



University  
of Glasgow

Calendar 2012-13

**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.

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## APPEALS BY STUDENTS

The Code of 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 Calendar*. 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.

It shall be competent for the University Court, on the recommendation of the *Senate*, to recognise as teachers of the University such lecturers and other officers of The Glasgow School of Art as having responsibility for programmes qualifying for all degrees.

## 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 with 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 student who achieves a distinction at the Diploma in Architecture examination will be offered the opportunity to convert the Diploma to a Master of Architecture (by Conversion) Degree, by undertaking a further period of one postgraduate stage of full-time study or two sessions of part-time study.

The Mackintosh School of Architecture provides the teaching required to 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) AND BACHELOR OF DESIGN (BDes)

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

The Degree of Bachelor of Design (BA) in Ceramics is a part-time, distance learning Degree and is awarded as an Ordinary (four-year) or Honours (six-year) Degree.

## 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 4317.

## 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 Student Records, The Glasgow School of Art, 167 Renfrew Street, Glasgow G3 6RQ.

## DEGREES OF BACHELOR OF ARTS IN DESIGN, BACHELOR OF ARTS IN FINE ART, BACHELOR OF ARTS IN COMMUNICATION DESIGN, BACHELOR OF ARTS IN INTERIOR DESIGN AND BACHELOR OF ARTS IN SILVERSMITHING AND JEWELLERY DESIGN

### RESOLUTION

The Degrees of Bachelor of Arts in Design, Bachelor of Arts in Fine Art, Bachelor of Arts in Communication Design, Bachelor of Arts in Interior Design and Bachelor of Arts in Silversmithing and Jewellery Design are governed by Resolution No. 608 of the University Court which came into effect on 1 September 2008 with provision that:

1. The Degrees of Bachelor of Arts (BA) in Design, Bachelor of Arts (BA) in Fine Art, Bachelor of Arts (BA) in Communication Design, Bachelor of Arts (BA) in Interior Design and Bachelor of Arts (BA) in Silversmithing and Jewellery Design 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' below.
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 Degree of Bachelor of Arts but not as an External Examiner, any teacher recognised in accordance with §6 above.
8. The External Examiners for the Degrees shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

### 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
Diploma of Higher Education	2	3	3	5
Certificate of Higher Education	1	2	2	3

#### 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 Accreditation of Prior Learning policy published by The Glasgow School of Art, the candidate must present evidence of his or her 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 he or she has 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 Accreditation of Prior Learning 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 and 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 a grade D or better in each pre-requisite course. If the course follows a pre-requisite course in the same academic session, however, it shall be sufficient for the candidate to have attended the pre-requisite course.

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 below 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 (including any examinations). 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 examinations in all components in June and August of each year. A candidate who fails to achieve grade D or better in all components in the June examinations will be permitted reassessment in August. The Examination Board may permit a candidate who has not achieved a grade D or better in all components after the August examinations to resubmit the component(s) graded below D on one final occasion in June of the following year. All reassessment results will be capped at grade D3.

7.4 The examinations at level 4 will be taken at one and the same diet and reassessment is not permitted. The contribution of the Studio and Forum for Critical Inquiry components to the Honours degree award shall be either 100 SCQF Credits and 20 SCQF Credits respectively, or 80 SCQF Credits and 40 SCQF Credits respectively.

#### 8. Progress

8.1 The progress of candidates shall be reviewed annually.

8.2 A candidate who fails to reach the published required standard of attendance or (following reassessment) attainment (see §7.3 above) will not be permitted to proceed to the next level of study.

#### 9. Curriculum

9.1 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.

9.2 Within the BA (Hons) Fine Art programme, the Studio component of the curriculum during levels 1, 2, 3 and 4 of the programme shall be carried out within the following Departments:

Fine Art Photography

Painting and Printmaking

Sculpture and Environmental Art

9.3 Within the BA (Hons) Design programme, the Studio component of the curriculum during levels 2, 3 and 4 of the programme shall be carried out within the following Departments:

Ceramic Design

Interior Design

Silversmithing and Jewellery

Textiles

Visual Communication

#### 10. Award of a Certificate in Higher Education (in 'Communication Design' 'Design', 'Fine Art' 'Interior Design' or 'Silversmithing and Jewellery Design')

10.1 A candidate who has completed courses totalling at least 120 credits with a grade D or better in each component 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, and with Distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

#### 11. Award of a Diploma of Higher Education (in 'Communication Design' 'Design', 'Fine Art' 'Interior Design' or 'Silversmithing and Jewellery Design')

11.1 A candidate who has completed courses totalling at least 240 credits, including at least 80 credits at level 2 or above, with a grade D or better in each component 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, and with Distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

#### 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 D or better. These must include at least 120 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, and with Distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

#### 13. Award of 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 level H credits at grade D or better and achieved a grade D3 or better for a piece of independent work worth at least 20 credits.

### DEGREE OF BACHELOR OF ARTS IN DESIGN (PART-TIME) CERAMICS

There has been no recruitment to the above degree programme since 2008-09. Students first registered in 2007-08 and previously should consult the regulations in the 2007-08 edition of the *University Calendar*.

### DEGREE OF BACHELOR OF ARCHITECTURE

#### RESOLUTION

The Degree of Bachelor of Architecture is governed by Resolution No. 551 of the University Court which came into effect on 1 October 2005 with the following provisions.

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.

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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 University'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 (§16.34(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. Thus, a candidate achieving a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

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' below.
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 above.
7. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## REGULATIONS

### Duration of Degree 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	7
Ordinary degree	3	5	4	6
Diploma of Higher Education	2	3	2	4
Certificate of Higher Education	1	2	1	2

- 1.1 a) 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 one honours year full-time.
- b) Candidates engaged in part-time study will be required to spend no fewer than 1½ days per week in attendance on courses or in supervised study. The remaining time will be spent employed in an architect's office approved by the Head of the Mackintosh School of Architecture.
- c) The Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution; provided always that every candidate whose attendance and examinations are thus recognised shall attend qualifying courses for at least two academic years (including the final year of the curriculum) at The Glasgow School of Art.
- 1.2 Every candidate for the Degree of Bachelor of Architecture must attend, for the minimum period of study stipulated in the Regulations, courses of instruction in The Glasgow School of Art, except that the Academic Council may recognise attendance given and examinations passed in another institution specially recognised by the University Court on the recommendation of the Senate; provided always that every candidate whose attendance or examinations are thus recognised, shall normally attend qualifying courses for at least two academic years full-time or three academic years part-time for the Ordinary Degree or three academic years full-time for the Degree with Honours or, in the case of part-time candidates, three academic years part-time and one academic year full-time for the Degree with Honours (in each case including the final year of the curriculum) in The Glasgow School of Art and shall pass the Degree examinations appropriate to these courses.

## 2. General Structure and Assessment of Degree

- 2.1 Courses taught within The Mackintosh School of Architecture will bear the following credits:

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 (3a and 3b)	60 credits per academic year
Stage 4	Full-time routes only	120 credits per academic year

- 2.2 The Degree of Bachelor of Architecture follows a prescribed curriculum.
- 2.3 The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Mackintosh School of Architecture, and given 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.
- 2.4 Regulations for assessment can be found in the Programme Specification.

### 3. Progress of Students

- 3.1 a) The curriculum for the First and Second Years may be undertaken by full-time or part-time study; curriculum for the Third and Fourth Years can be undertaken by full-time study, or alternatively, if undertaken by part-time study (P3 and P4) the Third Year must be followed by full-time study in the Honours Year.

