedule D.
4. The Degree of Doctor of Philosophy whether by research or by published work shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree.

### **Schedule C:<sup>24</sup> Degree of Doctor of Philosophy by Research at The Glasgow School of Art**

#### **1. Eligibility**

Research students who have pursued in The Glasgow School of Art, a course of special study or research may offer themselves for the Degree of Doctor of Philosophy, under the following conditions, namely:

- a) that normally they have obtained, as a minimum, an undergraduate degree with First or Upper Second Class Honours in any Scottish University, or in another University or College specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a undergraduate or postgraduate degree may be accepted in place of a degree);
- b) that they have produced to the Senate evidence of satisfactory progress in the special study or research undertaken by them;
- c) that they have pursued such study on a full-time basis for a period of not less than three academic years, or for a period of part-time study of not less than six academic years; provided always that the Senate shall have power, in exceptional cases, to reduce the period by one academic year, and to permit a research student during part of the period to pursue elsewhere their special study or research;
- d) the period of study or research elsewhere, permitted by §1(d), shall not normally exceed 12 months.

#### **2. Supervision**

The progress of each research student shall be overseen by a Supervisory Team appointed for that student, and by the Research Degrees Committee which is a subcommittee of the Research Committee of The Glasgow School of Art (hereinafter referred to as the RDC). A student can enrol only with their Primary Supervisor. If it is not apparent at the commencement of studies the context of the particular nature of, or specialism, required for the supplementary supervision of a student's study, the rest of the student's Supervisory Team may be considered at a later stage. A second supervisor should be approved by the RDC or its Convener no later than eight months from the commencement of studies.

The Supervisory Team must meet with the research student at regular intervals. A meeting of the research student and the full Supervisory Team will take place not less than every six months. A first meeting with the student should take place within the first few weeks of the student's first term. Students should regularly check-in with the Primary Supervisor through a series of supervision meetings that should be

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<sup>24</sup> Schedules A and B of this regulation do not apply to The Glasgow School of Art.

arranged throughout the year. A record of each meeting should be kept, initiated by the student and summarising what is discussed and agreed. The Supervisory Team shall be comprised of the following:

- A Primary Supervisor (main subject domain), who shall be the main supervisor and a member of the academic staff at The Glasgow School of Art, and shall be competent to supervise postgraduate research degrees.
- One or two co-supervisor(s) as may be appointed by the RDC. The co-supervisor may normally be a member of the academic staff at The Glasgow School of Art, or may be external to the School if their particular expertise is relevant to the programme of research being proposed and/or undertaken. The co-supervisor shall be competent to supervise postgraduate research degrees.

In addition to the Supervisory Team, the PhD Coordinator will support the student and the Supervisory Team in relation to procedures. The Head of Doctoral Studies will provide key overview, in particular with regard to funding, training and regulations.

The Supervisory Team shall be responsible to the RDC to which it shall report annually. The RDC shall be responsible to the Academic Council of The Glasgow School of Art for the progress of all research students. The Academic Council shall be responsible to the University Senate through the Higher Degrees Committee of the College of Arts & Humanities.

Candidates must be available for regular supervision by their supervisor(s) unless given permission otherwise by the RDC.

Candidates on a part-time basis must be available for regular supervision throughout their period of study unless given permission otherwise by the RDC.

### **3. Submission Requirements (PhD by Thesis; PhD by Practice)**

A research student may submit their work within one of the following modes of submission: PhD by Thesis or PhD by Practice. An initial proposal of a mode of submission should be made by the student within their application. A final proposal of mode of submission should be agreed by the student and the Supervisory Team and submitted to the RDC for approval prior to the examination. If the mode of submission has been approved, the content of the portfolio (see 3.2) and the arrangements for its form or presentation shall be subject to the agreement of the Supervisory Team.

All candidates for the Degree of Doctor of Philosophy shall present for the approval of the Senate either a full written thesis (if undertaking PhD by Thesis) or a portfolio of practice and a shorter written thesis (if undertaking PhD by Practice) which shall embody the results of the candidate's special study or research. The submission must include a written abstract of 250–500 words. The abstract must be an adequate and informative summary of the work suitable for publication by The Glasgow School of Art. The submission shall be accompanied by a declaration signed by the candidate that the submitted work has been composed by themselves. The thesis must be written in English.

#### **3.1 PhD by Thesis**

A candidate for the PhD by Thesis must submit a thesis which shall embody the results of the candidate's special study or research.

The thesis shall be a minimum of **70,000** and a maximum of **100,000** words including references, bibliography and appendices in each case. A candidate who wishes to submit a thesis of greater or lesser length must seek prior permission from the RDC.

#### **3.2 PhD by Practice**

A candidate for the PhD by Practice must submit for examination a portfolio together with a thesis which, together but not necessarily separately, represents or embodies new knowledge. The thesis shall normally consist of **25,000–40,000** words excluding references, bibliography and appendices. A candidate who wishes to submit a thesis of lesser or greater length must seek prior permission from the RDC.

Within these regulations, the term portfolio shall be taken to mean a body of original work, comprising one or a number of items, in fine art, craft, design or architecture. The body of work may be presented in material or virtual reality. The work may take the form of objects, images, environments, architectural structures, performances, texts, virtual or conceptual works, software or designs for any of these, or any comparable form. The portfolio may include work of an interdisciplinary character when the predominant discipline is fine art, craft, design or architecture.

The body of original work shall be documented by photographic or other visual process together with any necessary textual material, including labels or notes of explanation written in English. The documentation must be in permanent form. The documentation shall be to a standard whereby a future researcher may recognise the new knowledge represented or embodied within the work, as determined by the Examiners. The documentation shall include references, a bibliography and notes in which the candidate must state the sources from which their information is derived, the extent to which they have

availed themselves of the work of others, and the portions of the portfolio and any accompanying written thesis which they claim as original.

The documentation of all elements of the submission shall become the property of The Glasgow School of Art and shall be lodged in the Library of The Glasgow School of Art.

#### **4. Examination**

The submission shall be examined by a team of Examiners appointed by the RDC and approved by the College of Arts & Humanities Higher Degrees Committee and the Senate. The team of Examiners shall include at least one internal examiner appointed by the Senate and one external examiner appointed by the University Court on the recommendation of the Senate. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.<sup>25</sup>

A candidate for the Degree of PhD must normally expect to be asked to present themselves for oral or other examination by the Examiners on the subject-matter of the research project or thesis.

A candidate must submit the work for examination at the conclusion of the minimum period of full-time or part-time study. This period shall commence from the date of initial registration as a postgraduate student in The Glasgow School of Art. In the case of candidates who do not submit at the conclusion of the minimum period of study, extension to the deadline may be granted in accordance with the following provisions:

- i) the RDC may, on consideration of a stated case from the candidate's Supervisory Team, approve an extension of one year full-time or two years part-time for full-time candidates, or two years part-time for part-time candidates;
- ii) the Senate, in exceptional circumstances, may approve a further final extension of up to one year full-time or part-time.

A candidate who fails to meet the standard required for the award of the Degree of PhD may be permitted by the Examiners to present themselves for re-examination on one occasion only and normally not later than three years from the date of their first submission. In each case the examiners shall prescribe whether the candidate will be required to represent in the whole of the examination or in a specific component.

Alternatively, if the Examiners consider that the submission has not achieved the standard required for the award of the Degree of PhD, but is of sufficient merit, they may recommend the candidate revise and resubmit the work for consideration for either the Degree of MRes or MPhil as appropriate.

A candidate must submit one digital copy of the thesis accompanied by a declaration that the research has been carried out and the work completed by the candidate, and that the work has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The layout and binding of the printed copy should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990), a copy of which is available in the Library. The digital copy should be formatted according to recommendations made available through the GSA Library. In addition a candidate for the PhD by Practice must submit one copy of the documentation of their portfolio in either print or digital form. A PhD by Thesis candidate who chooses to submit a portfolio alongside their thesis must also submit one copy of the documentation of their portfolio in either print or digital form. If the Degree is awarded, both print and digital copies of the thesis, and the copy of the documentation of portfolio shall become the property of The Glasgow School of Art and be deposited in the Library.

#### **Schedule D: Degree of Doctor of Philosophy by Published Work at The Glasgow School of Art**

1. A person may be admitted as a candidate for the Degree of Doctor of Philosophy by published work who:
  - a) i) is a graduate of The Glasgow School of Art and whose date of submission of their thesis is at least five years from the date of their first graduation in The Glasgow School of Art; or
  - ii) is a member of staff who has normally been employed for the full-time equivalent of at least five years and is paid through The Glasgow School of Art Finance Office or directly by a grant aided body approved by the Research Committee; or
  - iii) is a former member of staff who has completed the full-time equivalent of a minimum of five years employment and was paid through The Glasgow School of Art Finance Office or directly by a grant aided body approved by the Research Committee, and who presents themselves as a candidate for the Degree within one calendar year of leaving The Glasgow School of Art's employment.
- b) has not been enrolled as a Research Student in The Glasgow School of Art during the five years preceding the date of submission although the Research Degrees Committee which is a subcommittee of the Research Committee of The Glasgow School of Art (hereinafter referred to as the RDC) shall have

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<sup>25</sup> The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

the discretion to entertain applications from candidates who wish to transfer from the conventional PhD; and

- c) does not hold any Doctoral Degree of The Glasgow School of Art or of any other University or College in the same subject area; and
- d) has been found by RDC to possess the standard requirements for the Degree.

The RDC shall have the discretion to reduce the qualifying period to three years in the case of full-time members of academic staff in the employment of The Glasgow School of Art.

2. Subject to the provisions of Schedule D of this Resolution, candidates for the Degree of Doctor of Philosophy by Published Work shall present for the approval of RDC: an application form; full PhD proposal including abstract and name of a proposed mentor; intended list of works to be examined; the names of two external referees. If the RDC reviews and approves the application, the full application will be recommended to the Research Committee for approval, and thereafter to Academic Council, for note and record. When final approval has been granted by the Research Committee, the applicant should then submit their application to Academic Registry and pay the associated fee. The formal offer of a place on the programme will then be issued. If approval is not granted by any committee, the applicant will receive feedback from the relevant committee and may be invited to revise and resubmit the application and proposal.
3. If a full application is approved by the RDC and Research Committee, an applicant has 12 months (from the date of letter of offer) to submit two copies of the work to be examined to Academic Registry. Both copies, if approved for the Degree, shall become the property of The Glasgow School of Art. The submitted work must include: a curriculum vitae, and a critical overview of **c.15,000** words which justifies the intellectual significance of the submission. Should the work to be submitted comprise diverse publications, the critical overview should explain the relationship between the works, including any developments which have occurred between one piece and another.
4. All materials submitted may include the following:

Art / artefacts, exhibited or otherwise presented within the public domain; design of exhibitions or events; editorships and curation; public commissions; media presentations including performance, installations and catwalk presentations; mass production; patents and registered designs; new devices including software; reports; other non-textual research output; authored books; authored chapters in books; authored articles in journals and papers and posters.

Written work is normally regarded as published only if it is traceable through ordinary catalogues, abstracts or citation notices and copies available to the general public. This will normally require the works to be publicly registered with an ISSN/ISBN number. Material which is unpublished or which has only a restricted circulation is not acceptable in whole or partial fulfilment of the requirements of this degree. Written submissions must be in English, however, the RDC may approve the submission and defence of the work in a language other than English. Approval will normally be given only where the use of a language other than English is deemed appropriate by RDC, and where the RDC is satisfied that appropriate examination arrangements can be made.

