



University  
of Glasgow

Calendar 2015-16

**DEGREES AWARDED IN CONJUNCTION WITH EDINBURGH  
THEOLOGICAL SEMINARY**

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**SUMMARY OF AWARDS MADE IN EDINBURGH  
THEOLOGICAL SEMINARY**

The University awards the following degrees in Edinburgh Theological Seminary.

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## APPEALS BY STUDENTS

The Code of Appeals for students pursuing courses which are taught at Edinburgh Theological Seminary, and which lead to the award of degrees and diplomas of the University of Glasgow, is set out in section V below. The validity of this procedure has been accepted by the Senate of the University and by the Senate of Edinburgh Theological Seminary. 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.

In certain circumstances students who are dissatisfied with the decision of the Joint Appeals Committee may make a further appeal to the University Senate. The Code of Procedure for Appeals to Senate is printed in the section of the University *Calendar* entitled 'University Fees and General Information for Students'.

## INTRODUCTION

The University of Glasgow awards degrees to students who have undertaken degree courses in several colleges associated with the University, including Edinburgh Theological Seminary. The BTh is taught in Edinburgh Theological Seminary, The Mound, Edinburgh.

## DEGREE OF BACHELOR OF THEOLOGY

### RESOLUTION

The Degree of Bachelor of Theology is governed by Resolution No. 610 of the University Court which came into effect on 1 September 2008 with provision that:

1. The Degree of Bachelor of Theology (BTh) may be awarded by the University of Glasgow in Edinburgh Theological Seminary as a General Degree.
2. The Senate may make regulations governing the award of the Degree 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. A Joint Board will be established to oversee 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 officers of Edinburgh Theological Seminary having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Joint Board.
6. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with clause 6 above.
7. The External Examiner(s) for the Degree shall be appointed by the University Court on the recommendation of the Joint Board 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

A full-time candidate for a degree shall, subject to §3, normally attend for at least three academic sessions. A part-time candidate shall, subject to §3, normally attend for at least four academic sessions. There is no set maximum period of study. Candidates may continue their studies provided that they comply with the progress regulations set out at §7 below.

#### 3. Recognition of Prior Learning

A candidate admitted to the BTh programme after having satisfactorily completed cognate courses in another university or institution of tertiary education, but having withdrawn from study for the other degree, will normally be awarded credits on the basis of courses completed in the other university or institution to a maximum of 180 as deemed appropriate by the Joint Board. A candidate will be permitted to count such credits as part of the overall requirements of the minimum graduating curriculum for the BTh, provided (a) that the Joint Board is satisfied that the courses for which he or she has been awarded credits meet the requisite standard and (b) that the candidate's overall curriculum covers all the prescribed elements in the BTh programme.

#### 4. Composition of Degree Programmes

- 4.1 The Degree of Bachelor of Theology follows a prescribed curriculum as follows: one course in each of Elementary Greek and Elementary Hebrew; two courses in each of Church History, Systematic Theology and Practical

Theology; Old Testament Studies 1; *either* Old Testament Language, Exegesis and Theology 2 *or* Old Testament Studies 2; 2 courses in either New Testament Language, Exegesis and Theology *or* in New Testament Studies.

- 4.2 As an alternative to Elementary Hebrew, candidates may take two semester-length, self-directed modules with appropriate academic support and supervision in one or more of the following departments: Old Testament, New Testament, Church History, Systematic Theology and Practical Theology.
- 4.3 As an alternative to Elementary Greek, candidates may take two semester-length, self-directed modules with appropriate academic support and supervision in one or more of the following departments: Old Testament, New Testament, Church History, Systematic Theology and Practical Theology.
- 4.4 As an alternative to Church History 2 (Scottish Church History), candidates may take two semester-length, self-directed modules with appropriate academic support and supervision in the department of Church History.
- 4.5 Candidates will be required to submit a 10,000 word dissertation. The area of study may be chosen from any one of the Seminary's five departments. The topic must be chosen in consultation with the relevant professor

## 5. Approval of Curriculum

A candidate's curriculum must be approved at the start of each session by the Seminary Principal. Once approved, the curriculum may not be altered except with the approval of the Seminary Principal.

## 6. Assessment

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

## 7. Progress

- 7.1 The progress of candidates shall be reviewed annually by the Seminary Senate.
- 7.2 The minimum requirements for progress to a succeeding year of study for a full-time candidate are as follows:
- After one session: The candidate must have obtained at least 90 credits, of which at least 60 must be at grade D or better and achieved a grade point average<sup>1</sup> of at least 9.
- After two sessions: The candidate must have obtained at least 180 credits of which at least 120 must be at grade D or better and achieved a grade point average of at least 9. At least 60 credits must be at level 2.
- After three sessions: The candidate must have obtained:
- 240 credits with a minimum grade point average of 9;
- 180 credits at grade D or better;
- 90 credits at level 2 or above.
- 7.3 Appeal against Seminary Senate decisions on progress may be made to the Joint Appeals Committee of the University of Glasgow and Edinburgh Theological Seminary.