	Stage 1	Stage 2	Stage 3		Practical year out	Stage 4 (hons)
<b>Full time mode</b>	F1	F2	F3		Y1	F4
<b>Part time mode</b>	P1	P2	P3	P4	N/A	N/A

- b) A part-time candidate so eligible must, if admission to Honours is finally approved, enter the Fourth Year of the full-time Honours course. Alternatively, a part-time candidate who has completed the full 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 course.
- c) A candidate may be refused admission if previous performance does not offer a reasonable prospect of reaching the standard required but a candidate so refused admission will have the right of appeal to the Sub-Committee for Student Progress, submitting for its consideration any relevant special circumstances.
- d) A candidate, full-time or part-time, at the end of each year will satisfy the examiners and be eligible to pass to the next year of the course if:
- i) he or she has achieved a grade of at least D for all elements in the year's work.
- 3.2 a) In all cases, a candidate who has passed the year's work in the third term diet of examinations will be so informed. A First, Second or Third Year candidate who has failed the year's work at that diet must retake all programme elements in which he or she has not attained a grade of at least D: subjects which have been passed in the third term diet will not be retaken and the mark will stand. A candidate resitting in August will be informed whether he or she has passed on the same criteria as above. A candidate who fails in August a course of 20 credits or less should be permitted to repeat that course in the following session. A candidate who fails in August courses totalling more than 20 credits must repeat all courses from that session but shall retain any credits previously attained.
- b) A Fourth Year full-time Honours candidate, in order to complete the Year's work successfully, must:
- i) attain a grade of at least D in each of the following subjects,
- Studio Work 4  
Architectural Technology 4  
Research Project 4  
Professional Studies 4
- 3.3 a) A candidate, full-time or part-time, on the Ordinary Degree course, or a Third Year candidate on the Honours Degree course, may be excluded from further study for the relevant degree if in any year he or she has not completed satisfactorily the progress requirements set out above.
- b) A candidate, full-time or part-time, on the Ordinary Degree course, or a Third Year candidate on the Honours Degree course, will be excluded from further study if after a repeat year of study he or she has failed to complete satisfactorily the progress requirements.
- c) A Fourth Year candidate on the Honours Degree course will be excluded from further study for Honours if at the end of that year he or she has not completed satisfactorily all the requirements set out above.
- 3.4 Decisions on progress, including the exclusion of a candidate for any of the reasons given above, shall be taken by the Sub-Committee for Student Progress. A candidate shall have the right of appeal in accordance with the Code of Appeals which is set out in later pages of this section.
- ### 4. Specific Structure of the Degree and the Awards Associated with it
- 4.1 a) A candidate for the Degree with Honours will undertake the programme of study for his or her Research Project subjects under the supervision of a member of staff from the appropriate subject area. If the candidate does not maintain regular and frequent contact with his or her supervisor or produce work of a satisfactory standard he or she will not be permitted to present him or herself for final assessment.

- b) Before the end of each session the schemes of examinations for the Ordinary Degree for the next session shall be submitted by the Board of Studies for approval by the Academic Council and by the Senate. Each scheme of examination must include in addition to the number and duration of written papers required as Degree examinations at the regular diets of examination, a statement of the conditions under which these papers are to be taken, any other work to be taken into consideration by the examiners in assessment of the candidates, and the relative weight to be attached by the examiners to such other work and to the several parts of the Degree examinations.
  - c) A scheme of examinations at the Honours standard shall be approved by the Academic Council and by the Senate not less than two years before the diet of examination to which it applies; but the Academic Council and the Senate may, in special circumstances and not later than one year before the diet of examination, allow modifications which shall be notified to all candidates for Honours.
  - d) All written Degree examinations and final assessments for the Degree with Honours shall be taken at one and the same diet in the third term of the Fourth Year; except with the approval of the Academic Council and Senate on special cause shown, a candidate who has presented himself or herself for examination at the Honours standard may not present himself or herself at a subsequent diet.
  - e) There shall be four classes of Honours in which the candidates shall be arranged on the merit of the performances in the whole examination. The classes of Honours are first, upper second, lower second and third.
  - f) If a candidate, having duly completed the work in his or her Honours subject or subjects, is prevented by illness medically certified or other good cause from presenting himself or herself for the Honours examination, or, having begun it, from completing it, assessment will be conducted in accordance with the published Policies and Procedures.
  - g) A candidate who has completed the curriculum for the Degree with Honours but who has failed to reach the standard required for the award of Honours may, if in the opinion of the Board of Examiners he or she has given evidence of sufficient attainment, be exempted in whole or in part from the examination prescribed for the Ordinary Degree.
- 4.2 Full time candidates are recommended to undertake a year of practical experience at the end of Third Year. For further details see the Programme Specification.
- 4.3 A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted in consultation with the Professor of Architecture to enrol on the course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

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

### **RESOLUTION**

The Degree of Master of Architecture (By Conversion) is governed by Resolution of the University Court with provision that:

1. 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' below.
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 below. However, the Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another 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 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 above.

8. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## REGULATIONS

### Diploma in Architecture

1. a) A candidate for the Diploma in Architecture must have passed or obtained exemption from Part 1 of the Examination in Architecture of the ARB/RIBA, and submit a portfolio of architectural design project work of a standard approved by the Head of the Mackintosh School of Architecture.  
b) A candidate with the Honours Degree of Bachelor of Architecture of the University may be exempted from the First Year of the Diploma course. A candidate with an equivalent degree of another University may also be admitted on this basis.
2. A candidate for the Diploma full-time, with the exception of those admitted under §1(b), must attend during not less than two academic years full-time courses of instruction in The Glasgow School of Art. A candidate for the Diploma part-time must attend for not less than three years. Transfer from full-time to part-time and vice versa will be at the discretion of the Head of the Mackintosh School of Architecture. Candidates engaged in part-time study will be required to spend not less than the equivalent of 10 full days each term 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 an architect's office approved by the Head of the Mackintosh School of Architecture.

### 3. Curriculum

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.

- a) *The curriculum of study for the Diploma full-time shall be:*

#### First Year

Studio work 4  
Architectural Technology 4  
Research Project 4  
Professional Studies 4  
*Total credits = 120*

#### Second Year

Final Design Thesis  
Postgraduate Cross-School Elective  
Architectural Technology 5: Design in Detail  
Professional Studies 5  
*Total credits = 120*

- b) *The curriculum of study for the Diploma part-time shall be:*

#### First Year

Studio Work 4  
Architectural Technology 4  
Professional Studies 4

#### Second Year

Research Project 4  
Professional Studies 5

#### Third Year

Final Design Thesis  
Architectural Technology 5: Design in Detail

### 4. Progress Rules

- a) A full-time candidate will not be allowed to proceed to Second Year studies if he or she has not obtained passes in all subjects. A part-time candidate will not be allowed to proceed to Second Year Studies if he or she has not obtained passes in all First year subjects or to Third Year if he or she has not obtained passes in all Second Year subjects.
- b) A candidate in his or her final year of either full-time or part-time study shall be required to present himself or herself for examination at the June diet of examination following the conclusion of his or her studies, and may not thereafter submit himself or herself for examination without the permission of the Sub-Committee for Student Progress.

- c) A candidate for the Diploma will not normally be permitted to be in attendance for more than three years of full-time study or five years of part-time study or equivalent combination of the two forms of study.
- d) Decisions on progress, including the exclusion of a candidate for any of the reasons given in §a) to §d) above, shall be taken by the Sub-Committee for Student Progress. A candidate shall have the right of appeal in accordance with the Code of Appeals.

#### **Admission to the Degree of Master of Architecture (by Conversion)**

A Diploma in Architecture candidate assessed by the Diploma 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 to proceed to a further term of study of a particular aspect of Architecture in relation to the Final Design Thesis or Research Project 5.

A candidate so transferred will enrol for a further period of 15 weeks full-time supervised study at the Mackintosh School of Architecture, commencing in the first term of the following session, and will submit work at the conclusion of this period for examination for the Degree of MArch; or, a candidate will enrol for a further period of 30 weeks of part-time supervised study at the Mackintosh School of Architecture, and will submit work at the conclusion of this period, i.e. in June for examination for the Degree of MArch (by Conversion). Exceptionally, the Sub-Committee for Student Progress 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.

A candidate so transferred will undertake the Specialist Studies course of 60 credits, gaining 180 credits overall when combined with 120 credits from Diploma Year 2.

## **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 Calendar* 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 (BSc) may be conferred by 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) is conferred 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 Generic Undergraduate Regulations in the College of Science & Engineering Section of *University Calendar* (§3).

### 2. General Structure and Assessment of Degree

Subjects in which the Degrees may be awarded are listed in §4.3 below. 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 Calendar*.

### 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 Calendar*. 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 B.

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 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 his or her 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 *Calendar* 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 BEng, MEng regulations (§5 Programme Requirements for the Award of the Degrees) published in the College of Science & Engineering Section of the *University Calendar*.

#### 4.2 Designated Degrees

Full details of the curriculum for each Degree programme are provided in the Mechanical Engineering Undergraduate Student Handbook which must be read in conjunction with these regulations.

Listed here are all the available Honours Degrees. BSc (Ord) in Product Design Engineering may also be awarded.

MEng in Product Design Engineering

BEng in Product Design Engineering

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

### RESOLUTION

The Degrees in Product Design at The Glasgow School of Art will be governed by Resolution of the University Court which are currently in draft form with provision that:

1. The Degree of Bachelor of Design (BDes) in Product Design and Master of European Design (MEdes) in Product Design at The Glasgow School of Art shall be awarded by the Senate of the University of Glasgow.