5. Any work which is about to be included in a submission by the candidate for any other Higher Degree or Diploma either in The Glasgow School of Art or in any other institution, or which has already been included in a submission, whether successful or unsuccessful, for any other Higher Degree or Diploma in another institution is not admissible in whole or partial fulfilment of the requirements for the Degree of PhD by Published Work.
6. A candidate may submit work which has resulted from collaborative research and joint authored publications, provided the nature and extent of the candidate's contribution is specified in the accompanying explanatory essay. The candidate must seek confirmation of this from the co-authors or researchers and provide written evidence of such confirmation to the satisfaction of the RDC.
7. RDC may at its discretion disqualify any submission or part thereof. It is not a necessary requirement for this degree that the work submitted should be published within a defined period.
8. The thesis shall be examined by one or more examiners appointed by the RDC from among the academic and appropriate qualified staff and by one or more external examiners appointed by the Academic Council on the recommendation of the RDC. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.<sup>26</sup>

The candidate should present themselves for viva voce examination on the subject matter of the work and other material submitted for examination. The reports of the examiners shall be submitted to RDC who shall if it thinks fit make a recommendation thereon to the Research Committee. The candidate shall be approved for the Degree only if, in the opinion of the examiners, the submitted work constitutes an examination of a field of study which makes a significant and original contribution to existing knowledge and is of an equivalent

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<sup>26</sup> The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

standard to a thesis which embodies the results of three years full-time supervised research (or equivalent) and for which a candidate was awarded the Degree of PhD.

9. An unsuccessful submission for the Degree of PhD by Published Work will not become eligible for the award of a Master's Degree or Diploma, in lieu of the Degree of PhD, and nor will the unsuccessful submission become eligible for resubmission in its present form on a future occasion.
10. No candidate may apply for re-examination for the Degree of PhD by Published Work until the lapse of at least three years from the date of the intimation of the decision of the RDC regarding the previous submission. Such re-examination shall be regarded as a de novo application and not the resubmission of the initial application.

## CODE OF ASSESSMENT

### 1. Introduction

1. The Code of Assessment aims to provide clear and transparent information and guidance to staff and students regarding assessment and feedback. The Code sets out GSA's expectations as to the quality of assessment and feedback practices as well as the processes by which assurance of quality and standards is monitored and maintained.
2. GSA takes a deliberate and systematic approach to assessment and feedback ensuring that processes, standards and the application of assessment criteria are applied consistently and equitably, with reliability, validity and fairness.
3. The Code has been developed to meet expectations set out within the UK Quality Code and associated advice and guidance, as well as benchmarked to a range of external higher education providers. The Code is approved by the University of Glasgow (UofG) and aligns with their policy and regulations on assessment and feedback. Where there is divergence from UofG policy, this has been approved by them as our validating body.

#### 1.1 Scope

4. Unless specified otherwise by the relevant Degree Regulations, the Code of Assessment applies to assessment and feedback undertaken as part of Undergraduate and Taught Postgraduate programmes and courses only.

#### 1.2 Definitions

5. The following terminology is used to describe key features of GSA's approach to assessment and feedback and is presented to provide greater clarity as to their meaning and function within the Code and wider GSA policy and programme documentation.
  - **Assessment Criteria:** assessment criteria are used to assess a student's learning and performance against the intended learning outcomes.
  - **Assessment Period:** this term refers to a specific period in the academic session in which assessment occurs.
  - **Academic Session:** a term used to describe the academic year which runs three semesters from September to September.
  - **Assessment Scheme:** a term used to describe all formative and summative assessments within an academic course.
  - **Components of assessment:** a term used to describe all summative assessments within a course and which contribute to the final grade of the course. Where more than one component of assessment is set, each component is given a percentage weighting outlined in the course specification.
  - **Coursework:** Summative or formative assessment components, excluding examinations, completed by a student as part of their studies.
  - **Credit volume:** a term used to describe the total credit associated with a course. Notional learning hours are used to determine credit volume.
  - **Double Marking:** where an assessment submission is marked by two Internal Examiners. Double marking can take two forms, firstly where an Examiner has access to the first Examiner's grade and feedback (double marking), and second where an Examiner does not (blind double marking).
  - **Internal Examiners:** are members of GSA staff responsible for marking work for assessment and providing feedback to students.
  - **External Examiners:** are academic staff external to GSA who review assessment material and processes on a programme of study to ensure they are fit for purpose. External Examiners also review samples of student work to ensure standards are comparable with other higher education providers.
  - **Feedback:** all feedback is formative and provides both staff and students the opportunity to identify the strengths and weaknesses of a student's work and inform future learning. Feedback may be given as a result of a formative or summative assessment, or through a range of ongoing teaching activities including, but not limited to, tutorials, reviews, and in class discussions.

- **Formative Assessment:** assessments which are designed purely to inform both staff and students of the students' progress, allowing the students to reflect upon and improve their work in time for summative assessment. Formative assessment does not contribute to the final grade of a course.
- **Good Cause:** a term used to describe a situation in which a student assessment has been negatively impacted by sudden or acute illness or other adverse personal circumstances.
- **Indicative Grade:** a grade provided during formative assessment which indicates a student's indicative level of performance at that point within a course of study. Where provided, an indicative grade would normally be given as a Primary Grade, as set out in the GSA Grading Scheme (2.9).
- **Intended Learning Outcomes:** also known as ILOs, define the learning a student will acquire and be able to demonstrate upon successful completion of a period of learning, a course or a programme.
- **Method of Assessment:** a term used to describe the different types of assessment used to assess a student's learning. For example, portfolios, presentations and examinations are methods of assessment.
- **Provisional Grade:** a grade provided to a student following summative assessment and moderation but subject to ratification by a GSA Final Examination Board.
- **SCQF Level:** refers to the level of a course as described within the Scottish Credit & Qualifications Framework.
- **Single Marking:** where an assessment submission is marked by a single Internal Examiner.
- **Summative Assessment:** Assessments which are used to determine a student's performance in relation to the course intended learning outcomes. Summative assessment contributes towards a student's overall course grade; however, it also has a formative purpose, providing feedback to the student to support reflection and improvement in their future learning.

### 1.3 Principles of Assessment

- The Code of Assessment is informed and guided by the following core principles which establish GSA's guiding philosophy to assessment and feedback;
  - To maintain our high academic standards all students are assessed in relation to course intended learning outcomes and published assessment criteria.
  - Assessment and feedback are an integral part of the learning process.
  - Students are provided with clear and accurate information on all aspects of assessment and feedback.
  - Assessment schemes are explicit, transparent, fit for purpose and ensure fairness of treatment for all students.
  - Assessment schemes are designed to be inclusive and equitable, and to directly assess the intended learning outcomes.
  - Assessment schemes provide an appropriate combination of formative and summative assessment to support the learning process.
  - An appropriate range of assessment methods are used across a programme to enable students to develop a range of assessment related skills and capabilities, and demonstrate their learning and achievement of the intended learning outcomes.
  - All summative assessment is separate from the end of year degree show, or any showcase events, which play no part in the assessment of students' learning.
  - Assessment judgements are a matter of academic judgement.
  - Feedback is provided on all assessed work, it is timely, purposeful and supports the learning process.
  - Assessment design, assessment judgements and feedback practices are quality assured.
  - Staff involved in assessment and feedback are supported in the implementation of this Code through information and guidance, regular staff development, and the sharing of good practice.

### 1.4 Equality, Diversity and Inclusion

- Equality, diversity and inclusion are considered during the design of programme and course intended learning outcomes, and assessment and feedback methods to identify and address any barriers to participation or potential for discriminatory practice.
- Intended learning outcomes and assessment schemes are scrutinised through programme and course approvals to ensure that they are legitimate and necessary in meeting the aims of the programme of study.
- To maintain academic standards all students are assessed in relation to course intended learning outcomes and published assessment criteria. Academic standards are not subject to reasonable adjustment.

#### 1.4.1 Reasonable Adjustment

- Where, as a consequence of disability, a student may be disadvantaged by an assessment method, reasonable adjustment can be made to the assessment method or to the way in which the student undertakes that assessment.
- GSA employs a range of assessment methods that offer students the opportunity to demonstrate their learning in different ways. Reasonable adjustments will be determined for each assessment method and will not transfer automatically across other assessment methods.
- Care will be taken when determining the nature of reasonable adjustments to ensure that they do not compromise academic standards or the opportunity of the student to demonstrate their learning.

13. Students are responsible for ensuring that any disability related need for reasonable adjustment to an assessment method is communicated through the Reasonable Adjustment Report (RAR) no less than six weeks in advance of assessment. RAR is supported through the Learning Support and Development Service and should be a student's first point of contact or referral for disability related needs assessment.
14. Where a reasonable adjustment is identified this will be communicated by the Learning Support and Development Service to the relevant Programme Leader.
15. The six-week minimum period allows time to ensure effective implementation of any reasonable adjustment, for example should skilled personnel be required or the student need to undertake preparation related to their reasonable adjustment.

#### **1.4.2 Temporary Impairment**

16. Students who are diagnosed with a temporary impairment which may cause difficulty undertaking assessment or examination should, as soon as possible after diagnosis notify their Programme Leader and the Learning Support and Development Service to determine appropriate adjustments. All arrangements must be approved in advance of the assessment or examination by the Programme Leader.

#### **1.4.3 Pregnancy and Maternity**

17. GSA recognises that each student's circumstances are different and that the process of supporting students that are pregnant or have children under the age of 6 months may require reasonable adjustment to support their engagement with assessment.
18. The Student Pregnancy and Maternity Support Policy sets out GSA's procedures for supporting such students, and should be followed to ensure appropriate support is in place regarding assessment.

### **2. Management of Assessment**

19. Overall responsibility for the management of assessment rests with the relevant Programme Leader and Head of School. Roles and responsibilities of all staff involved in the assessment process (Heads of School, Programme Leaders, Course Leader, Internal Examiners, External Examiners, Academic Registry and other School Officers) are clearly outlined within this Code (see 2.11).
20. Reference is made in this section to the Examination Board Policy and External Examiner Policy which should be read in conjunction with this Code.

#### **2.1 Assessment Scheme**

21. Each course taught by GSA and contributing to an award of the University of Glasgow shall incorporate an assessment scheme which ensures:
  - a. each student's learning is assessed against the stated intended learning outcomes of the course;
  - b. an appropriate range of assessment methods are utilised to effectively assess the intended learning outcomes of the course;
  - c. an appropriate combination of formative and summative assessment points to support the learning process, determine each student's performance and guide subsequent learning;
  - d. assessment methods are designed to take account of the course SCQF level and credit volume.
22. Assessment schemes are approved by the Academic Council of GSA and any amendments to a scheme would require the approval of Council as outlined within the Programme and Course Amendment policies.
23. Any and all proposed changes to an assessment scheme shall require Equality Impact Assessment (EIA). This should be completed prior to submission of amended programme and course specifications for approval, and recorded within an updated programme EIA report.

#### **2.2 Information to Students**

24. Programme Leaders are responsible for the production of course specifications and other supporting documentation which will contain a full description of the assessment scheme to students. Such information will be available to all students enrolled on the course at the beginning, or as soon as practicable thereafter, of the academic session and should include:
  - a. dates and submission deadlines for all components of assessment;
  - b. dates, deadlines and locations of assessment events, including where relevant examinations;
  - c. the format, selection and display of work(s) to be included for each component of assessment;
  - d. the weighting of components of the assessment scheme;
  - e. the assessment criteria used to determine each student's performance;
  - f. method of marking (e.g. single marking, double marking);
  - g. method of moderation (e.g. sample moderation, double marking);
  - h. procedures for informing students of results and the return of work;
  - i. provisions for appeal.
25. In addition to the above course documentation, Programme Leaders are responsible for ensuring students receive an induction to assessment at the beginning of the academic session. Inductions can be held at the programme or course level and should include information on the assessment scheme, procedures and requirements for submission, deadlines, assessment criteria and GSA Grading Scheme (see 2.9). The induction should cover both formative and summative assessment, with clear information as to how feedback to students will be provided.