## 8. Award of a Certificate in Higher Education

- 8.1 A candidate who has completed courses totalling at least 120 credits with a grade point average of at least 7 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.
- 8.2 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.
- 8.3 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.

## 9. Award of a Diploma of Higher Education

- 9.1 A candidate who has completed courses totalling at least 240 credits, of which at least 80 credits are for courses at level 2 or above, with a grade point average of at least 7, 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

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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. For example, a candidate achieving a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

in subsequent completion of a degree programme of credit counted towards the award of a Diploma of Higher Education.

- 9.2 The Diploma of Higher Education shall be awarded with Merit where the grade point average is at least 12, and with Distinction where the grade point average is at least 15.
- 9.3 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.

#### 10. Award of an Ordinary Degree

- 10.1 A candidate, to be eligible for the award of an ordinary degree, must have obtained at least 360 credits as prescribed in §4 above and achieved an overall grade point average<sup>1</sup> of 9. Within these 360 credits, at least 300 must be at grade D or better including at least 60 credits for courses at level 3.
- 10.2 The Degree shall be awarded with Merit where a candidate has achieved a grade point average of at least 12.
- 10.3 The Degree shall be awarded with Distinction where a candidate has achieved a grade point average of at least 15.

## DEGREE OF MASTER OF THEOLOGY

### RESOLUTION

The Degree of Master of Theology is governed by Resolution No. 560 of the University Court which came into effect on 1 September 2006 with provision that:

1. The Degree of Master of Theology (MTh) may be awarded by the University of Glasgow at Edinburgh Theological Seminary.
2. The Senate, may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree - these are set out in the section entitled 'Regulations' below.
3. A Joint Board composed of representatives of Edinburgh Theological Seminary and the Senate of the University of Glasgow shall be appointed to oversee the administration of the Degree.
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 Degree, such lecturers and officers of Edinburgh Theological Seminary having responsibility for the supervision of research students registered to carry out advanced study and research for the Degree.
5. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 4 above.
6. The External Examiner(s) for the Degree shall be appointed by the University Court on the recommendation of the Joint Board and the Senate.

### REGULATIONS

1. Before being admitted to study qualifying for the Degree of Master of Theology a candidate must have obtained the Degree of Bachelor of Theology at Edinburgh Theological Seminary or an equivalent degree from a University or Cognate Institution recognised for this purpose by Edinburgh Theological Seminary Senate with the approval of the Higher Degrees Committee of the College of Arts, *hereinafter referred to as 'the Higher Degrees Committee'*; provided that the Seminary Senate may, with the approval of the Higher Degrees Committee, admit a candidate with such other qualifications as it may approve for this purpose.

Alternatively, a candidate may be admitted provided he/she can satisfy the Edinburgh Theological Seminary Senate and the Higher Degrees Committee of his/her fitness to undertake advanced study.

2. Candidates for the Degree shall undertake research in accordance with the following provisions:
  - i) The minimum period of study for each candidate shall be one academic year of full-time study or two academic years of part-time study.
  - ii) The Seminary Senate shall nominate to the Higher Degrees Committee a main supervisor for each candidate. The supervisor shall be a member of the Seminary staff recognised as a teacher of the University; and he/she shall submit a written report to the Seminary Senate and to the Higher Degrees Committee at least once a semester on the progress of the candidate.
  - iii) The Higher Degrees Committee shall appoint a Professor or Lecturer in the University as an additional supervisor for each candidate.
  - iv) On completion of the prescribed period of research each candidate shall present a thesis embodying the results of his/her work. The thesis must be in English and shall not exceed 40,000 words. In addition to presenting a thesis a candidate will normally be required to undergo oral examination.

A candidate must submit two soft-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 University Library.

If the Degree is awarded, one hard-bound copy of the thesis shall become the property of the University and be deposited in the University Library; and another hard-bound copy shall become the property of Edinburgh Theological Seminary and be deposited in the Seminary Library.