Hereinafter these Degrees are termed the 'Degrees' where reference is made to both, and the Degrees of 'Bachelor of Design in Product Design' and 'Master of European Design in Product Design' respectively, when referred to separately.

2. The Degree of Bachelor of Design in Product Design may be awarded as an Ordinary Degree or as a Degree with Honours. The early exit awards of Certificate of Higher Education in Product Design and Diploma of Higher Education in Product Design 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 University Court on the recommendation of the Academic Council and the Senate.

## 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	8	-	-
Honours Degree	4	6	5	9
Ordinary Degree	3	5	4	9
Diploma of Higher Education	2	3	3	5
Certificate of Higher Education	1	2	2	3

### 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 relevant 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 programme shall be composed of courses, each of which is characterised by the academic level at which it is set and the number of credits which it conveys. The course level will be expressed as 1, 2, 3, H or M, these corresponding to levels 7 to 11 in the Scottish Credit and Qualifications Framework.
- 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 a grade D or better in each pre-requisite course. If the course follows a pre-requisite course in the same academic session, however, it shall be sufficient for the candidate to have attended the pre-requisite course.

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 below 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 (including any examinations). 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 examinations in Studio, Forum for Critical Inquiry, Language Studies and Social Sciences in June and August of each year. A candidate who fails to achieve grade D or better in all components in the June examinations will be permitted reassessment in August. The Examination Board may permit a candidate who has not achieved a grade D or better in all components after the August examinations to resubmit the component(s) graded below D on one final occasion in June of the following year. All reassessment results will be capped at grade D3.

7.4 The examinations at level H will be taken at one and the same diet and reassessment is not permitted. The contribution of the Studio, Forum for Critical Inquiry and Social Science components to the Honours degree award shall be 67%, 25% and 8% respectively

7.5 The examinations at level M will be taken at one and the same diet. The contribution of the Studio, Forum for Critical Inquiry and Social Science components to the Masters degree award shall be 67%, 25% and 8% respectively

## 8. Progress

8.1 The progress of candidates shall be reviewed annually.

8.2 A candidate who fails to reach the published required standard of attendance or (following reassessment) attainment will not be permitted to proceed to the next level of study.

8.3 To be eligible for progression to the Master of European Design (Product Design), a candidate will normally be required to obtain grade B or better in all elements of the Level 2 curriculum.

8.4 To be eligible for progression to the degree of Master of European Design (Product Design), an MEdes guest student<sup>2</sup> will be required to obtain grade D or better in all elements of the Level 3 curriculum<sup>3</sup>.

8.5 The examinations at Level 3 and 4 for the Master of European Design (Product Design) will be taken at a host partner institution. In order to progress to the degree, a candidate will be required to obtain the equivalent of grade D or better in all components and will be permitted opportunity for reassessment as specified in §7.3 above.

## 9. Courses Available to students

9.1 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 in Higher Education in Product Design

10.1 A candidate who has completed courses totalling at least 120 credits with a grade D or better in each component 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>4</sup> is at least 12, and with Distinction where the grade point average is at least 15.

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<sup>2</sup> Guest students are students from partner institutions within the Masters of European Design (MEdes) Network.

<sup>3</sup> A candidate undertaking Level 3 of the curriculum at a partner institution must obtain equivalent grades.

<sup>4</sup> Grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the University'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 (§16.34(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. Thus, a candidate achieving a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

#### **11. Award of a Diploma of Higher Education in Product Design**

11.1 A candidate who has completed courses totalling at least 240 credits, including at least 80 credits at level 2 or above, with a grade D or better in each component 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>4</sup> is at least 12, and with Distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

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

12.1 To be eligible for the award of an ordinary degree in Product Design, the candidate must have obtained at least 360 credits at grade D or better. These must include at least 120 must 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>4</sup> is at least 12, and with distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

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 in Product Design with Honours may, at the discretion of the Examinations 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 in Product Design, may, at the discretion of the Examinations Board, be recommended for admission to Level H of the programme leading to the degree of Bachelor of Design in Product Design with Honours.

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

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

#### **14. Award of a Masters Degree**

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 M, achieved a grade D3 or better for a piece of independent work worth at least 20 credits and completed two, one-year placements at an overseas partner institution within the MEDes Partner Network.

14.2 To be eligible for the award of the degree of Master of European Design with distinction, a candidate must obtain not less than grade B and an average of grade A across all components of the assessment at Masters level.<sup>5</sup>

14.3 Any candidate who has completed Level H but who has failed to meet the standard for progression to the degree of Master of European Design in Product Design may, at the discretion of the Examinations Board, be recommended for the Degree of Bachelor of Design in Product Design with Honours in an appropriate classification, or for the degree of Bachelor of Design in Product Design. Any such recommendation shall take into account the performance of the candidate in the Honours examinations and assessed course work in the final year of the programme.

## **DEGREE OF BACHELOR OF DESIGN IN FASHION & TEXTILES**

### **RESOLUTION**

The Degree of Bachelor of Design in Fashion & Textiles is governed by Resolution No. 629 of the University Court, which came into effect on 1 September 2010, with provision that:

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<sup>5</sup> Average grades are determined with reference to the schedule of grades and grade points contained in the University's Code of Assessment. The average is calculated as the arithmetic means of individual course scores, adjusted to reflect relative weights attributed to the scores being combined. These weights will correspond to the weights (if any) published in programme documentation but otherwise will be determined by the distribution of course credits within the programme.

1. The Degree of Bachelor of Design (BDes) in Fashion & Textiles may be awarded by the Senate of the University of Glasgow in The Glasgow School of Art as an Ordinary Degree or as a Degree with Honours in such designations as may be prescribed by Regulations.
2. The Senate may make regulations governing the award of the Degree which is subject to the approval of the University Court - these shall be as stated under 'Regulations' below.
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 curriculum for the Degree 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.
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 above.
8. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## 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
Diploma of Higher Education	2	3	3	5
Certificate of Higher Education	1	2	2	3

### 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 Accreditation of Prior Learning policy published by The Glasgow School of Art, the candidate must present evidence of his or her 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 he or she has 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 Accreditation of Prior Learning 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 course level will be expressed as 1, 2, 3 or H, these corresponding to levels 7 to 10 in the Scottish Credit and 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 a grade D or better in each pre-requisite course. If the course follows a pre-requisite course in the same academic session, however, it shall be sufficient for the candidate to have attended the pre-requisite course.
- 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 below 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 (including any examinations). Additional requirements, including attendance requirements, shall be published in the Definitive Programme Document 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 examinations in all components of the programme in June and August of each year. A candidate who fails to achieve grade D or better in all components in the June examinations will be permitted reassessment in August. The Examination Board may permit a candidate who has not achieved a grade D or better in both components after the August examinations to resubmit the component(s) graded below D on one final occasion in June of the following year. All reassessment results will be capped at grade D3.

7.4 The examinations at level 4 will be taken at one and the same diet and reassessment is not permitted. For those candidates undertaking the Extended Essay, or equivalent, the contribution of the Studio, Design Process Portfolio and Forum for Critical Inquiry components to the Honours degree award shall be 80 SCQF Credits, 20 SCQF Credits and 20 SCQF Credits respectively. For those candidates undertaking the Dissertation the contribution of the Studio and Forum for Critical Inquiry components to the Honours degree award shall be 80 SCQF Credits and 40 SCQF Credits respectively.

## **8. Progress**

8.1 The progress of candidates shall be reviewed annually.

8.2 A candidate who fails to reach the published required standard of attendance or (following reassessment) attainment (see §7.3 above) will not be permitted to proceed to the next level of study.

## **9. Courses Available to Candidates**

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 in Higher Education (in 'Design in Fashion & Textiles')**

10.1 A candidate who has completed courses totalling at least 120 credits with a grade D or better in each component 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 is at least 12, and with Distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

## **11. Award of a Diploma of Higher Education (in 'Design in Fashion & Textiles')**

11.1 A candidate who has completed courses totalling at least 240 credits, including at least 80 credits at level 2 or above, with a grade D or better in each component 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>6</sup> is at least 12, and with Distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

## 12. Award of an Ordinary Degree

12.1 To be eligible for the award of the ordinary degree Bachelor of Design in Fashion & Textiles the candidate must have obtained at least 360 credits at grade D or better. These must include at least 120 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>6</sup> is at least 12, and with Distinction where the grade point average is at least 15.