## **2.3 Assessment Methods**

26. There are two main types of assessment: formative assessment and summative assessment.

### **2.3.1 Formative Assessment**

27. Formative assessments are assessment tasks designed purely to inform both staff and students of the student's progress, allowing the student to reflect on and improve their work in time for summative assessment.
28. Formative assessment does not contribute to the final grade of a course but is intended to support learning and development. Formative assessment should:
- be a constructive and supportive review point;
  - identify areas of strength and weakness;
  - give helpful advice and guidance to inform future learning and direction;
  - involve student self-evaluation and reflection;
  - help identify and support students at risk of failure.
29. All GSA courses should include at least one formative activity in which students receive feedback. Formative feedback methods are not prescribed and can include a range of approaches (see 2.10).
30. Where a course is taught over two semesters the course must also include at least one additional formative assessment point in which a student submits formative work. This should be marked, with feedback and an indicative grade recorded, and made available to the student.

### **2.3.2 Summative Assessment**

31. Summative assessments are those which are used to determine a student's performance in relation to the course intended learning outcomes and assessment criteria. Summative assessment contributes towards a student's overall course grade; however, it also has a formative purpose, providing feedback to the student to support reflection and improvement in their future learning.
32. Summative assessment:
- is a constructive and supportive assessment point;
  - involves self-assessment and reflection;
  - identifies areas of strength and weakness;
  - gives helpful advice and guidance to inform future learning and direction.
33. Grades awarded for summative assessment will be ratified by a GSA Final Examination Board and issued by Academic Registry. These grades are used to determine each student's ability to progress to the next stage of their academic programme.

## **2.4 Professional, Statutory and Regulatory Bodies (PSRB)**

34. Where a programme or course is accredited by a PSRB there may be specific assessment requirements or criteria that must be met to fulfil the accreditation. These requirements should be clearly articulated in the assessment scheme and the relevant programme and course documentation.

## **2.5 Assessment and Grading of Student Learning**

35. Overall responsibility for managing assessment procedures at course level rests with the relevant Course Leader, with oversight by the Programme Leader and Head of School.
36. Assessment of student learning is undertaken at the course level with each student's learning assessed against course intended learning outcomes and published assessment criteria.
37. Examiners assess student learning for each assessment scheme and comprise Internal Examiners and External Examiners.
38. At least one External Examiner is appointed per programme in accordance with the procedures outlined within the External Examiner Policy and scrutinise the assessment process through External Moderation (see 3.3).
39. Internal Examiners, normally will be selected from:
- members of academic or professional service staff who teach on the programme or course.
  - other members of academic staff.
40. Internal Examiners will determine the performance of each student on a course based upon the generic criteria outlined within the GSA Grading Scheme (2.9).
41. All summative assessment processes must involve more than one Internal Examiner through processes of moderation or double marking (see 2.7 and 2.8).
42. All Examination Boards will be conducted in accordance with the GSA's Examination Board Policy.

## **2.6 Assessment Criteria**

43. Each course will identify and publish assessment criteria which shall be used to determine the performance of each student on the course.
44. Assessment criteria can be the intended learning outcomes for the course or specific criteria aligned to the intended learning outcomes.
45. Where specific assessment criteria are in use they should ensure that performance of intended learning outcomes can be determined in relation to the GSA Grading Scheme (2.9).
46. Assessment criteria should be clearly stated within assessment information provided to students and explained as part of course induction processes (see section 2.2).



## **2.7 Internal Moderation**

47. Internal moderation is a process separate from marking and provides assurance that assessment criteria have been applied appropriately. Moderation is concerned with reliability of assessment judgements, meaning that as far as possible Examiners acting independently of each other, but using the same assessment criteria, would reach the same judgement on a piece of work.
48. Assessed work will be subject to internal moderation to ensure that the standard of marking is consistent and that the grade awarded is appropriate. Internal moderation may take several forms, but is most often carried out on a sample of assessed work or double marking.
49. The process for moderation must be explained and included within programme and/or course documentation and made available to students at the start of the academic year.
50. Following initial marking a sample of all assessed work, with the exception of assessments which contribute towards the degree classification, will be subject to double marking.
51. All assessments which contribute towards an undergraduate degree classification, and all assessments in Stage 3 of a postgraduate taught degree, should be double marked.
52. Where moderation is undertaken by sample the following process should be followed:
  - a. The course leader shall arrange a sample of assessment to be selected for internal moderation.
  - b. Samples are normally at least 10% of work submitted (minimum sample size of 6) and should include work from each grading band, and all fails.
  - c. Internal moderators are asked to review assessed works and ensure standards of marking are consistent across a course, and that grades awarded are appropriate and in line with the GSA Grading Scheme (2.9).
  - d. In cases where the internal moderator is unable to agree the consistency or appropriateness of grades the Course Leader shall liaise with the relevant Programme Leader and organise further moderation of the marking or a full re-mark of the cohort.
  - e. The internal moderation process will not result in a change to the grade of any individual student unless it occurs in the context of the outcomes detailed in provision d. above.

## **2.8 Double Marking**

53. In cases where double marking has occurred and Examiners are unable to agree a mark, it shall be the responsibility of the Programme Leader to organise further consideration of the work by a third Examiner. In such cases the third examiner will determine the final grade to be awarded.

## **2.9 GSA Grading Scheme**

54. The GSA Grading Scheme sets out generic criteria by which a student's performance and final grade can be determined.

### GSA Grading Scheme

All Courses				SCHEDULE A
Primary Grade	Gloss*	Secondary Band**	Grade Point	Primary verbal descriptors for attainment of Intended Learning Outcomes
A	Excellent	A1	22	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures
		A2	21	
		A3	20	
		A4	19	
		A5	18	
B	Very Good	B1	17	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
		B2	16	
		B3	15	
C	Good	C1	14	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
		C2	13	
		C3	12	
D	Satisfactory	D1	11	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
		D2	10	
		D3	9	
E	Weak	E1	8	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations
		E2	7	
		E3	6	
F	Poor	F1	5	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
		F2	4	
		F3	3	
G	Very Poor	G1	2	Attainment of intended learning outcomes markedly deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation
		G2	1	
H		H	0	No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary
CR	Credit Refused	CR	-	Failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a serious breach of regulations

\* This gloss is used because it is the lowest grade normally associated with the attainment of an undergraduate award. Postgraduate students should be aware, however, that an average of at least grade C in taught courses is required for progress to the dissertation at Masters level, and students should consult the appropriate degree regulations and programme handbook for the grade they may require to progress to specific awards.

\*\* The Secondary Band indicates the degree to which the work possesses the quality of the corresponding descriptor.

## **2.10 Feedback to Students**

55. Feedback is essential to the learning process. Feedback motivates and supports reflection, especially when valid criticism is accompanied by appropriate positive commentary.
56. Feedback should be provided to all students on all assessed work, whether formative or summative. GSA does not prescribe the mechanism for formative feedback, which can take several forms (e.g. written, verbal, audio, video), and can come from other students (peer review), external visitors from industry, as well as from academic staff.
57. In the case of summative assessments, feedback must be provided on each component of assessment. It must comprise both a grade indicating the level of performance (as outlined in the GSA Grading Scheme 2.9), and commentary, in accordance with the good feedback principles outline below.

### **2.10.1 Good Feedback Principles**

58. All feedback to students, both formative and summative, should:
  - a. enable students to reflect on their learning and to take action in order to improve;
  - b. illustrate to students their current level of achievement and what they might do to improve;
  - c. directly address the assessment criteria that have been defined for the course;
  - d. comment on the learning demonstrated through the work and its production;
  - e. be clear and constructive and where appropriate use language consistent with the GSA Grading Scheme descriptors (see 2.9);
  - f. balance verbal and documented feedback to allow students to refer back to, and reflect upon feedback for future learning;
  - g. be timely, provided to students as soon as possible after the assessment has been completed, and in advance of subsequent summative assessment to support reflection and action to improve performance;
  - h. be supported through curriculum design to enable students to develop appropriate feedback literacies and support future learning.

## **2.11 Roles and Responsibilities**

### **2.11.1 Students**

59. Students are responsible for ensuring that they:
  - a. are familiar with each assessment scheme for the courses they are studying;
  - b. are aware of assessment requirements including submission formats and deadlines;
  - c. complete assessment tasks and maintain appropriate academic and professional practices e.g. health and safety, ethics and academic integrity;
  - d. make GSA aware of any disability related requirements in line with RAR processes (see 1.4.1);
  - e. raise any issues or challenges they are experiencing with assessment or study with their Course Leader or Programme Leader at the earliest opportunity.

### **2.11.2 Heads of School**

60. The Head of School is responsible for ensuring:
  - a. all programmes and courses have appropriate assessment schemes in place, approved in line with validation processes and policies;
  - b. appropriate oversight of assessment and feedback through Boards of Study, External Examiners and School Examination Boards.

### **2.11.3 Programme Leaders**

61. The Programme Leader is responsible for ensuring:
  - a. Internal Examiners are familiar with the Code of Assessment and GSA Grading Scheme (2.9), and participate in relevant training and other preparations relevant to their role in the assessment process;
  - b. each External Examiner has access to the necessary information and assessment material required to assist them in reaching a reasonable conclusion on the assessment process, and has the opportunity to attend oral examinations and presentations where practicable;
  - c. the assessment schemes utilised across a programme and their operation are monitored and evaluated through the Programme Annual Monitoring and Reporting process;
  - d. the GSA Final Examination Board is assured of the conduct of the assessment procedure, in particular drawing to its attention relevant information pertaining to the circumstances and conduct of individual students and any alleged deficiencies in respect of the operation of the procedure.

### **2.11.4 Course Leaders**

62. The Course Leader is responsible for ensuring:
  - a. all Internal Examiners are conversant with the intended learning outcomes and assessment criteria of the course, and the purpose of the methods of assessment;
  - b. all Internal Examiners are supplied with marking pro-formas;
  - c. arrangements for the submission of students' work for assessment and allocation of work(s) to appropriate Internal Examiners;
  - d. arrangements for the assessment procedure including, the preparation of lists of students entitled to be assessed, and any arrangements for students with reasonable adjustments are met;

- e. maintenance of appropriate records of assessment, collation of grades and results of the assessment procedure and taking all steps necessary to ensure their accurate reporting to the GSA Final Examination Board.

#### 2.11.5 Registry

63. The Head of Registry is responsible for the publication of results and ensuring that appeals against the outcomes of assessment are considered in accordance with the relevant provisions of the prevailing Code of Procedure for Appeals.

#### 2.12 Minimum Requirements for the Award of Credit

64. Minimum requirements for the award of credit for undergraduate and postgraduate taught programmes governed by generic regulations are set out below. Minimum requirements for the award of credit for programmes not governed by generic regulations are set out within each programme's specific regulations.

##### 2.12.1 Undergraduate Programmes

65. The minimum requirement for the award of credit for an undergraduate course is the submission of at least 75%, by weight, of all summative assessment components.
66. All requirements for the award of credit will be specified in writing within programme and course documentation and shall be available to students at the beginning of the academic year.

##### 2.12.2 Postgraduate Taught Programmes

67. The minimum requirement for the award of credit for a postgraduate course is the submission of at least 75%, by weight, of all summative assessment components.
68. All requirements for the award of credit will be specified in writing within programme and course documentation and shall be available to students at the beginning of the academic year.

#### 2.13 Minimum Requirements for progression

69. Progression requirements are set out within programme regulations and define the minimum number of credits, grade point average, and grades required for progression to the next stage of a programme.
70. Should a student not achieve the minimum credit requirements for progression they are permitted to carry a credit deficit of up to 20 credits into the following academic session/stage of the programme. Students are expected to successfully complete the associated course(s), to resolve the credit deficit, in order to then progress further or be awarded the degree. Undergraduate students may not carry a credit deficit into the honours year and may not repeat honours level courses, see section 6 for regulations relating to reassessment and the repeating of courses.