- v) Except by special permission of the Joint Board a thesis may not be presented later than four years from the date of the candidate's admission.
- vi) The Internal Examiners for the Degree shall normally be such members of Edinburgh Theological Seminary staff, recognised as teachers of the University, as are nominated by the Seminary Senate and approved by the Higher Degrees Committee.
- vii) The External Examiners for the Degree shall be nominated by the Higher Degrees Committee in consultation with the Edinburgh Theological Seminary Senate, and appointed by the University Court on the recommendation of the (University) Senate.
- viii) In the case of a thesis not approved for the Degree of Master of Theology, the Higher Degrees Committee, on the recommendation of the examiners, may permit resubmission of the thesis in a revised form under such conditions as may be prescribed in each case.
- ix) In the case of a candidate adjudged not to have achieved the MTh standard, the examiners shall have discretion to recommend the award of a Postgraduate Diploma in Theology.

## DEGREE OF MASTER OF THEOLOGY IN SCOTTISH CHURCH HISTORY AND THEOLOGY

### RESOLUTION

The Degree of Master of Theology in Scottish Church History and Theology is governed by Resolution No. 626 of the University Court, which came into effect on 1 September 2010, with provision that:

1. The Degree of Master of Theology (MTh) in Scottish Church History and Theology may be awarded by the University of Glasgow at Edinburgh Theological Seminary.
2. The Senate, may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree - these are set out in the section entitled 'Regulations' below.
3. A Joint Board composed of representatives of Edinburgh Theological Seminary and the Senate of the University of Glasgow shall be appointed to oversee the administration of the Degree.
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 Degree, such lecturers and officers Edinburgh Theological Seminary having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Joint Board.
5. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 4 above.
6. The External Examiner(s) for the Degree shall be appointed by the University Court on the recommendation of the Joint Board and the Senate.

### REGULATIONS

A student admitted onto the degree of Master of Theology in Scottish Church History and Theology must follow the instructions issued by Edinburgh Theological Seminary and be aware of the content of the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details on the Programme including, in some cases, further requirements associated with the award.

#### 1. Admission

Before being admitted to study qualifying for the Degree of Master of Theology in Scottish Church History and Theology a candidate must have obtained the Degree of Bachelor of Theology at Edinburgh Theological Seminary or an equivalent degree from a University or Cognate Institution recognised for this purpose by the Edinburgh Theological Seminary Senate with the approval of the Higher Degrees Committee of the College of Arts, *hereinafter referred to as 'the Higher Degrees Committee'*; provided that the Seminary Senate may, with the approval of the Higher Degrees Committee, admit a candidate with such other qualifications as it may approve for this purpose.

Alternatively, a candidate may be admitted provided he/she can satisfy the Edinburgh Theological Seminary Senate and the Higher Degrees Committee of his/her fitness to undertake advanced study.

## 2. Duration of Study

The minimum period of study for the award of a Masters degree is one academic year (12 months) of full-time study or two academic years of part-time study. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

## 3. Programme Components

3.1 In order to qualify for an award, a candidate must complete minimum credits<sup>2</sup> as follows:

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

3.2 The degree may be studied in either:

- a) Scottish Church History
- b) Scottish Theology
- c) Scottish Church History and Scottish Theology.

The taught courses will normally be undertaken during the academic session (September – June) and will comprise a research and study skills course (15 credits), three courses from the chosen field/s of study (35 credits each). Part-time candidates will be expected to complete one course per semester. The syllabus for each of the taught courses will be as stated in the Programme Document, and will proceed on a guided reading basis.

3.3 On the satisfactory completion of the taught courses, the candidate will write a 15,000 word dissertation (60 credits) on a topic of their own choice, approved by the Course Director, from within the area of one of the courses, under the guidance of a supervisor. Full-time candidates will be expected to submit this dissertation by 15 September of the year after the commencement of study. Part-time candidates will submit up to five years from enrolment.

## 4. Supervision

4.1 The Seminary Senate shall nominate to the Higher Degrees Committee a main supervisor for each candidate. The supervisor shall be a member of the Seminary staff recognised as a teacher of the University; and he/she shall submit a written report to the Seminary Senate at least once a semester on the progress of the candidate.

A second supervisor will be appointed for all candidates by the University's Department of Theology & Religious Studies. The second supervisor may be appointed from within the Department of Theology & Religious Studies, or from another Department of the University having appropriate expertise.

## 5. Minimum Requirement for the Award of Credits

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

## 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 *Calendar*.

6.2 The Internal Examiners for the Degree shall normally be such members of Edinburgh Theological Seminary staff, recognised as teachers of the University, as are nominated by the Seminary Senate and approved by the Higher Degrees Committee.

The External Examiners for the Degree shall be the Seminary's External Examiners in Church History and Theology for the degree of BTh appointed by the University Court.

The Examiners shall conduct such oral and written examinations as stated in the Programme Document. A candidate may be required to present himself or herself for an oral or other examination.