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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

## 13. Award of an Honours Degree

To be eligible for the award of the Honours degree Bachelor of Design in Fashion & Textiles the candidate must have obtained at least 480 credits, including at least 120 level H credits at grade D or better and achieved a grade D3 or better for a piece of independent work worth at least 20 credits.

# DEGREE OF BACHELOR OF DESIGN IN DIGITAL CULTURE

## RESOLUTION

The Degree of Bachelor of Design in Digital Culture is governed by Resolution No. 643 of the University Court, which came into effect on 1 September 2011, with provision that:

1. The Degree of Bachelor of Design in Digital Culture may be awarded by the Senate of the University of Glasgow in The Glasgow School of Art as an Ordinary Degree or as a Degree with Honours in such designations as may be prescribed by Regulations.
2. The Senate may make regulations governing the award of the Degree which is subject to the approval of the University Court - these shall be as stated under 'Regulations' below.
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 curriculum for the Degree 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.
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 above.
8. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## REGULATIONS

### 1. Introductory and Definitions

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

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<sup>6</sup> Grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the University'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 (§16.34(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. Thus, a candidate achieving a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

## 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
Diploma of Higher Education	2	3	3	5
Certificate of Higher Education	1	2	2	3

## 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 Accreditation of Prior Learning policy published by The Glasgow School of Art, the candidate must present evidence of his or her 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 he or she has 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 Accreditation of Prior Learning 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 course level will be expressed as 1, 2, 3 or H, these corresponding to levels 7 to 10 in the Scottish Credit and 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:
- The candidate must normally have attained a grade D or better in each pre-requisite course. If the course follows a pre-requisite course in the same academic session, however, it shall be sufficient for the candidate to have attended the pre-requisite course.
  - 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 below 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 (including any examinations). Additional requirements, including attendance requirements, shall be published in the Definitive Programme Document 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 examinations in all components of the programme in June and August of each year. A candidate who fails to achieve grade D or better in all components in the June examinations will be permitted reassessment in August. The Examination Board may permit a candidate who has not achieved a grade D or better in both components after the August examinations to resubmit the component(s) graded below D on one final occasion in June of the following year. All reassessment results will be capped at grade D3.
- 7.4 The examinations at level 4 will be taken at one and the same diet and reassessment is not permitted. For those candidates undertaking the Extended Essay, or equivalent, this shall contribute 20 credits, with Studio contributing 100 credits, to the Honours degree award. For those candidates undertaking the Dissertation, this shall contribute 40 credits, with Studio contributing 80 credits, to the Honours degree award.

**8. Progress**

- 8.1 The progress of candidates shall be reviewed annually.
- 8.2 A candidate who fails to reach the published required standard of attendance or (following reassessment) attainment (see §7.3 above) will not be permitted to proceed to the next level of study.

**9. Courses Available to Candidates**

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 in Higher Education (in 'Design in Digital Culture')**

- 10.1 A candidate who has completed courses totalling at least 120 credits with a grade D or better in each component 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, and with Distinction where the grade point average is at least 15.
- 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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

**11. Award of a Diploma of Higher Education (in 'Design in Digital Culture')**

- 11.1 A candidate who has completed courses totalling at least 240 credits, including at least 80 credits at level 2 or above, with a grade D or better in each component 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, and with Distinction where the grade point average is at least 15.
- 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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

**12. Award of an Ordinary Degree**

- 12.1 To be eligible for the award of the ordinary degree Bachelor of Design in Digital Culture the candidate must have obtained at least 360 credits at grade D or better. These must include at least 120 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, and with Distinction where the grade point average is at least 15.
- 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 or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

**13. Award of an Honours Degree**

To be eligible for the award of the Honours degree Bachelor of Design in Digital Culture the candidate must have obtained at least 480 credits, including at least 120 level H credits at grade D or better and achieved a grade D3 or better for a piece of independent work worth at least 20 credits.

**TAUGHT POSTGRADUATE AWARDS AT THE GLASGOW SCHOOL OF ART****POSTGRADUATE CERTIFICATE 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

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<sup>7</sup> Grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the University'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 (§16.34(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. Thus, a candidate achieving a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

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 below.

**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 specified in the Programme Specification.

**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 code of assessment which is contained in the General Information and Fees section of the *University Calendar*.

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, §9 and §10 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 he or she has obtained a grade E or worse. 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 (equivalent to D3) or above in 60 credits, with not less than 40 of these credits at grade D or above.

8.2 A candidate who has achieved a grade point average of 15 (equivalent to B3) at the first sitting will be eligible for the award with Merit. Where the grade point average falls within the range 14.1 and 14.9 the Board of Examiners shall have discretion to make the award with Merit.

8.3 A candidate who has achieved a grade point average of 18 (equivalent to A5) at the first sitting will be eligible for the award with Distinction. Where the grade point average falls within the range 17.1 to 17.9 the Board of Examiners shall have the discretion to make the award with Distinction.

**9. Certificates to Which These Regulations Apply**

The following awards are governed by the above regulations:

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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 University'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 (§16.34 (a) of the Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. Thus, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

### 9.1 Certificates

#### 9.1.1 Research and Postgraduate Studies

Postgraduate Certificate in Supervision (Creative Practices)

Postgraduate Certificate in Learning and Teaching (Creative Practices)

### TAUGHT MASTERS DEGREES AT THE GLASGOW SCHOOL OF ART

The Masters Degrees listed in §11 and §12 below are governed by Resolution No. 561 of the University Court which came into effect on 1 September 2006 with the following provisions.

1. The Masters Degrees listed in §11 and §12 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' below.
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 and §12.
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 above.
7. 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 below.
- 1.2 These regulations apply also to the Degrees listed in §12 below 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.

#### 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.

#### 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 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.

#### 4. Programme Components

- 4.1 In order to qualify for an award in respect of the programmes specified in §11 and §12, a candidate must complete minimum credits<sup>9</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, as described in the respective Programme Specification.
  - ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.

<sup>9</sup> In compliance with the Scottish Credit and Qualification 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.

iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.

4.2 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 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 Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar*.

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 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 he or she has obtained a grade point average<sup>10</sup> of 12 (equivalent to C3) or above in the taught courses described in Regulation 4 with at least 75% of the credits at grade D3 or better and all credits at grade F 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>11</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 reassessment.

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 he or she has obtained a grade point average of 12 (equivalent to C3) 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 better and all credits at grade F 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>11</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 reassessment.

#### **8. Reassessment**

8.1 A candidate will be permitted reassessment in any taught course, for which he or she has obtained a grade D1 or worse. 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 on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than 3 months after the date of the meeting of the Board of Examiners.

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.

<sup>10</sup> The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the University'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 (§16.34 (a) of the Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. Thus, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

<sup>11</sup> This judgment is normally made by the Board of Examiners or in cases where there is no scheduled meeting, the Convener of the Board of Examiners.

8.4 All reassessment results will be capped at grade C3.<sup>12</sup>

**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>10</sup> of 12 (equivalent to C3) or above in the taught courses described in Regulation 4, with at least 75% of these credits at grade D3 or better, and all credits at grade F or above, and obtaining a grade D or better in the dissertation or other substantial independent work.

9.2 A candidate who has achieved at the first attempt a grade point average of 15 (equivalent to B3) or above for the taught courses and grade B3 or above for the dissertation or other substantial independent work will be eligible for the award with Merit. Where the grade point average for the taught courses falls within the range 14.1 and 14.9 the Board of Examiners shall have discretion to make the award with Merit. No discretion can be applied in relation to the grade required for the dissertation or other substantial independent work.

9.3 A candidate who has achieved at the first attempt a grade point average of 18 (equivalent to A5) or above for the taught courses and grade A5 or above for the dissertation or other substantial independent work will be eligible for the award with Distinction. Where the grade point average for the taught courses falls within the range 17.1 to 17.9 the Board of Examiners shall have the discretion to make the award with Distinction. No discretion can be applied in relation to the grade required for the dissertation or other substantial independent work.

**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 of 9 (equivalent to grade D) in 120 credits, with not less than 80 of these credits at grade D or above.

10.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to grade D) in 60 credits, with not less than 40 of these credits at grade D or above.