#### 2.14 Grade Aggregation and Degree Classification

71. GSA employs a process of aggregation to determine:
  - a. Degree Classification;
  - b. the overall grade for courses which have more than one component of assessment.
72. Aggregation utilises grade points as set out in the GSA Grading Scheme (2.9) calculating a weighted average based upon:
  - a. **Degree Classification:** course credit volume for all courses contributing to the final award.
  - b. **Courses with more than one component of assessment:** component weighting for all components of assessment set out in the assessment scheme within the course specification.

##### 2.14.1 Aggregation for Degree Classification

73. When determining a student's degree classification, a grade point average of all appropriate courses is calculated based upon the course credit volume and overall grade.
74. Aggregation to establish the degree classification is calculated as follows:
  - a. The final grade for each course contributing to the overall classification is converted to its corresponding grade point as outlined within the GSA Grading Scheme (2.9). This number is then multiplied by the associated credit volume to give a weighted grade.
  - b. All weighted grades are then totalled, with the sum divided by the total amount of credit contributing to the classification resulting in a final grade point average.
75. Where the grade point average is not an integer the following rounding shall apply to determine the degree classification:

**Table 1. Grade point average ranges to be applied to award of undergraduate degree classifications**

Grade Point Average	Undergraduate
17.5 to 22.0	First class honours
14.5 to 17.4	Upper second-class honours
11.5 to 14.4	Lower second-class honours
8.5 to 11.4	Third class honours
0.0 to 8.4	Fail

76. Full requirements for determining the classification of postgraduate taught programmes are set out in full within specific programme regulations which should be read in conjunction with this section of the code.

#### Aggregation for Degree Classification Worked Example

Component	Credits	Grade	Grade Point	Weighted Grades	Total Weighted Grade	Total Credits	Classification Grade Point	Degree Classification
Studio 4	80	B1	17	1360	2240	120	18.7	First class honours
Dissertation	40	A1	22	880				

#### Course 1 Studio 4

Credits = 80

Course grade = B1

Grade point B1 = 17

Course weighted grade =  $80 \times 17 = 1360$

#### Course 2 Dissertation

Credits = 40

Course grade = A1

Grade point A1 = 22

Course weighed grade =  $40 \times 22 = 880$

#### Degree Classification

Studio 4 weighed grade = 1360

Dissertation weighed grade = 880

Grade Point Average =  $1360 + 880 = 2240 / 120 = 18.66$

Grade Point Average = 18.7

Degree classification = First class honours

### 2.14.2 Aggregation for Courses with more than one component of assessment

77. Aggregation to establish the overall grade for a course with more than one component of assessment is calculated as follows:
- Performance in each component of assessment is articulated as a primary grade and secondary band using the GSA Grading Scheme (see 2.9, e.g. A1, B3) which can be converted to a grade point (e.g. 22, 15).
  - Each component of assessment is weighted as a percentage of the total assessment as outlined within the associated course specification.
  - The grade point for each component is multiplied by the percentage weighting as outlined in the course specification.
  - The overall grade is then calculated by adding each of the weighted components together, rounding to an integer value and mapping this value to the associated primary grade and secondary band using the Grading Scheme (2.9). Rounding should utilise the following conventions,
    - Below 0.5 the lower grade point is awarded,
    - 0.5 and above the higher grade point is awarded.
78. The result for the course will be reported as the primary grade and secondary band in the GSA Grading Scheme (2.9).

#### Aggregation for courses with more than one component of assessment worked example

Component	Weighting	Grade	Grade Point	Weighted Grading	Total Weighted Grade	Rounded Grade Point	Final Grade
Portfolio	80%	B1	17	13.6	16.2	16	B2
Presentation	20%	C2	13	2.6			

#### Component 1 Portfolio

Component grade = B1

Grade point B1 = 17

Weighting = 80% (0.8)

Component weighed grade =  $17 \times 0.8 = 13.6$

#### Component 2 Presentation

Component grade = C2

Grade point C2 = 13

Weighting = 20% (0.2)

Component weighed grade =  $13 \times 0.2 = 2.6$

### **Final Course Grade**

Component 1 weighted grade = 13.6

Component 2 weighted grade = 2.6

Total weighted grade point = 16.2

Rounded grade point = 16

Final grade = B2

## **3. Assurance of Standards**

79. GSA takes a deliberate and systematic approach to assessment and feedback ensuring that processes, standards and the application of assessment criteria are applied consistently and equitably, with reliability, validity and fairness.
80. To achieve this GSA utilises a range of quality assurance processes to monitor the quality of assessment schemes, processes and judgements. The following sections explain how each of these processes contribute to the quality assurance and maintenance of academic standards in assessment and feedback.

### **3.1 Pre-Assessment Quality Assurance**

81. Pre-assessment quality assurance is the process by which summative assessment is reviewed prior to the start of a course, to ensure it has been rigorously and appropriately designed, taking account of the agreed course intended learning outcomes, assessment criteria and the importance of clarity for students. Where a course is assessed by examination pre-assessment quality assurance of exam papers should be completed at least six weeks prior to the date of the examination.
82. All summative assessment should be subject to pre-assessment quality assurance annually.
83. Pre-assessment quality assurance should consider the assessment scheme, assessment brief, and assessment criteria in relation to the course specification, including the intended learning outcomes.
84. Pre-assessment quality assurance should provide Programme Leaders assurance that:
  - a. assessment design is appropriate and tests the stated course intended learning outcomes at the appropriate SCQF level;
  - b. the assessment brief and instructions are clear and unambiguous.

### **3.2 Internal Moderation**

85. Internal moderation ensures that the standards of marking are consistent across a course and that the grades awarded are appropriate and aligned to GSA's Grading Scheme. Details of internal moderation are provided in section 2.7.

### **3.3 External Moderation**

86. External Examiners acts as an external moderator to support the Internal Examiners and ensure that assessment is well designed, and has been fair, rigorous and conducted with integrity. External Examiners also provide assurance that student performance is appropriate and comparable with other higher education institutions, ensuring the maintenance of academic standards.
87. Procedures for the selection, induction and ongoing support of External Examiners is provided within the External Examiners policy which should be read in conjunction with this Code. External Examiners are provided with an induction which includes an overview and introduction to this Code.
88. External Examiners provide assurance of standards and quality in assessment and feedback through annual consideration of:
  - a. intended learning outcomes, curriculum design, teaching methods, assessment schemes and feedback practices in the light of their experiences of comparable courses and awards elsewhere;
  - b. developments within the discipline or field and national subject benchmark statements;
  - c. proposals for the introduction or modification of a programme or courses in respect to assessment and feedback;
  - d. overall standards achieved by students and the comparability of these standards with those of students on similar programmes in other UK Higher Education institutions.
89. External moderation is normally undertaken by sampling assessed work which contributes towards the final award in line with the following process:
  - a. Prior to the commencement of External Moderation, External Examiners will be given the results of the internal moderation process for the programme for which they are responsible.
  - b. External Examiners, with the Programme Leader, will agree the size and profile of the sample of student work to be moderated and provided with associated assessment records.
  - c. The sample should include a selection of work that has been internally moderated and provides enough information for the External Examiner to make a judgment on how the assessment process has operated. The following table is provided as a guide to help Programme Leaders make judgements as to the appropriate size sample for External Examiners to consider.

**Table 2. Guidance on Sample Size for External Examiner moderation**

Number of students in cohort	Under 12 students	12 – 20 students	30 – 60 students	60 – 100 students	100+ students
A1 - A5	All	All	6-10	6 – 10	6 - 10
B1 – B3	All	3	4 – 5	6	10
C1 – C3	All	3	4 – 5	6	10
D1 – D3	All	3	4 – 5	6	10
E1 and below.	All	All	All	All	All

- d. The External Examiner has the right to amend the selection of students who make up the sample.
- e. The External Examiner may, by arrangement with the appropriate Programme Leader, meet with students in order to assist in judging the overall quality and standards of the programme. Such meetings should not take the form of an oral examination of students.
- f. Should a School wish the External Examiner to review all work or specific categories, this should be arranged between the School and the External Examiner.
- g. External moderation is concerned with overall standards and consistency of marking rather than on the individual marks awarded to students. This can include; consideration of whether the standards identified and applied by Internal Examiners are consistent with those prevailing in the level and discipline nationally, investigation of borderline work, and identification of benchmark standards at each classification.
- 90. Depending on the Programme, External Examiners may be expected to work in teams, either across a multi-pathway degree programme, across a group of cognate programmes, or where the extensive nature of the syllabus requires it. The assessment team normally includes Examiners of both practical and theoretical components of each programme.
- 91. The timetable for External Examiners' access to work and visitations will be organised by GSA to enable them to coordinate their work and assure standards across the programme.

### **3.4 Final Examination Boards**

- 92. Final Examination Boards are delegated authority and responsibility by GSA's Academic Council to ratify the award of grades and make decisions on student progress and final degree awards.
- 93. Final Examination Boards provide institutional oversight for quality and standards of assessment processes and judgements, and provide assurance that student performance is appropriate and comparable across degree programmes.
- 94. Meetings of Final Examination Boards are conducted in accordance with the Examination Board Policy, which should be read in conjunction with this Code of Assessment.

### **3.5 Programme Monitoring and Annual Reporting**

- 95. Programme Monitoring and Annual Reporting (PMAR) requires Programme Leaders and programme teams to reflect upon the quality and standards of assessment schemes, processes and judgements, as well as the quality of feedback provided to students.
- 96. Further information on PMAR can be found in the Programme Monitoring and Annual Reporting policy.

### **3.6 Periodic Review and Revalidation**

- 97. Periodic Review and Revalidation is undertaken on a six-yearly cycle for all academic programmes and considers the quality and standards of learning, teaching and assessment.
- 98. For further information on Periodic Review and Revalidation see the Periodic Review and Revalidation policy.

## **4. Extensions and Penalties for Late Submission**

- 99. Deadlines for the submission of work to be assessed shall be published in course documentation and made available to students at the beginning of the semester.
- 100. GSA recognises that from time to time circumstances may be such that students, due to no fault of their own, are unable to submit work prior to a deadline and as such may request an extension.
- 101. Where work is submitted after a published deadline and where no extension has been granted, grading of work will be subject to penalty.

### **4.1 Requesting an Extension**

- 102. Where a student is unable to submit work by the published deadline, for good reason, they may apply for an extension.
- 103. To request an extension the student should complete the Extension Request Form (available on the Student Intranet) and submit this to their Programme and Course Leader at the earliest possible opportunity.
- 104. Requests for extension should normally be submitted prior to the submission deadline.

105. Where the request has not been made until after the submission deadline, extensions will normally only be granted where the circumstances preventing the students from submitting work on time have also prevented them from submitting an Extension Request Form prior to the deadline for submission.
106. Requests for an extension will be considered by the Programme, or where delegated the Course Leader, who shall take account of the following:
  - a. That the student has, through no fault of their own, been prevented from submitting their work on time.
  - b. That the extension requested be commensurate with the duration of the circumstances causing the late submission.
107. Programme Leaders are able to grant an extension of up to five working days. Should a student require an extension beyond five working days they should submit an application for Good Cause (see Section 5).
108. A request for extension does not guarantee that a deadline will be extended.
109. In circumstances where an extension may not be appropriate or possible, for example an exhibition, this will be made clear at the beginning of the course.
110. Programme Leaders are required to maintain oversight of all extensions on their programme in order to identify potential students at risk of failure and implement support interventions as appropriate.

## 4.2 Penalties for Late Submission

111. Where work has been submitted after a published deadline and where no extension has been granted final grades awarded will be subject to penalty.
112. Penalties are applied as follows:
  - a. Work submitted for assessment shall be marked and moderated as normal in line with sections 2.5 and 2.7.
  - b. Penalties for late submission shall be applied following Internal Moderation and recorded as such on assessment pro-formas. This should include the grade awarded and the grade with the late penalty applied.
  - c. In respect of work submitted not more than five working days after the submission deadline, the final grade for the work will be reduced by one secondary band for each working day (or part of a working day) that the work was submitted late.

### **Worked examples**

*Work which was graded as a B1 but which was submitted two days late without extension would be awarded after penalties a final grade of B3.*

*Deadline Friday 5pm, work submitted Monday at 4pm, graded as B1 would be reduced by 1 secondary band, therefore a B2.*

- d. In respect of work submitted more than five working days after the submission deadline the final grade awarded shall be grade H.

## 5. Good Cause

113. Where a student has been impacted by illness or other adverse personal circumstances affecting their ability to satisfy the requirements of the scheme of assessment, or their performance has been negatively impacted, they have the right to submit a claim of Good Cause.
114. Good Cause describes a situation in which a student has been negatively impacted by sudden or acute illness or other adverse personal circumstances resulting in either:
  - a. the student's failure to:
    - i. submit coursework at or by the submission deadline
    - ii. attend an assessment event or examination
  - b. the student's performance in assessment being negatively impacted.
115. Good Cause is not intended to apply to chronic or persistent illness or disability, see procedures for reasonable adjustment (1.4.1), nor to long-term adverse personal circumstances. Students are reminded that they can seek advice and support from the Student Support & Development Service.
116. Claims of Good Cause should be supported by evidence. Evidence will normally mean an independent report descriptive of the impact of the adverse personal circumstances or medical condition, which are at the centre of a claim of Good Cause. Where the report refers to a medical condition the report must be completed by an appropriate medical practitioner.

### 5.1 Making a Claim of Good Cause

117. It is the responsibility of the student to make a claim of Good Cause and to provide appropriate evidence in support of such a claim.
118. Claims for Good Cause must be submitted using a standard form available from Academic Registry. Guidance and forms are available to students on the Student Intranet.
119. Claims of Good Cause should be submitted as and when circumstances arise in order that students Good Cause applications be reviewed in a timely manner and appropriate measures put in place.
120. Claims of Good Cause should normally be submitted prior to the assessment deadline, and no later than one week after the assessment deadline. Where a student has, for good reason, been unable to submit a claim of Good Cause within this timeframe they have the right to submit an appeal as set out within the Code of Procedure for Appeals. Exceptionally and where a student can provide evidence that circumstances have prevented them from submitting a claim for Good Cause more than one week after the assessment submission deadline the Head of Registry can advise the Good Cause Panel to consider the claim.



121. No claim of Good Cause may be submitted on a student's behalf by a member of staff, except where, in the judgement of the Convenor of the Good Cause Panel, a student has been unable to report the Good Cause.
122. Academic Registry will acknowledge receipt of all claims for Good Cause by email.
123. Any claim of Good Cause or presentation of evidence which is found to be false or which in any way misleads, or could mislead, a Good Cause Panel is regarded by GSA as academic misconduct and will be dealt with under the Student Conduct Policy and Misconduct Procedure.

## **5.2 Marking Work Subject to a Claim of Good Cause**

124. Should a student submit work that is subject to a claim of Good Cause, such a claim should not affect the marking of the student's work. The work should be marked according to established academic standards and no assumptions should be made about what a student might have achieved under different circumstances. This principle should also be adhered to by internal moderators and External Examiners during the moderation process.

## **5.3 Procedures for Considering Claims of Good Cause**

125. The primary responsibility for determining claims of Good Cause will lie with the appropriate GSA Final Examination Board which delegates responsibility for consideration of Good Cause to a Good Cause Panel.
126. Good Cause claims will be considered at a Good Cause Panel prior to a GSA Final Examination Board as follows:
  - a. Upon receipt of a claim for Good Cause, Academic Registry will convene a Good Cause Panel within two weeks, excluding GSA closure periods.
  - b. The Good Cause Panel will comprise the following members, where no conflict of interest exists:
    - i. A Senior Academic, Programme Leader or Head of Department (Convenor)
    - ii. Head of Registry or their Nominee (Secretary)
    - iii. Two other Programme Leaders
  - c. Where appropriate the Good Cause Panel may consult other relevant members of staff about the claim in order to inform decisions. The Good Cause Panel may brief such staff on the nature of the claim and the dates to which it applies, but may not copy or circulate the supporting documentation or evidence.
  - d. The Good Cause Panel may take a decision, where relevant, to postpone decisions as to the outcome of Good Cause pending receipt of further information or professional advice on the likely impact of particular circumstances and medical conditions on academic performance. Decisions should normally be postponed until the next meeting of the Good Cause Panel and the student informed by Academic Registry of the reason and time period of the delay.
  - e. Outcomes of the Good Cause Panel shall be recorded and reported by the Academic Registry for noting at the next available GSA Final Examination Board.
  - f. There will be no further discussion of Good Cause at the GSA Final Examination Board itself. The recommendations of the Good Cause Panel will be binding and will be reported only for noting.
127. In considering a claim of Good Cause the Good Cause Panel should take account of:
  - a. the evidence provided by the student claiming Good Cause, and any relevant and available material submitted by them for consideration;
  - b. the principle that fairness to the individual student claiming Good Cause must be balanced with fairness to other students and the integrity of the assessment as a whole.

## **5.4 Outcome of Good Cause**

128. Following consideration of a Good Cause claim the Good Cause Panel shall agree the outcome in line with the following:

### **5.4.1 Good Cause Upheld**

129. In the event of Good Cause being established the student will normally be expected to complete their assessment by submitting outstanding coursework or attending the examination at the next assessment period, which shall be treated as a first attempt. Where the claim relates to impacted performance the submitted work will be disregarded.
130. Students should normally be given a minimum of six weeks to complete their assessment.
131. Timeframes for examinations should be agreed by the Programme Leader and communicated to Academic Registry.

### **5.4.2 Good Cause Not Upheld**

132. Where it is determined that the evidence presented does not support the student's claim of Good Cause any work submitted for assessment should be marked as normal and grades reported to the GSA Final Examination Board and any assessment not completed will be treated as a non-submission.
133. Appeals against outcomes of the Good Cause Panel may be made in accordance with the GSA Code of Procedure for Appeals.

## **5.5 Communication to Students**

134. Outcomes from a claim of Good Cause will normally be communicated to students in writing by Academic Registry within four weeks of submission of the original claim.
135. Where a student has submitted a claim for Good Cause, the outcome of the Good Cause Panel will be ratified by the relevant GSA Final Examination Board and will be confirmed in the published results.

## **5.6 Professional Standards and Regulatory Bodies**

136. Regulations relating to Good Cause are subject to Professional, Statutory and Regulatory Body requirements.

## **6. Reassessment**

137. A student on an undergraduate programme who achieves an overall course grade of E1 or below, or a student on a postgraduate programme who achieves an overall course grade of D1 or below shall be granted the reassessment opportunity described in paragraph 138. This shall apply to all courses with the exception of those which contribute to undergraduate honours classification, where no reassessment is available.
138. A student who is eligible for reassessment will only be reassessed on the components of assessment within the course in which they achieved a grade of E1 or below on undergraduate programmes or a grade of D1 or below on postgraduate programmes.
139. Grades awarded for each component of reassessment are not capped, however, the maximum overall grade awarded for the course when aggregating all components of assessment for the course is capped as set out in Section 6.4.
140. Where reassessment is to take place, the Programme Leader will determine the nature of the reassessment required. Reassessment should normally be a resubmission of coursework, or where assessment is by examination a new exam produced and approved for reassessment.
141. Exceptionally, the opportunity to resubmit coursework for reassessment provided for above (paragraph 140) may not be available to a student. This will only be the case where it is not possible to replicate the coursework for the purpose of reassessment. This situation may arise from the nature of the coursework, the context in which it may be generated, and/or the integrity of the assessment as a whole. The decision that it is not possible to replicate coursework must be approved by the Programme Leader and Head of School and the student be required to repeat the course the following academic session as set out in Section 6.5.
142. Where it is considered to be impossible to generate a reassessment for a course this must be clearly set out in the course specification and clearly stated to students at the beginning of the course.
143. Where, following reassessment, a student on an undergraduate programme has not achieved an overall course grade of D3 or above, they may repeat the course in its entirety one further time. However, in relation to a course that contributes to the honours classification, there is no entitlement to reassessment or to repeat the course. On a postgraduate programme there is no entitlement to repeat a course.

### **6.1 Reassessment of Coursework**

144. Where a student has failed a course due to the application of penalties for late submission of coursework (see 4.2), the overall course grade should be automatically awarded D3 for an undergraduate course, or C3 for a postgraduate course, and recorded as a second attempt.
145. Where a component of assessment that requires to be reassessed is a piece of coursework that the student did not submit at the first attempt, the student should normally be required to submit the piece of coursework that was originally set, as a reassessment, with the grade that can be awarded being capped at D3 for undergraduate courses, and C3 for postgraduate courses.
146. The student should normally be given a minimum of six weeks to complete the reassessment of coursework following publication of grades from Academic Registry and provided with at least one feedback tutorial to support completion of reassessment.
147. Academic judgement and practical considerations should be considered in setting deadlines for submission. Consideration should be given to student's overall workload and other assessment commitments. If the student has a Reasonable Adjustment Report (RAR) in place which recommends extended deadlines, or the student requests an extension or Good Cause, then academic judgement should be used to ensure the student is treated fairly and relevant procedures followed as outlined in this Code.
148. Re-submitted coursework should be marked in line with the provisions of this code relevant to the assessment of student learning, see section 2.5, and on the basis of achievement of the intended learning outcomes.
149. Students should be provided with feedback on re-submitted coursework as outlined in 2.10, however, this may be minimal where the coursework is a development of the original submission and feedback has been provided at first attempt.
150. Where the dissertation (or equivalent) on a Postgraduate Taught programme is required to be reassessed, it must be resubmitted within three months from publication of grades from Academic Registry and students provided with at least one meeting with their supervisor (or an appropriate alternative member of staff if the supervisor is not available).
151. The outcome of the reassessment attempt will be ratified at the next scheduled Final Examination Board.

### **6.2 Reassessment of Examination**

152. Where a student requires a reassessment of examination, this should be offered at either the next available assessment period, or where practicable as determined by the School.
153. Academic judgement and practical considerations should be given in scheduling examinations. Consideration should also be given to student's overall workload and other assessment commitments when determining the timing of the re-examination.
154. Where a student requires a reassessment of examination, but will be absent from the institution at the relevant time due to an approved study abroad arrangement, the School may liaise with the partner institution to host the examination or advise on timing of examination upon the students return.

### 6.3 Postgraduate Taught Reassessment

155. A Postgraduate Taught student who achieves a grade of G1 or less in any course will be required to undertake a reassessment of that course.
156. Where a Postgraduate Taught student at the end of Stage 1 has achieved a course grade between D1 and F3, they will have the opportunity to undertake an optional reassessment in that course in order to improve their grade point average to meet progression requirements at the end of Stage 2.
157. Where a Postgraduate Taught student at the end of Stage 2 has achieved a grade for a Stage 2 course of between D1 and F3, and has not met the grade point average required to progress, they can undertake an optional assessment in that course in order to meet progression requirements.
158. A Postgraduate Taught student who decides not to undertake an optional reassessment of a Stage 1 course, will not normally be permitted to be reassessed in that course at the end of Stage 2.
159. Procedures for reassessment will follow processes as outlined in sections 6.1 and 6.2.