10.3 These awards may be granted with Merit or Distinction according to the criteria specified in §9.2 and §9.3 above.

**11. Degrees<sup>13</sup> to which these Regulations Apply**

The following Degrees are governed by the above regulations:

Master of Architectural Studies

Master of Design in Animation

Master of Design in Design Innovation

Master of Design in Fashion and Textiles

Master of Design in Graphic Design

Master of Design in Illustration

Master of Design in Innovation and Citizenship

Master of Design in Innovation and Environmental Design

Master of Design in Innovation and Service Design

Master of Design in Interior Design

Master of Design in Photography

Master of Design in Sound for the Moving Image

Master of Education in the Creative Disciplines

Master of Letters in Fine Art Practice

Master of Letters in Writing and Criticism

Master of Research in Creative Practices

Master of Science in Medical Visualisation and Human Anatomy

<sup>12</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).

<sup>13</sup> Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see Regulation 10 above).

**12. Degrees<sup>13</sup> which Include Variations to Regulations 3, 4, 7 and 8 Above**

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 in Communication Design

Master of Fine Art

**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 which is currently in draft form with provision that:

1. The Degree of Master of Science 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 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;

Reference is made in the Regulations to the College of Science & Engineering Section of the *University Calendar* 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.

**2. Programme Components**

- 2.1 In order to qualify for an award in respect of the programmes specified in §11, a candidate must complete minimum credits<sup>14</sup> as follows:

<sup>14</sup> In compliance with the Scottish Credit and Qualification 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.

- 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 Skills for Postgraduates  | 15 CRD |
| ii) PDE Introduction Project               | 15 CRD |
| iii) Advanced Manufacture                  | 20 CRD |
| iv) Micro Electronics in Consumer Products | 10 CRD |

#### Stage 2

- |  |        |
|--|--------|
| i) Human Factors   | 15 CRD |
| ii) Integrated Engineering Design                        | 20 CRD |
| iii) PGT Course Elective from The Glasgow School of Art  | 15 CRD |
| iv) Course Elective from University of Glasgow           | 10 CRD |
| v) Software Engineering Instrumentation and Data Systems | 10 CRD |
| vi) Micro Electronics in Consumer Products 5M            | 10 CRD |

#### Stage 3

- |                   |        |
|-------------------|--------|
| i) Studio 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 Regulations for assessment are, insofar 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 Calendar*.
- 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 he or she has obtained a grade point average<sup>15</sup> of 12 (equivalent to C3) or above in the taught courses described in Regulation 4 with at least 75% of the credits at grade D3 or better and all credits at grade E 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

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<sup>15</sup> The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the University'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 (§16.34 (a) of the Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. Thus, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

is judged<sup>16</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 reassessment.

- 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 he or she has obtained a grade point average of 12 (equivalent to C3) 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 better and all credits at grade E 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 reassessment.

## 6. Reassessment

- 6.1 A candidate will be permitted reassessment in any taught course, for which he or she has obtained a grade D1 or worse. 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 Board of Examiners.

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 C3.<sup>17</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>15</sup> of 12 (equivalent to C3) or above in the taught courses described in Regulation 4, with at least 75% of these credits at grade D3 or better, and all credits at grade E or above, and obtaining a grade D or better in the Final Project.
- 7.2 A candidate who has achieved at the first attempt a grade point average of 15 (equivalent to B3) or above for the taught courses and grade B3 or above for the Final Project will be eligible for the award with Merit. Where the grade point average for the taught courses falls within the range 14.1 and 14.9 the Board of Examiners shall have discretion to make the award with Merit. No discretion can be applied in relation to the grade required for the Final Project.
- 7.3 A candidate who has achieved at the first attempt a grade point average of 18 (equivalent to A5) or above for the taught courses and grade A5 or above for the Final Project will be eligible for the award with Distinction. Where the grade point average for the taught courses falls within the range 17.1 to 17.9 the Board of Examiners shall have the discretion to make the award with Distinction. No discretion can be applied in relation to the grade required for 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 of 9 (equivalent to grade D3) in 120 credits, with not less than 80 of these credits at grade D or above.
- 8.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to grade D3) in 60 credits, with not less than 40 of these credits at grade D or above.
- 8.3 These awards may be granted with Merit or Distinction according to the criteria specified in §7.2 and §7.3 above.

## DEGREE OF MASTER OF PHILOSOPHY

### RESOLUTION

The Degree of Master of Philosophy is governed by Resolution No. 638 of the University Court, which came into effect on 1 September 2008, as subsequently amended, with provision that:

1. The Degree of Master of Philosophy (MPhil) may be awarded by the University of Glasgow in the Colleges of Arts; Social Sciences; and Medical, Veterinary & Life Sciences.

<sup>16</sup> This judgment is normally made by the Board of Examiners or in cases where there is no scheduled meeting, the Convener of the Board of Examiners.

<sup>17</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).

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 below.<sup>18</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 he or she has 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. Every candidate for the Degree, before being admitted to a programme of research qualifying therefor, (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 his or her 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 for twelve 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 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 College on the progress of the candidate.
6. On the conclusion of his or her 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 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 Schedules hereto.

#### **Schedule C<sup>19</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 academical 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 Supervision Committee, appointed for that student. The Committee must meet with the research student at regular intervals: this shall be not less than annually for a meeting of the research student and the full Supervision Committee; meetings between the research student and individual supervisors take place not less than twice per term during term time (pro rata for part-time students). The Supervision Committee shall be comprised of the following:
  - A Director of Studies, 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;
  - A second supervisor(s) as may be appointed by the Research Degrees Sub Committee of the Research Committee of The Glasgow School of Art. The second 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 second supervisor shall be competent to supervise postgraduate research degrees;

<sup>18</sup> Schedule A, pertaining to the award of the Degree following a prescribed course of study, has been deleted from the Regulations.

<sup>19</sup> Schedules A and B of this regulation do not apply to The Glasgow School of Art.

- An additional supervisor may be appointed where appropriate, and shall meet the criteria required for appointment as a supervisor of research degrees at The Glasgow School of Art. They may be appointed by the Senate of the University of Glasgow from staff of the University, from the staff of The Glasgow School of Art, or external to both institutions if appropriate. The additional supervisor shall not be required to possess subject expertise in Art, Design or Architecture

The Supervision Committee shall be responsible to the Research Degrees Sub Committee (RDSC) of The Glasgow School of Art, to which it shall report annually. The RDSC 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 a Director of Studies unless given permission otherwise by the Supervision Committee.

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

5. 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 Research Degrees Sub Committee.
6. On completion of the research, the candidate shall present a thesis as outlined below, embodying the results of the work for examination for the degree. The candidate must expect to attend an oral examination.

### ***The Portfolio and the Thesis***

- a) All candidates for the Degree of Master of Philosophy shall present for the approval of the Senate either a portfolio or a written thesis which shall embody the results of the candidate's special study or research, and which shall be accompanied by a declaration signed by the candidate that the portfolio or thesis has been composed by herself or himself. Any written commentary, dissertation, supporting documentation or 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 new knowledge 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 his or her information is derived, the extent to which he or she has availed himself or herself of the work of others, and the portions of the portfolio and any accompanying written commentary or dissertation which he or she claims as original.

A candidate must submit a written summary of 250-1,000 words. The summary must be an adequate and informative abstract of the work suitable for publication by The Glasgow School of Art. The documentation 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 his or her portfolio within one of the following categories. An initial proposal of a category should be made by the student within his or her application for registration. A final proposal of category should be agreed by the student and the Supervision Committee and submitted to the Research Degrees Sub-Committee of the Research Committee for approval prior to the examination. Once the category of portfolio has been approved, the content of the portfolio and the arrangements for its exhibition shall be subject to the agreement of the Supervision Committee.

- b) Portfolio with Documentation

A candidate may submit for examination a portfolio which in itself represents or embodies new knowledge and which is documented in accordance with the regulations above.

- c) Portfolio with Written Commentary

A candidate may submit for examination a portfolio together with a commentary on its production, presentation or context, when such a commentary is necessary to understanding the new knowledge represented or embodied by the body of the work. A written commentary shall normally consist of **1,000 – 2,000** words excluding references, bibliography and appendices. A candidate who wishes to submit a written commentary of lesser or greater length must seek the permission of her or his Supervision Committee.

## d) Joint Portfolio and Dissertation

A candidate may submit for examination a portfolio together with an extended written text which, together but not necessarily separately, represent or embody new knowledge. A dissertation shall normally consist of **7,000 – 15,000** words excluding references, bibliography and appendices. A candidate who wishes to submit a Dissertation of lesser or greater length must seek the permission of his or her Supervision Committee.

## e) Thesis

In the case of a research student wishing to submit for examination by thesis, whether or not the thesis will relate to a portfolio, the following conditions shall apply.

A candidate must submit a thesis which shall embody the results of the candidate's special study or research, and which shall be accompanied by a declaration signed by the candidate that the thesis has been composed by herself or himself.

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 of his or her Supervision Committee.

A candidate must also submit a written summary of 250 - 1,000 words. The summary must be an adequate and informative abstract of the work suitable for publication by The Glasgow School of Art.

7. The Portfolio or thesis 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 Research Degrees Sub Committee.
8. All candidates must normally undergo core research training before submitting their thesis for examination.
9. A candidate must submit two bound typewritten or printed copies of the thesis accompanied by a declaration that the research has been carried out and the thesis composed by the candidate, and that the thesis has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The layout and binding of the thesis 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. If the Degree is awarded, both copies of the thesis shall become the property of The Glasgow School of Art and be deposited in the School Library.
10. If the Examiners consider that the thesis has not achieved the standard required for the award of the Degree, they may recommend to the Research Degrees Sub Committee that the candidate be permitted to revise the thesis and resubmit it, on one occasion only, for the Degree under such conditions as the Examiners may prescribe in each particular case.

## DEGREE OF DOCTOR OF PHILOSOPHY

### RESOLUTION

The Degree of Doctor of Philosophy is governed by Resolution No. 507 of the University Court which came into effect on 1 October 2004. 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 *honoris causa*;

#### Schedule C<sup>20</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

<sup>20</sup> Schedules A and B of this regulation do not apply to The Glasgow School of Art.

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 five 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 his or her special study or research;
- d) The period of study or research elsewhere, permitted by Regulation 1(d), shall not normally exceed 12 months.

## 2. **Supervision**

The progress of each research student shall be overseen by a Supervision Committee appointed for that student. The Committee must meet with the research student regularly and at least once per annum. The membership of the Supervision Committee shall include the following:

- a Convener appointed by the Research Degrees Sub-Committee of the Research Committee of The Glasgow School of Art;
- a Secretary who shall record the proceedings of the Committee;
- a Director of Studies who shall be the main Supervisor and normally a member of the academic staff of The Glasgow School of Art;
- such second Supervisor(s) as may be appointed by the Research Degrees Sub-Committee of the Research Committee of The Glasgow School of Art;
- one additional Supervisor appointed by the Senate of the University of Glasgow from the staff of the University. The additional Supervisor shall not be required to possess subject expertise in Art, Design or Architecture.

The Supervision Committee shall be responsible to the Research Degrees Sub-Committee of the Research Committee of The Glasgow School of Art to which it shall report annually. The Research Degrees Sub-Committee of the Research Committee 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.

Candidates must be available for regular supervision (i.e. at least six times per year) by a Director of Studies unless given permission otherwise by the Supervision Committee.

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

## 3. **The Portfolio and the Thesis**

All candidates for the Degree of Doctor of Philosophy shall present for the approval of the Senate either a portfolio or a written thesis which shall embody the results of the candidate's special study or research, and which shall be accompanied by a declaration signed by the candidate that the portfolio or thesis has been composed by herself or himself. Any written commentary, dissertation, supporting documentation or thesis must be written in English.

### 3.1 *Portfolio*

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 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 his or her information is derived, the extent to which he or she has availed himself or herself of the work of others, and the portions of the portfolio and any accompanying written commentary or dissertation which he or she claims as original.

A candidate must submit a written summary of 250-1,000 words. The summary must be an adequate and informative abstract of the work suitable for publication by The Glasgow School of Art. The documentation 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 his or her portfolio within one of the following categories. An initial proposal of a category should be made by the student within his or her application for registration. A final proposal of category should be agreed by the student and the Supervision Committee and submitted to the Research Degrees Sub-Committee of the Research Committee for approval prior to the examination. Once the category of portfolio has been approved, the content of the portfolio and the arrangements for its exhibition shall be subject to the agreement of the Supervision Committee.

#### 3.1.1 *Portfolio with Documentation*

A candidate may submit for examination a portfolio which in itself represents or embodies new knowledge and which is documented in accordance with the regulations above.

#### 3.1.2 *Portfolio with Written Commentary*

A candidate may submit for examination a portfolio together with a commentary on its production, presentation or context, when such a commentary is necessary to understanding the new knowledge represented or embodied by the body of the work. A written commentary shall normally consist of 3,500- 5,000 words excluding references, bibliography and appendices. A candidate who wishes to submit a written commentary of lesser or greater length must seek the permission of her or his Supervision Committee.

#### 3.1.3 *Joint Portfolio and Dissertation*

A candidate may submit for examination a portfolio together with an extended written text which, together but not necessarily separately, represent or embody new knowledge. A dissertation shall normally consist of 20,000 - 40,000 words excluding references, bibliography and appendices. A candidate who wishes to submit a Dissertation of lesser or greater length must seek the permission of his or her Supervision Committee.

### 3.2 *Thesis*

In the case of a research student wishing to submit for examination by thesis, whether or not the thesis will relate to a portfolio, the following conditions shall apply.

A candidate must submit a thesis which shall embody the results of the candidate's special study or research, and which shall be accompanied by a declaration signed by the candidate that the thesis has been composed by herself or himself.

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 of his or her Supervision Committee.

A candidate must also submit a written summary of 250-1,000 words. The summary must be an adequate and informative abstract of the work suitable for publication by The Glasgow School of Art.

## 4. **Examination**

The portfolio or thesis shall be examined by a team of Examiners appointed by the Research Degrees Sub-Committee of the Research Committee of The Glasgow School of Art and approved by the College of Arts 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.

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

A candidate must submit the portfolio or thesis 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 the portfolio or thesis at the conclusion of the minimum period of study, extension to the deadline may be granted in accordance with the following provisions:

- i) the Research Degrees Sub-Committee of the Research Committee may, on consideration of a stated case from the candidate's Supervision Committee, 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 her/himself for re-examination on one occasion only and normally not later than three years from the date of her/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 MLitt or MPhil as appropriate.

A candidate must provide a permanent record of her/his final portfolio or thesis submission to be deposited, along with any written commentary, dissertation or supporting documentation, in the Library of The Glasgow School of Art. In the case of portfolio submission, the permanent record may take the form of photographic or other visual processes, including non-erasable CD-ROM.

**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 his/her thesis is at least five years from the date of his/her 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 him or herself 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 Sub Committee shall have 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 the appropriate School to possess *prima facie* a qualification for the Degree.

The Research Sub Degrees Committee 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 University.

2. Subject to the provisions of Regulation 9 of Schedule D of this Resolution, candidates for the Degree of Doctor of Philosophy by published work shall present for the approval of Academic Council published work, which shall be a record of original research undertaken by the candidate, and shall be accompanied by a declaration signed by the candidate detailing the extent to which the research has been done and the work written by himself or herself.
3. Every prospective candidate for the degree shall submit to the relevant School Research Sub Committee School two copies of the work to be examined together with copies of the following documentation each in triplicate: a curriculum vitae, and an critical overview of 2,000 - 5,000 words which justifies the intellectual significance of the submission. Should the submission comprise diverse publications, the critical overview should explain the relationship, between the works submitted, including any developments which have occurred between one piece and another.
4. The Head of the appropriate School shall nominate a member of staff to give advice to the candidate with regard to the preparation of his/her submission.
5. Preliminary assessment: Only if it is in the opinion of the School Research Sub Committee and of any adviser(s) whom it may consult that the work described in the abstract, in the explanatory essay and the publications is of the standard expected for the degree of Doctor of Philosophy by supervised research, will the full application be accepted for consideration.
6. If a full application is permitted by the Research Degrees Sub Committee, a candidate must then submit two copies of the work to be examined; both copies, if approved for the Degree, shall become the property of The Glasgow School of Art.
7. 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 fulfillment of the requirements of this degree. Written submissions must be in English, however, the Research Degrees Sub Committee 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 the appropriate School Research Sub Committee, and where the School Research Sub Committee is satisfied that appropriate examination arrangements can be made.

8. 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 fulfillment of the requirements for the Degree of PhD by published work.

9. 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 Research Degrees Sub Committee.
10. The School Research Sub Committee 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.
11. The thesis shall be examined by one or more examiners appointed by the Research Degrees Sub Committee 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 Research Degrees Sub Committee. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.