### 6.4 Calculating Final Grades Following Reassessment

160. Unless otherwise specified in the regulations for a particular programme, the final grade awarded for a course following reassessment will be calculated in line with the following:
  - a. The grades achieved for each component of assessment will be used to calculate the overall grade.
  - b. Where a student has achieved a lower grade following reassessment in a component than at first attempt, the grade at first attempt shall stand.
  - c. Where any coursework cannot be replicated, the original grade for that component will be used in the calculation.
  - d. The overall grade for the course shall be capped at a D3 for undergraduate courses and postgraduate dissertations or independent projects, and C3 for postgraduate taught courses.

### 6.5 Repeating a Course

161. Where an undergraduate student has failed to achieve a grade D3 or above on a course following reassessment, they may repeat the course in its entirety one further time except where the course contributes to the undergraduate honours classification, in which case there is no right to repeat the course. On a taught postgraduate programme there is no right to repeat courses.
162. Repeating a course may have financial, visa and progression implications. Programme Leaders should therefore discuss these with students.
163. A student must repeat the course at the next scheduled offering. Not every course is delivered each academic year, and where a course continues to be offered, learning outcomes and other aspects may change and therefore it may be appropriate or necessary for a student to select a different course.
164. Normally, a student repeating a course is subject to the same attendance and participation requirements as a student taking the course for the first time. A student may be offered the option to repeat a course without attendance. However, this must be agreed with the Programme Leader and ratified by the GSA Final Examination Board.
165. A course can be repeated on one occasion only; normal reassessment provisions will apply as set out in 6.1 – 6.4.
166. The full range of grades is available for the first attempt of a repeated course (i.e. there is no capping of grades).

## 7. Assessment of Outgoing Exchange and Visiting Students

167. GSA operates a range of exchange opportunities for students as part of their degree programme as well as opportunities for visiting students to study at GSA. These opportunities are defined as follows:
  - a. **Outgoing Exchange:** A student who undertakes a period of study at a partner institution as part of their degree programme.
  - b. **Visiting Students:** A student undertaking a period of study at GSA, as part of their degree programme at a partner institution.
168. The following procedures are in place for the assessment of outgoing exchange and visiting students.

### 7.1 Assessment of Outgoing Exchange

169. A student may undertake a period of study at a partner institution as part of their degree programme provided that this has been approved in line with the International Partnerships Policy and is detailed within the Programme Specification.
170. The period of exchange may be a partial academic session or full academic session dependent on the mobility window identified in the programme specification for which the study abroad is taken.
171. Assessed work completed and assessed at a partner institution must not be reassessed at the Glasgow School of Art.
172. Students should receive full recognition for any credit awarded during a period of exchange.
173. As detailed in the Programme Specification, credit will be received as credit only, or with grade conversion where otherwise specified.

#### 7.1.1 Credit Only

174. Following receipt of the student's transcript from the partner institution the appropriate Programme Leader or their nominee charged with responsibility for exchange shall review the transcript in line with the student's Learning Agreement and make recommendation as to the award of credit to the next available Examination Board.

### **7.1.2 Grade Conversion**

175. Where grades are to be converted, a grade conversion table shall be developed by the programme team and the partner institution. Grades achieved at, and reported by, the partner institution must be converted into grades as set out in the GSA Grading Scheme (2.9). Grade conversion tables must be approved by the appropriate Validations and Modifications Group prior to the commencement of any exchange and reviewed annually by the Programme Leader.
176. Students must be informed of the process by which their grades from the partner institution will be converted prior to commencing a period of study at the partner institution. Students should be provided with the conversion table showing the equivalences between grades awarded at the partner institution and the grades set out in the GSA Grading Scheme (2.9).
177. Following receipt of the transcript from the partner institution, grades will be converted by the relevant Programme Leader or their nominee charged with converting grades. The process must normally incorporate the possibility of the student making representations to the relevant Programme Leader or their nominee charged with converting grades.
178. In carrying out the conversion of grades the conversion table may, in exceptional circumstances, be departed from in light of additional relevant information available to the relevant Programme Leader or their nominee who performs the conversion.
179. The converted grades must be ratified by the next appropriate GSA Final Examination Board.

### **7.1.3 Overall aggregate grade for the year of study**

180. For partial-year exchange the overall aggregate grade for the year of study will be the aggregate of courses undertaken at the Glasgow School of Art only.
181. For full-year exchange the overall aggregate grade for the year of study will be a conversion of the grades achieved at the host institution in line with 7.1.2.

### **7.1.4 Reassessment of Outgoing Exchange**

182. Reassessment arrangements should be clearly stated within the Partnership Agreement with the partner institution.
183. Where a student has failed to successfully complete a course at the partner institution they must undertake the reassessment process in line with the partner institutions regulations for reassessment.
184. Results from reassessment must be reported at the next available Examination Board to determine progression.
185. If the student is unable to retake an assessment at the partner institution they shall be required to undertake additional courses from their programme to make up any credits required for progression. Alternate courses would normally be courses taken in place of exchange.
186. Where a student has been deemed to have failed a course whilst on exchange following reassessment they shall be required to undertake additional courses from their programme at GSA to make up any credits required for progression. Alternate courses would normally be courses taken in place of exchange.

### **7.1.5 Examination Board**

187. Results for exchange students will be submitted to the next available Examination Board.
188. Appeals against assessment decisions for outgoing exchange must be made in accordance with the partner institution's Code of Appeals and regulations, except where the appeal relates to the conversion of grades where the GSA Code of Procedure for Appeals shall apply. This should be clearly communicated with the students prior to undertaking exchange.

## **7.2 Assessment of Visiting Students**

189. A visiting student is a student undertaking a period of study at GSA, as part of their degree programme at a partner institution.
190. A visiting student will normally be permitted to take any course at GSA, including those which contribute to an honours programme. For partial-year exchange, specific courses will be identified within the programme specification which can be taken by visiting students.
191. The scheme of assessment for a course will be the same for a visiting student as for a GSA student, though this scheme may be varied in the event that the visiting student is required to return to their home institution before all course assessment has been completed. In considering variation of the scheme of assessment and the components of a varied scheme of assessment for a visiting student:
  - a. requirements of the visiting student's home institution will be taken into account;
  - b. a visiting student may be required to complete an alternative component or components of assessment before leaving GSA or may be required to complete outstanding components of assessment at their home institution;
  - c. where a course's scheme of assessment includes a component taken under examination conditions, the varied scheme will normally include a component of assessment under examination conditions.
192. A visiting student who attends GSA for less than the full duration of a course will be awarded credit in accordance with the Visiting Student Course Specification.
193. Results for a visiting student must be confirmed by a GSA Final Examination Board. Where a visiting student finishes their studies before the scheduled meeting of the GSA Final Examination Board, provisional grades must be provided to the visiting student as soon as practicable. Where the visiting student's home institution requires a confirmed result prior to the scheduled meeting of the GSA Final Examination Board, an interim Board must be convened by the relevant School in conjunction with Academic Registry.

## 8. Examinations

### 8.1 Timing and Duration of Written Examinations

194. Where a course's scheme of assessment includes an examination, that examination will normally be held within the academic session in which the course has been taught.
195. The duration of an examination which occurs within the main examination diets, and which forms all or part of a course's summative assessment, is subject to a limit determined by the level at which the course is taught, its credit rating, and the extent to which the examination contributes to the summative assessment of the course as a whole.
196. Where an examination contributes 100% of the course's summative assessment the examination may not exceed the number of minutes prescribed in Table 3 below.<sup>27</sup>

**Table 3. Examination time maximums for courses where an examination constitutes 100% of the course assessment scheme**

Credits	SCQF Levels 7 and 8	SCQF Levels 9, 10 and 11
10	90 minutes	120 minutes
15	120 minutes	150 minutes
20	150 minutes	180 minutes
30	240 minutes	240 minutes
40	330 minutes	330 minutes
60	480 minutes	480 minutes

197. Where an examination accounts for less than 100% of the course's summative assessment, the maximum duration of such an examination will be determined by the product of that percentage (expressed as a decimal fraction) and the number of minutes appropriate to credits and level indicated in Table 2 above. Where the result of this calculation is less than 60 minutes, the maximum duration will be rounded up to 60 minutes, otherwise the result will be rounded to the nearest multiple of 30 minutes.
198. Where the calculated maximum duration is 60 minutes or 90 minutes, the relevant School in which responsibility for the examination lies may approve an extension of 30 minutes where such an extension is justified by the nature and content of the examination.

### 8.2 Instructions to Students on their conduct in Examinations

199. Exam conditions are in place from the moment the student enters the examination room.
200. Students are required to obey the instructions of the invigilator. It is the duty of the invigilator to prevent any behaviour likely to cause disturbance to other students. Students needing to leave the room for any purpose must first ask permission of the invigilator, who may accompany the student.
201. Every student will display for the invigilator's inspection a valid Student ID card.
202. Students must not use mobile telephones and other electronic devices such as personal music players during examinations. Students must switch off and remove all such items (including headphones) prior to the start of the examination and place them with other personal possessions in a closed bag or container which will be kept under their seat or in a designated location in the exam room for the duration of the examination.
203. Other than examination materials provided by GSA, students will not have access to any paper or book for the duration of the examination unless with the express written permission of the appropriate Programme Leader.<sup>28</sup>
204. Prior to the start of the examination, unless permitted by the Programme Leader, students must place all material in a closed bag or container which will normally be kept in a designated location in the exam hall for the duration of the examination.
205. Unless with the express written permission of the appropriate Programme Leader,<sup>29</sup> students will not give or receive any assistance, or communicate by any means with one another or with any person other than an invigilator at any time during the examination period.
206. If examination scripts are found to be illegible to a substantial degree, students will be required to come to GSA to dictate their script(s) in the presence of an invigilator and a charge will normally be levied.
207. Students may not begin writing before the invigilator announces the start of the examination period and must cease writing when the invigilator announces the end of the period.

<sup>27</sup> Provisions set out in 8.1 relates to timed examinations taking place in exam halls on-campus or at other approved venues. While the provisions do not directly apply to online examinations, in determining the duration of the latter note should be taken of the principles set out in these provisions.

<sup>28</sup> This permission will normally be in the form of a set of arrangements for an open-book or other non-traditional style of examination and will form part of the information provided to students at the beginning of the course that is being examined. Details should also be included in the rubric of the exam paper, for the attention of the invigilator(s).

<sup>29</sup> The extent to which collaboration may be allowed will form part of the information provided to students at the beginning of the course.

208. No part of any answer book will be torn out or removed from the examination room.
209. In examinations of at least two hours duration, no student will be allowed to enter the examination room after the first hour has expired, or to leave it within the first hour or the last half-hour. Except that an invigilator may, at their discretion, allow a student to enter after the first hour if no other student has left the examination.
210. In examinations of less than two hours, no student will be permitted to exit during the exam.
211. Both entry and exit to the examination room will be at the absolute discretion of the invigilator.
212. In no case will a student leave until an invigilator has collected their scripts or other examinable material.
213. These arrangements will apply to all in-person/on-campus examinations held in GSA.
214. Any student who contravenes any of these instructions will be liable to penalties, which may include expulsion from GSA as set out in the Student Conduct Policy and Misconduct Procedure.
215. Any change in these regulations requires the prior agreement of Academic Council.

### **8.3 Use of a Computer in an Examination**

216. Where the Programme Leader has given permission for a student to use a computer in an examination, the Programme Leader will ensure that the computer has been inspected and authorised for examination use.

### **8.4 Use of Dictionaries in Examinations**

217. Programme Leaders may, at their discretion, permit students to employ an appropriate dictionary in a class or degree examination. Such permission should not be granted where the language, or its literature, is the subject under examination.
218. Programme Leaders should keep a record of all cases where permission has been granted, and deliver that information to the appropriate invigilator(s).
219. Dictionaries to be authorised for use in an examination should be lodged by the student with the Programme Leader at least 24 hours prior to the start of the examination. Following inspection by the Programme Leader, the authorised dictionaries should be handed to the student(s) by the invigilator at the start of the examination.<sup>30</sup>

### **8.5 Use of Electronic Calculators in Examinations**

220. No calculator, nor any other portable electronic device, may be used by a student in an examination unless this is expressly authorised by the Programme Leader responsible for the examination. This authorisation will specify the type of calculator or other device authorised. Students will normally be notified of the terms of this authorisation by published notice on Canvas, and by other means as appropriate, confirmed by a statement in the instructions to students in the examination concerned.
221. In determining whether to authorise the use of calculators or other devices and the specification and/or make(s) and model(s) to be authorised, the Programme Leader will take account of the object and design of the examination in question, and of an overarching requirement to safeguard the integrity of the examination and ensure that no student derives unfair advantage, nor is unfairly disadvantaged, as a consequence.

## **CODE OF PROCEDURE FOR APPEALS**

### **1. Introduction**

The Senate of the University of Glasgow has agreed with the Academic Council of Glasgow School of Art (hereinafter referred to as GSA) that a procedure for the consideration of appeals against academic decisions be established for students studying courses taught wholly by GSA, and which leads to an award of the University of Glasgow.

Appeals will be considered by a GSA Appeals Committee. This procedure is applicable to all undergraduate, taught postgraduate and research postgraduate students.

It has been approved by the Senate of the University of Glasgow and the Academic Council of GSA and covers appeals against academic decisions on progress and final degree assessment and examinations and awards.

In the case of Programmes, taught jointly with another institution, the institution that is responsible for teaching the course concerned will consider the appeal under its process.

If an appeal is submitted for more than one course, where delivery is jointly shared, the process as set out in the relevant Agreement will be followed.

Similarly, a programme level appeal will be considered under the appeals process of the administering institution as set out in the relevant Agreement.

### **2. Principles**

The Code of Procedure for Appeals observes the general principle that a student should have a full opportunity to raise an appeal against an academic decision without fear of disadvantage and in the knowledge that their confidentiality will be respected.

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<sup>30</sup> Alternative arrangements may be made, with the agreement with the Head of School, in cases where more than 25 students require use of a dictionary during an examination.

If it is found by the Appeals Committee that the academic decision-making body was not aware, for good reason, of information that had impacted on assessment, the Appeals Committee will direct the relevant body to reconsider the assessment outcome, taking into consideration the new information, in accordance with the Code of Assessment.

The Committee shall not have the authority to alter an academic decision. If relevant factors are raised by an appeal which should have been made known to the academic decision-making body or which that body failed to take into account, the Committee shall instruct it to reconvene to reconsider the assessment.

All decisions must be agreed by the majority of the panel considering the appeal.

### **3. Support**

#### **3.1 Access**

Enrolled students have the right to equal access to the GSA appeals process. It is important to recognise the barriers that some people may face in raising appeals. These may be physical, sensory, communication or language barriers, but can also include their anxieties and concerns. Students pursuing an appeal may need support to overcome these barriers.

GSA has legal duties to make the appeals process accessible under equalities and mental health legislation. To meet these legal duties and responsibilities GSA will:

- proactively check whether students require interpretation and/or translation services for British Sign Language users;
- proactively check whether students require additional support to access GSA services (e.g. from the Glasgow School of Art Students' Association);
- provide a guidance on appeals, summarising the process in easy-to-read English.

This list is not exhaustive, and GSA will always consider its commitment to and responsibilities regarding equality and accessibility. Should students require any disability-related reasonable adjustments, these requirements should be raised with the Head of Registry.

#### **3.2 Confidentiality**

Students who submit an appeal should not suffer any detriment as a result of doing so and the student's rights of privacy and confidentiality will be respected at all stages of the process. In submitting an appeal, students must accept that limited disclosure of all or part of their submission, including aspects of their personal data, will be shared with those involved in the consideration of the appeal, in order to enable a full and thorough investigation of their case to proceed.

#### **3.3 Support & Representatives**

The Glasgow School of Art Students' Association (GSASA) is a body independent from GSA. The Student Engagement Team within GSASA can provide advocacy and support for students throughout the appeals process. It is recommended that students contact the Student Engagement Team prior to submitting their appeal. Students who are invited to a Full Hearing or a Full Hearing Review may also bring a representative with them for support (see Section 8.3 Full Hearing and Section 9.2 Full Hearing Review).

#### **3.4 Expenses**

Where an appeal is upheld in whole or in part, the expenses necessarily incurred by the student in pursuit of the appeal will be reimbursed. The expenses should be reasonable and proportionate incidental expenses associated with their appeal and supported by receipts signed and dated by the claimant. Expenses should be sent to the Head of Registry within 20 working days of receipt of the notification of the outcome of the appeal. The cost of obtaining legal advice is not considered a necessary expense and will not be covered.

### **4. Who Can Submit an Appeal?**

Any enrolled student undertaking an undergraduate or taught postgraduate programme who has received their published grades within the previous 20 working days. For postgraduate research students, the 20 working days would be from the date that they received their decision or outcome.

A student in their final year of study, who submits or intimates their intention to submit an academic appeal, will have to delay their graduation until the appeal process has been concluded.

Students cannot appeal once they have graduated and accepted their award.

### **5. What is an Appeal?**

An appeal is defined as a request for a review of a decision of an academic body charged with making judgements concerning student progression, assessment or awards.

An appeal may be made on any one or more of the following grounds:

1. that there is evidence of factors affecting the student's performance that, for good reason, was not available to the relevant academic body at the time it reached its decision;

2. that there is evidence that the assessment process and decision made by the relevant academic body was not in accordance with the approved scheme of assessment for the course;
3. that there is evidence that the student was given incorrect or misleading information regarding the approved scheme of assessment for the course.

Students submitting an appeal must ensure that they clearly identify under which grounds they are appealing and that appropriate supporting evidence accompanies their appeal.

## **6. What is *not* an Academic Appeal?**

Some or all elements of an appeal may not be eligible for consideration under this procedure. If this is the case, the student will be advised under which procedure their appeal is relevant, and asked in writing, to consent to transferring the matter to the relevant process.

The following are examples of things which will not be considered as an academic appeal:

- Questioning of academic judgement.
- Information which has already been properly considered by the relevant academic body.
- Matters not relating to the assessment and grading of work.
- Matters which would be considered as a complaint; *and/or*
- Matters relating to staff or student conduct.

## **7. When can you Submit an Appeal?**

Students on taught programmes should intimate their intention to appeal within 10 working days of the publication of their grades. They should then submit their appeal, with all associated documentation, within 20 working days of the publication of their grades.

Postgraduate research students should intimate their intention to appeal within 10 working days of receiving the decision from the relevant academic decision-making body. They should then submit their appeal, with all associated documentation, within 20 working days of receiving the decision.

## **8. The Appeals Process**

Students can consider submitting an appeal once they have received their published results. Results for students on taught programmes are published on the Student Gateway and students will receive an email advising when they are available.

Postgraduate research students can submit their appeal from the date they are informed of their progress or final decision, which is normally received by email.

Prior to submitting an appeal, students are encouraged to meet with their Programme Leader/Head of Department or Primary Supervisor to discuss their results and ask any questions related to their assessment. If, after this meeting, a student wishes to submit an appeal, the steps here outline the procedures followed throughout the appeals process.

### **8.1 Submission**

**Step 1:** Students must intimate their intention to appeal, by email, to Registry within 10 working days from receiving the notification that their grades or outcome are available.

**Step 2:** All appeals must be submitted, at the latest, within 20 working days from notification of their published grades/outcome. In order to be considered, students must include the completed appeal form, an appeal statement and all supporting documentation that they wish to be taken into consideration.

If a student wishes to make a late appeal or add additional information to their appeal after the deadline for receipt, they will be asked to provide the reasons for the delay to the Head of Registry.

This will be considered by a member of the Appeals Committee and if they are satisfied that the student was precluded from appealing or providing the additional information, within the timescale, and the exceptional circumstances are relevant to the appeal, the appeal or additional information will be taken into consideration.

### **8.2 Preliminary Hearing**

**Step 3:** Students will be advised when the Appeals Committee has appointed an Appeals Panel to consider their appeal. All appeals are considered in the first instance at a Preliminary Hearing which will be held no later than 15 working days from the deadline for receipt of the full appeal. Information on how the Appeals Committee and Appeals Panel are appointed is given below.

**Step 4:** Prior to consideration at a Preliminary Hearing, details of appeals may be shared with members of academic staff who were involved in the assessment or examination of the work in question. This allows academic staff to provide a response to the appeal which will be taken into consideration by the Appeals Panel.

**Step 5:** On receipt of all information, the Appeals Panel will convene the Preliminary Hearing meeting in order to determine if there are grounds for appeal.

Only the Appeals Panel is required to attend the Preliminary Hearing.



There are three possible outcomes that can be determined by the Appeals Panel at a Preliminary Hearing:

1. The appeal is dismissed as there are no competent grounds stated; or the evidence submitted could reasonably have been provided to the GSA Final Examination Board or other relevant decision-making body.
2. It is determined that there may be valid grounds for the appeal submitted and the Appeal Panel agree that a Full Hearing of the appeal should be scheduled.
3. It is clear that there were factors affecting the student's performance that, for good reason, were not available to the Final Examination Board or other relevant academic decision-making body at the time it reached its decision. This outcome would result in the Appeals Panel recommending that the appeal should be upheld, and guidance or direction given to the relevant academic decision-making body as to the relevant outcome as described in the Code of Assessment and application of Good Cause.

**Step 6:** The student will normally be informed by the Convenor of the Appeals Panel of the decision made at the Preliminary Hearing within 10 working days of it taking place.

This communication will include a report of the findings of the Appeals Panel and will state which of the outcomes outlined in Step 5 has been determined. This communication will include copies of any additional information which was taken into consideration by the Appeals Panel, and which has not already been made available to the student.

Depending on the outcome of the Preliminary Hearing, the student will also be advised of the next steps in the process that are available to them including how to request a review of the outcome (see Section 9, The Review Process) if the appeal is dismissed or not upheld.

### 8.3 Full Hearing

**Step 7:** Where a Full Hearing is to be convened, it will normally be considered by the same Appeals Panel that was in place for the Preliminary Hearing.

Prior to convening a Full Hearing, the Appeals Panel will determine:

- Whether any further information is required from any member of staff, department or third-party and whether additional consent is required from the student to gather this information.
- Whether any further information is required from the student.
- Who should be invited to attend the Full Hearing.
- Whether the advice of an expert is required to deal with a question of fact or special difficulty. Such an expert shall provide a written report and where appropriate shall be invited to attend a Full Hearing.

**Step 8:** The student will be invited to attend the Full Hearing. They will be notified of the date and time of the Full Hearing at least 10 working days in advance.

When notified, the student will be provided with:

- Copies of all the information that has been taken into consideration, to date, in the consideration of their appeal.
- The names of who will be attending and their roles in the process.
- If there is a requirement to have a third party attend the Full Hearing, the student should be advised in which capacity they will be attending, and the reason for their presence.
- Confirmation that they can be accompanied at the Full Hearing and guidance on what this support role can provide.
- Details as to where they can access support in the process.
- The opportunity to advise the Appeals Panel of any reasonable adjustments required for the Full Hearing.
- The format of the hearing – e.g. in-person, via video link. All hearings can be undertaken via video link at the request of the student.
- The date by which they must respond to the invitation.

If the student does not respond, or cannot attend on the scheduled date, they will be given another opportunity to attend.

If the student does not respond or cannot attend on the rescheduled date, the Appeals Panel will consider:

1. Whether there is good reason for not being able to attend, and whether the Full Hearing should be re-scheduled again.
2. Whether the Full Hearing should proceed, and the appeal be considered without the presence of the student.
3. Whether the student should be given the opportunity to submit a further written statement in support of their appeal.
4. Whether the student should be given the opportunity to nominate a third party to represent them at a Full Hearing.