The Board of Examiners shall normally require that the candidate present himself or herself for oral or other examination on the subject matter of the work and other material submitted for examination. The reports of the examiners shall be submitted to the appropriate School Research Sub Committee who shall if it thinks fit make a recommendation thereon to the Research Degrees Sub Committee. The candidate shall be approved for the Degree only if, in the opinion of the appropriate School and 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 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.

12. 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.
13. 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 Research Degrees Sub Committee 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 PROCEDURE FOR APPEALS

### 1. Introduction

The Senate of the University of Glasgow has agreed with the Academic Council of The Glasgow School of Art that a joint procedure for the consideration of appeals against academic decisions be established for candidates following courses which are taught wholly or partly in The Glasgow School of Art, and which lead to awards of the University of Glasgow. Appeals will be considered by a joint The Glasgow School of Art and University of Glasgow Appeals Committee (see §5).

This procedure has been approved by the Senate of the University and the Academic Council of the School and covers appeals against academic decisions on progress and final degree examination(s). It applies to all Undergraduate, Taught Postgraduate and Research Postgraduate students.

The School shall provide an annual report to the Liaison Committee of the University of Glasgow and The Glasgow School of Art. The report will contain a review of activities in relation to academic appeals.

### 2. Principles

The Glasgow School of Art Code of Procedure for Appeals observes the general principles outlined below.

- 2.1 A candidate should have a full opportunity to raise an appeal against an academic decision without fear of disadvantage and in the knowledge that confidentiality will be respected.
- 2.2 The School will provide enrolled students with a copy of the appeals procedure as well as advice and support on the procedure as required. Additional advice and support may be provided by the President of the Student Representatives Council (SRC) of The Glasgow School of Art or alternatively by the Head of Registry.
- 2.3 Members of the Joint Appeals Committee (See §5.3) should be provided with regular guidance on the Code of Procedure for Appeals.
- 2.4 Where an appeal is upheld, the School will reimburse the candidate with any reasonable and proportionate incidental expenses associated with her/his appeal.
- 2.5 The procedure will comply with the legislation relating to Data Protection and Freedom of Information.

### 3. Definition of an Appeal

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

- 3.2 A candidate may appeal on the grounds outlined in §6.5 below.
- 3.3 **A candidate may not appeal against decisions of Examiners or other matters of academic judgment unless the grounds of the appeal are contained in §6.5 below.**
- 3.4 **A former student may not appeal once s/he has graduated from the School. By graduating, the former student is deemed to have accepted the recommendation of the Board of Examiners.**
- 3.5 Procedures for Incomplete Assessment resulting from Good Cause, outlined in the Code of Assessment (see 'University Fees and General Information for Students' section, §16.45 - §16.53), are concerned with the sudden unforeseen onset of illness or adverse personal circumstances affecting the candidate. A chronic medical condition shall not itself be considered a good cause. **Examiners will mark and classify the performance as it stands and will not judge undemonstrated capability.** Where there is chronic illness, good cause shall only be established where the candidate's performance has been compromised by a sudden severe episode of the illness.

#### 4. The Appeal Process

##### Informal Resolution

- 4.1 Prior to submitting a formal appeal, candidates are advised to discuss the matter with their Course Tutor, Head of Department or equivalent in an attempt to resolve the matter informally. An Officer of the SRC can assist or represent the candidate in seeking an informal resolution.

##### An Appeal Against a Decision on Progress

- 4.2 An appellant who wishes to appeal on grounds of medical or other adverse personal circumstances against the application of published PROGRESS regulations, should obtain a medical report or a report on the other adverse circumstances and should submit it to the Head of Registry with the note of appeal. This will then be passed to the Convener of the Board of Examiners for consideration.
- 4.3 The Joint Appeals Committee (see §5.3) will entertain a progress appeal by a student against the decision of a Board of Examiners only on the grounds that:
- a) that there has been defective procedure at the level of the Board of Examiners;
  - b) the disposal of the Board of Examiners was clearly unreasonable.
  - c) that there is new information that for good and proper reason was not available to the Board of Examiners at the time it reached its decision.

##### An Appeal Against a Final Degree Examination Decision

Appeals against the decision of a Board of Examiners will follow the process outlined below.

- 4.4 The first stage will be a Preliminary Disposal. The detailed process and the possible outcomes of the Preliminary Disposal are outlined in §7.3 below.
- 4.5 The Preliminary Disposal may result in a referral of the appeal to a full hearing of the Joint Appeals Committee. The procedure for this is outlined in §8.
- 4.6 Further review by the Senate Appeals Committee of the University of Glasgow is available following consideration by the Joint Appeals Committee but only on the grounds outlined in §13.2.

#### 5. Joint Appeals Committee

- 5.1 The Academic Council of The Glasgow School of Art shall establish a Joint Glasgow School of Art/University of Glasgow Appeals Committee (hereafter referred to as the Committee).
- 5.2 Full power for deciding appeals are vested in the Committee.
- 5.3 The Committee shall consist of the Director (Convener) or her/his nominee, members of the Academic Council, members of the Joint Board for Product Design Engineering and the President of the SRC. Exceptionally, the Committee shall have powers to co-opt up to two members of the Senate of the University of Glasgow. Where a case in question involves a course taught partly in the University, there shall be at least one University member serving on the Committee. The appellant has the right to object to the involvement of the student representative. Such objection should be submitted in writing along with the letter of appeal.
- 5.4 Where a member of the Committee has participated directly in the decision appealed against, that member shall not sit for the individual appeal. No member of the Senate Appeals Committee shall be entitled to serve on the Committee.
- 5.5 The quorum of the Committee shall be three.
- 5.6 The Committee may have the assistance of a legal adviser.
- 5.7 The Head of Registry shall normally act as Secretary to the Committee.
- 5.8 The Joint Appeals Committee shall not have authority to alter an academic decision. If relevant factors are raised by the appeal which should have been known to the Board of Examiners or which the Board failed to take into

account, the Committee shall instruct the Board to reconvene to reconsider the assessment. Where the Board after reconsideration of the issues raised in the appeal retains the original decision, the Deputy Director of the School or her/his nominee shall decide whether the recommendation of the Board should be accepted or rejected.

## 6. Lodging of an Appeal

### Timescales

- 6.1 An appeal or intimation of intention to appeal should be submitted in writing to the Head of Registry at The Glasgow School of Art within 10 working days of the intimation to the candidate of the decision against which the candidate is appealing. Where an intention to appeal is submitted, the full appeal, including the grounds and the remedy shall be submitted within 20 working days of the date of the letter intimating intention to appeal.
- 6.2 An application for an extension of time for submitting an appeal beyond 20 working days shall be submitted to the Head of Registry and shall include sufficient information concerning the nature of the appeal, the grounds on which an extension of time is sought and shall be accompanied by such evidence of medical or adverse personal circumstances as are relevant to the application.
- 6.3 An extension of time for submitting an appeal shall not be granted unless the Convener of the Joint Appeals Committee is satisfied that the candidate was precluded from appealing within 20 working days as a result of serious illness or other circumstances which are both exceptional and relevant to the appeal.
- 6.4 A letter of appeal or other documents for the consideration of an appeal shall be treated as having been given or sent on the day that it is received by the Head of Registry; and any letter or document sent to any person, including the candidate, in connection with the appeal shall, if sent to the person's last notified address, be treated as having been given or sent on the day that it was posted.

### Grounds for Appeal

- 6.5 Appeals will not be entertained against marks or decisions of examiners, or other matters of academic judgment, but only on grounds of unfair procedure or new evidence, namely:

#### ***Medical or Other Adverse Personal Circumstances***

- a) that there is new information that for good and proper reason was not available to the Board of Examiners at the time when it reached its decision on a particular candidate.

An appellant who wishes to appeal on grounds of medical or other adverse personal circumstances against a decision reached by a Board of Examiners, is referred to the procedures for Incomplete Assessment resulting from Good Cause in the Code of Assessment (see 'University Fees and General Information for Students' section, §16.45 - §16.53).

#### ***Unfair or Defective Procedure***

- b) that the conduct of the examination was not in accordance with the approved examination regulations for the course;
  - c) that the candidate was given misleading written information concerning the nature of the examination and its requirements.
- 6.6 The provision for medical evidence or evidence of adverse personal circumstances is not designed to compensate for underperformance due to these circumstances nor are Examiners expected to infer how a candidate might have performed if unaffected. Where a candidate's performance is borderline between grades or classifications of Honours, provision of such evidence shall not necessarily raise the candidate to a higher grade or classification.

### Content of Letter of Appeal

- 6.7 An appeal submitted by E-mail will not be considered. E-mail correspondence will only be acceptable where it has been used to make or confirm arrangements for a hearing, if a hearing is deemed to be necessary.
- 6.8 The note of appeal must include:
  - a) the name, address, telephone number and e-mail address of the appellant;
  - b) all the grounds on which the candidate considers that the decision should be changed; additional grounds may be admitted subsequently but only at the discretion of the Convenor; additional grounds presented at a hearing may lead to adjournment of the hearing.
  - c) the remedy, or remedies, which the candidate seeks;
  - d) whether the candidate wishes to make oral representation at any hearing which may be held or whether s/he is content for the appeal to be considered without her/his presence;
  - e) whether the candidate intends to be assisted or represented by any person and, if so, the name, address and occupation of that person.

- 6.9 A candidate who wishes to appeal on grounds of medical or other adverse circumstances shall provide a medical report<sup>21</sup> from her/his General Practitioner or Hospital Consultant. The medical report shall detail the severity, duration and possible impact of the medical condition on the candidate's academic performance. Where the candidate wishes to appeal on the grounds of adverse personal circumstances, a written statement by an independent witness must be provided. The report shall detail the severity, duration and possible impact of the circumstances.

## 7. Consideration of Appeal

### Power to Give Directions

- 7.1 The Director or her/his nominee may direct the candidate (or her or his representative) or any party to the proceedings to furnish additional evidence, information or explanation as may be thought to be appropriate.
- 7.2 A direction to the candidate (or her or his representative) shall state the period of time by which the candidate shall respond in writing following which the appeal may be dismissed by the Director.

### Preliminary Disposal

- 7.3 Upon receipt of a written appeal the Director or her/his nominee, after consultation with two other members of the Joint Appeals Committee, may make a Preliminary Disposal which may result in:
- Dismissal of the appeal because: no competent grounds for appeal have been stated; the appeal is frivolous or vexatious; the appeal is out of time or the candidate failed to comply with a direction made;
  - Dismissal of the appeal because the evidence submitted could reasonably have been presented to the Board of Examiners;
  - Referral of the appeal to the relevant Board of Examiners for reconsideration where §16.45 (a-c) of the procedures for Incomplete Assessment and Good Cause, outlined in the Code of Assessment (see 'University Fees and General Information for Students' section of the *University Calendar*), has been satisfied and where it is clear that the Board of Examiners was unaware of the medical or personal circumstances described in the letter of appeal.
  - Referral of the appeal to a full hearing of the Joint Appeals Committee, whereupon the Convener may take such other interim action as he/she deems appropriate. Provision of a hearing does not imply that a prima facie case has been established.
- 7.4 The Head of Registry will state in the letter to the candidate (or her or his representative) the outcome of the Preliminary Disposal, the reasons for the decision and shall provide the papers which were considered by the Committee.
- 7.5 An appeal which has been dismissed under Preliminary Disposal may be reinstated if the candidate (or his or her representative) makes representations with reasons why the case should not have been dismissed. The representation and the reasons shall be made in writing within 10 working days of the date of letter intimating the outcome of the Preliminary Disposal.

## 8. Hearing Arrangements

The Committee will normally meet within 20 days after receipt of an adequate note of appeal, or as soon as practicable thereafter.

The Head of Registry shall:

- Request reports and information including information relating to the manner in which the decision appealed against was reached;
- Request the attendance of any person or persons whose presence is necessary for the hearing of the appeal;
- Provide the candidate (or his/her representative) normally within 10 working days in advance of the hearing with a copy of all papers which will be before the Committee and the names of the persons who will be in attendance. The papers will normally be sent by recorded delivery or may at the candidate's request, be collected in person.
- Notify the candidate (or his or her representative) no less than five working days prior to the hearing of the date, time and location of the hearing and the names of the members of the Committee who will consider the case.

## 9. Attendance at Hearing

- Where the candidate is prevented from attending by ill health, the hearing shall normally be deferred on submission of a medical certificate. If the candidate does not attend on the agreed date and no notification of the absence has been received, if the Convenor is satisfied that the candidate has received due notice of the hearing, the Committee may proceed to deal with the case and to reach a decision in the candidate's absence.
- The candidate shall have the right to be accompanied at the hearing by one of the following: a parent or guardian; a fellow candidate or other friend or to be formally represented by an Officer of the Students' Representative

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<sup>21</sup> A charge may be made by a GP for the provision of a medical report.

Council; a member of the University staff; or a lawyer. Where the candidate seeks to have two individuals in attendance, one shall attend as an observer only.

- 9.3 The candidate may name any person or persons s/he wishes to be present to provide evidence on her/his behalf. The name of any person or persons called by the candidate to provide evidence shall be provided to the Head of Registry no later than 10 working days before the date of the hearing. The candidate shall be responsible for arranging the attendance of such persons at the hearing with the exception of members of staff of the School who shall be notified of the date, time and location of the hearing by the Head of Registry.
- 9.4 If any person or persons are unable or unwilling to attend the hearing, the Convener of the Committee shall be responsible for deciding if the hearing should proceed on the date arranged or be deferred. A written statement may be presented by any person who has been invited to attend the hearing but is not available on the date specified.
- 9.5 The hearing shall be held in private. Confidentiality shall be observed at all times within the constraints of the procedure.

## **10. Professional Advice**

Where the Committee requires the advice of an expert 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 the hearing to provide evidence.

## **11. Conduct and Procedure for Hearing**

The normal procedure at a hearing will be described in the paragraphs which follow, but the Committee may adapt the procedure if it considers that an alternative arrangement would be more fitting in the circumstances

- 11.1 The Committee shall attempt to ascertain all relevant facts with a view to coming to a reasonable disposal;
- 11.2 The Committee shall consider the appeal in the light of the relevant regulations and practices taking account of the entire circumstances of the case.
- 11.3 The Committee shall examine the appellant and invite him or her to make an opening statement, or to have a statement made on his or her behalf. Thereafter the Committee shall:
- 11.3.1 proceed to examine any person(s) called by the appellant and any person (s) who, in the view of the Convener, might contribute to the consideration of the appeal, and shall afford the appellant or his or her representative the opportunity to question, through the Committee, those persons;
- 11.3.2 consider all relevant reports and information;
- 11.3.3 afford the appellant an opportunity to make a final statement, or to have one made on his or her behalf.
- 11.3.4 The Convener shall seek confirmation from all parties that all necessary and relevant information has been conveyed to the Committee, that the questioning is complete and that in the opinion of the candidate, the hearing has been conducted in a fair manner.
- 11.3.5 Thereafter all persons, except the Committee, the Head of Registry and any legal adviser appointed to advise the Committee shall retire while the Committee considers its decision. The Committee shall reach its decision or defer the decision pending further investigations.
- 11.3.6 At any stage it shall be competent for the Committee to adjourn the hearing if it considers this to be necessary.

## **12. Disposal**

- 12.1 The Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter;
- 12.2 It may decide by a majority;
- 12.2 It may dismiss the appeal because it does not evidence grounds for appeal as outlined in §6.5;
- 12.4 If it upholds the appeal, the Committee may order whatever remedy it deems appropriate in the circumstances which does not involve overturning an academic judgment;
- 12.5 It may refer the appeal to the Board of Examiners with whatever guidance or direction it considers appropriate;
- 12.6 The Head of Registry, on the instructions of the Convener, shall intimate the decision in writing to the appellant and to the relevant Head of School and Department or, if appropriate, the Joint Board for Product Design Engineering;
- 12.7 In its report to the Head of School or the Joint Board for Product Design Engineering, the Committee may wish to include any recommendations related to the matter which has given rise to the appeal. The Committee may also make recommendations, as appropriate, to the Quality in Learning & Teaching Committee.

**13. Further Review**

- 13.1 An appellant who is dissatisfied with the decision of the Joint Appeals Committee shall have the right of further appeal to the University Senate. A copy of the *Code of Procedure for Appeals to Senate* can be found in Section 28 of the 'University Fees and General Information for Students' section of the *University Calendar*.
- 13.2 The Senate Appeals Committee will entertain an appeal against the Joint Appeals Committee only on the grounds that:
- a) new evidence has emerged which could not reasonably have been produced to the Committee;
  - b) there has been defective procedures at the Joint Appeals Committee level;
  - c) the disposal of the Joint Appeals Committee was manifestly unreasonable.

**13.3 Independent External Review**

If the appellant is dissatisfied with the outcome of an appeal to Senate, she/he shall have the right to a review of the Scottish Public Services Ombudsman, details of which are available from the Senate Office.