**Step 9:** At least 5 working days before the Full Hearing, the student will be reminded of the date and time and asked to confirm their attendance, as well as provide the name of any person that will be accompanying them. If the Full Hearing is to take place via video link, the email address of the person accompanying the student will also be

required. If any other person, has been asked to attend, they also will be asked to confirm their attendance at this time.

**Step 10:** At the start of the Full Hearing, the Convenor of the Appeals Panel will welcome all persons attending, provide a brief outline of the appeal, the reasons for which the Hearing has been convened and procedures to be followed during the Hearing. The student will be asked if they have any initial questions, and to confirm that they are happy to proceed with the Full Hearing.

During a Full Hearing the following guidance should be followed:

- The Appeals Panel can ask the student, and any person present, questions relevant to determining the outcome of the appeal.
- The student and/or their representative can ask the Appeals Panel, and any person present, questions that are relevant to the appeal.
- Once all questions and additional information have been provided/answered, the student should be asked if there is anything else they wish to add.
- If a third-party is present, their role is to answer questions directed to them specifically and in relation to the reason they are attending. They are not required to stay for the duration of the Full Hearing, unless it is requested by either the Appeals Panel or student.
- The Convenor of the Appeals Panel should, when closing the meeting, provide a brief summary of what has been discussed and ask those present to confirm that they are satisfied that the summary is an accurate reflection of the meeting.
- The Head of Registry or their nominee will be present to take notes during the meeting.

**Step 11:** After the procedures at the Full Hearing have concluded, the Appeals Panel will discuss, in private, all information at their disposal and determine the outcome of the appeal.

Outcomes at their disposal are to dismiss or uphold the appeal, either in full or in part.

**Step 12:** The student will normally be informed by the Convenor of the Appeals Panel of the outcome of their appeal within 10 working days of the Full Hearing. This communication will include a report of the findings of the Appeals Panel, and will state the reasons for their decisions, and outline any remedy or remedies which will be put in place.

## **9. The Review Process**

GSA understands and acknowledges that there will be times where a student is not satisfied by the outcome of their appeal either after a Preliminary or Full Hearing. Where this is the case, a student has the right to ask for a review of their appeal.

In order for a review to be considered, the student must provide a statement which outlines why they believe the appeal outcome should be reviewed, and on what grounds. The reasons that it may be relevant to review an appeal are:

1. The student has new information that was not available at the time the original outcome was reached.
2. The student believes that the original Appeals Panel did not follow the proper process or procedure as set out in this Code of Procedure of Appeals.

Further supporting evidence must be included with the student's statement.

Students must submit their statement and supporting evidence when requesting a review to the Head of Registry, within 10 working days of receipt of the original outcome.

All requests for review will be acknowledged by Registry, on receipt.

The statement and supporting evidence submitted will be considered by a member of the Appeals Committee who also is a member of Academic Council. They will not have been involved in the original Hearing, nor have had any involvement in the student's assessment process.

If the member of the Appeals Committee believes there to be sufficient reason to review the original outcome, the student will be informed that their appeal will be reviewed.

The review process will be different, depending on whether the original appeal was concluded after a Preliminary Hearing or a Full Hearing.

### **9.1 Preliminary Hearing Review**

If the original appeal outcome was determined at the Preliminary Hearing stage, the request for a review will be considered by a Review Panel at the Preliminary Review stage and the following will apply:

- A Review Panel will be convened to consider all the evidence and information made available at the original Preliminary Hearing. It will also consider the review statement, and any additional evidence provided by the student.
- The Review Panel will consist of three members of the Appeals Committee.
- No member of the Review Panel will have been involved in the original Preliminary Hearing and outcome.
- The Convenor must be a member of Academic Council.

- No member of the Review Panel will have directly been involved in the original assessment of the student's work.
- The Head of Registry or nominee will provide administrative support.

Following consideration, the Review Panel can determine either:

1. That the decision made at the Preliminary Hearing still stands, and provide the reasons to the student as to why that they believe this to be the case. If this is the outcome the student will be advised that the review of their appeal has not changed the decision made at the Preliminary Hearing and that the matter is now closed. The student should be advised that they can request a review of their appeal by the University of Glasgow Senate Appeals Committee (see Section 9.3 University of Glasgow Review).
2. That they believe that there may be grounds to reconsider the appeal and that a Full Hearing should be convened. If this is the outcome, Steps 7-13 (see Section 8.3 Full Hearing) should be followed and the members of the Review Panel should be re-constituted as an Appeals Panel to undertake the Full Hearing; *or*
3. That the Review Panel were made aware of extenuating circumstances that had impacted on the student's ability to complete their assessment and that this information was not submitted, for good reason, either to the relevant academic body, via the Good Cause process, or to the Preliminary Hearing Panel. This outcome would result in the Review Panel recommending to the relevant academic decision-making body that the appeal should be upheld and guidance or direction given as to the relevant outcome as described in the Code of Assessment and application of Good Cause.

## 9.2 Full Hearing Review

If the original appeal outcome was determined at a Full Hearing, it will be reviewed by a Review Panel at the Full Hearing Review stage and the following will apply:

- A Review Panel will be convened to consider all the evidence and information made available to the original Appeals Panel. They will also consider the review statement, and any evidence provided by the student.
- The Review Panel will consist of three members of the Appeals Committee, and will also be members of Academic Council. Senior members of academic staff not serving on the Appeals Committee may also be co-opted to serve on the Review Panel if required.
- No member of the Review Panel will have been involved in the Full Hearing and outcome.
- The Convenor will be the Deputy Director Academic, or their nominee from the membership of Academic Council.
- No member of the new Review Panel will have been directly involved in the original assessment of the student's work.
- The Head of Registry or nominee will provide administrative support.

In addition to the above and with the student's consent, a Glasgow School of Art Students' Association Sabbatical Officer or their nominee will be invited to observe the conduct of the hearing. Their role is to be satisfied that the hearing is held in accordance with the agreed procedures and to raise any concerns if they believe that the process is not being followed. These concerns can be raised during the Full Hearing Review, or in writing within one working day of the Full Hearing Review meeting.

Any Sabbatical Officer who is to attend in the capacity of observer will receive an induction by the Convenor of the Review Panel of appeals process being followed.

Following consideration, the Review Panel can determine either:

1. That the decision made at the Full Hearing still stands, and provide the reasons to the student as to why that they believe this to be the case. If this is the outcome the student will be advised that the review of their appeal has not changed the decision made at the Full Hearing and that the matter is now closed. The student will be advised that they can request a review of their appeal by the University of Glasgow Senate Appeals Committee (see Section 9.3 University of Glasgow Review).
2. That the Review Panel were made aware of extenuating circumstances that had impacted on the student's ability to complete their assessment and that this information was not submitted, for good reason, either to the relevant academic body, via the Good Cause process, or to the Preliminary Hearing Panel. This outcome would result in the Review Panel recommending to the relevant academic decision-making body that the appeal should be upheld, and guidance or direction given as to the relevant outcome as described in the Code of Assessment and application of Good Cause.

## 9.3 University of Glasgow Review

Once GSA has concluded its appeals procedure and the student has been informed that they have no further right of appeal under the GSA appeals process, students have the right to submit an appeal to the University of Glasgow Senate Appeals Committee only on the grounds that:

1. New evidence has emerged which could not reasonably have been produced to the GSA Appeals Committee when considering the appeal; and/or
2. There is evidence of defective procedures at the GSA Appeals Committee level; and/or
3. The outcome of the GSA Appeals Committee was manifestly unreasonable.

Details of the University of Glasgow's appeals and review process can be found on their website: [www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstudents/](http://www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstudents/).

### **Membership of the Appeals Committee**

The role of the Glasgow School of Art Appeals Committee is to determine the outcome of the appeals submitted in each academic year.

Membership of the Appeals Committee will comprise the Deputy Director Academic, the Heads of School, and an additional 15 members nominated by the Heads of School. Each Appeals Committee shall sit for one academic year. Heads of School must nominate three individuals each with experience of assessment, teaching and supervision at undergraduate and postgraduate (including research) levels. Heads of School must notify Registry of their nominations for the Appeals Committee in September, and the membership will be reported to Academic Council in December. Members will serve on the Appeals Committee until all appeals for each academic year have been heard (including resits and resubmissions).

Members of the Appeals Committee will be selected to sit on Appeal Panels for Preliminary Hearings; Preliminary Hearing Reviews; Full Hearings; and Full Hearing Reviews. Each of these panels requires a minimum of three members drawn from the Appeals Committee, who must confirm on being selected for a panel that they have not been involved in the assessment or teaching of the relevant student(s). One member of each panel will be selected as Convenor. The Head of Registry, or their nominee, will provide administrative support to individual Appeals Panels.

Other senior members of academic staff not serving on the Appeals Committee may also be co-opted to serve on Full Hearing Review panels if required.

When considering an appeal, members must ensure that they consider all evidence provided, and that they make decisions based on that evidence. Information relating to appeals (including supporting documentation) should not be shared with any individuals, except where it is necessary to enable a full and thorough investigation. Members of the Appeals Committee are responsible for acquainting themselves with the Code of Procedure for Appeals. The Head of Registry, or their nominee, will organise induction sessions for new members nominated to serve on the Appeals Committee.

### **Roles & Responsibilities**

#### **The Student**

The student who has submitted the appeal is responsible for:

- Discussing their results with their Programme Leader or other relevant academic, prior to submitting their appeal.
- Ensuring that they have read and understood the Code of Procedure for Appeals and understand under which grounds they are appealing.
- Adhering to any timelines as described in the Code of Procedure for Appeals.
- Seeking support from relevant offices, such as the Glasgow School of Art Students' Association, if they wish to do so.
- Responding in a timely manner to communications and requests from GSA associated with their appeal.

#### **The GSA Appeals Committee**

The GSA Appeals Committee is appointed on an annual basis to consider appeals made during an academic session (see Membership of the Appeals Committee). Members of the Committee are responsible for:

- Familiarising themselves with the Code of Procedure of Appeals.
- Making themselves available for the consideration of appeals.
- Declaring any conflict of interest when they are asked to be part of a Panel.

#### **Appeals Panels**

Appeals Panels are convened to consider appeals. Members of the Appeals Committee are selected to sit on Appeals Panels. They are responsible for:

- Considering appeals at the relevant stage of the process and determining the outcome.

#### **Review Panels**

Review Panels are convened to consider Preliminary Hearing and Full Hearing Reviews. Members of the Appeals Committee are selected to sit on Review Panels. They are responsible for:

- Considering reviews of the appeals process at the relevant stage of and determining the outcome.

#### **The Convenor**

A Convenor will be appointed from the Appeals Committee to preside over Appeals and Review Panels. They are responsible for:

- Appointing the rest of the Appeals/Review Panel, liaising with the Head of Registry.
- Ensuring the Appeals/Review Panel reaches a majority decision on all appeal/review outcomes.
- Approving all reports and communications that are sent to the student.
- Acting as convenor until the outcome of the appeal is determined.

**The Head of Registry**

The Head of Registry will normally provide administrative support to the appointed Appeals/Review Panels and is responsible for:

- Ensuring all appeals/reviews are logged, acknowledged and shared with the relevant Appeals/Review Panel.
- Co-ordinating the appointment of the Convenor.
- Appointing members of academic staff to an Appeals/Review Panel, liaising with the Convenor to do so.
- Co-ordinating the dates and times for Preliminary and Full Hearings and Review meetings.
- Writing reports and communicating with students on behalf of the Convenor of the Appeals/Review Panel.
- Sourcing further information, as requested by the Appeals/Review Panel.
- Maintaining a central record of all appeals for the purposes of reporting as required.
- Introducing the Code of Procedure of Appeals and the relevant procedures to new members of the Appeals Committee.