6.5 In addition to being submitted to the external examiner, each dissertation shall be double-marked internally. In the case of a dissertation not approved for the Degree of Master of Theology, the Higher Degrees Committee, on the recommendation of the examiners, may permit resubmission of the thesis in a revised form under such conditions as may be prescribed in each case.

## 7. Progress

A candidate will be permitted to progress to preparation of the dissertation only if he or she has obtained a

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<sup>2</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.

grade point average<sup>3</sup> of 12 (equivalent to C3) or above in the taught courses described in Regulation 3 with all credits at grade D3 or better. The Programme Document 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>4</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 of the Dissertation**

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.

#### **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>3</sup> of 12 (equivalent to C3) or above in the taught courses described in Regulation 3, with all credits at grade D3 or better, 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<sup>3</sup> of 9 (equivalent to D3) 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 D3) 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.

### **CODE OF PROCEDURE FOR APPEALS**

#### **1. Preamble**

1.1 The Senate of the University of Glasgow is charged by the Universities (Scotland) Act with a duty to superintend the teaching of the University. This is understood to include examining.

1.2 The Senate of the University of Glasgow has agreed with the Principal of Edinburgh Theological Seminary (hereinafter referred to as 'the Seminary') that a procedure be established to dispose of appeals by candidates pursuing courses at the Seminary which lead to an award of the University of Glasgow. The validity of this procedure has been accepted by the Senate of the University and by the Senate of Edinburgh Theological Seminary.

1.3 The procedure is set out below.

#### **2. Composition of Joint Appeals Committee**

2.1 A Joint Appeals Committee (hereinafter referred to as the Committee) will be established by the Joint Board of the University of Glasgow and Edinburgh Theological Seminary and confirmed in existence by the Senate of the University and the Principal of Edinburgh Theological Seminary, who shall act with the agreement of

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<sup>3</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>4</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.

the Senate of Edinburgh Theological Seminary. It shall be the duty of the Joint Board thereafter to annually nominate members of the Committee.

- 2.2 Full powers for deciding appeals are vested in the Committee.
- 2.3 The Convener of the Joint Appeals Committee shall be the Head of the College of Arts or his/her nominee who shall be a senior member of the University.
- 2.4 The Committee shall consist of members of the University of Glasgow and of the Edinburgh Theological Seminary Board as follows:

*University of Glasgow:*

The Head of the College of Arts; the Head of Theology & Religious Studies; two other members of the College of Arts as nominated by the Joint Board;

*Edinburgh Theological Seminary:*

Three members of the Seminary Board as nominated by the Joint Board.

Exceptionally, the Committee shall have powers to co-opt one member of the Senate of the University of Glasgow and one member of the Seminary Board in order to obtain a quorum at short notice.

- 2.5 No member of the Board of Examiners shall be a member of the Committee. No member of the Senate Appeals Committee or of the University Court shall be entitled to serve on the Committee.
- 2.6 The quorum of the Committee shall be 3 and shall comprise at least one representative from each institution.

### 3. Jurisdiction

The jurisdiction of the Committee shall comprise all academic decisions affecting candidates, including Examination Board decisions and student progress, but not proceedings under the Code of Discipline.

### 4. Grounds for Appeal

#### 4.1 Assessment

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, namely:

- 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;
- b) that the conduct of an assessment was not in accordance with the approved regulations for the course;
- c) that the candidate was given misleading written information concerning the nature of an assessment and its requirements.

#### 4.2 Progress

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 Convener of the Joint Appeals Committee with the note of appeal.

### 5. Lodging of an Appeal

- 5.1 An appeal by a candidate will not be entertained once that candidate has graduated; he or she is deemed to have accepted, by graduating, the recommendation of the Board of Examiners.
- 5.2 A candidate who wishes to appeal must do so in writing to the Clerk to the Joint Board within fourteen days following the intimation or publication of the decision appealed against. This period will not be extended unless the candidate satisfies the Joint Appeals Committee that the appeal could not have been lodged in time.
- 5.3 The note of appeal must include:
  - a) the name, address and telephone number of the appellant;
  - b) all the grounds on which the candidate considers that the decision should be changed (no other grounds will be admissible in the disposal of the appeal);
  - 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;
  - e) whether the candidate intends to be assisted or represented by any person and, if so, the name and occupation of that person.
- 5.4 *An appellant who wishes to appeal on medical grounds should obtain an appropriate medical certificate or medical report promptly and submit it with the note of appeal, and certainly no later than the date of the hearing.*

## 6. Preliminary Disposal

Upon receipt of a written appeal the Convener, after consultation with two other members of the Joint Appeals Committee of whom one shall be from the Seminary, may make a preliminary disposal which may result in:

- a) dismissal of the appeal because the appeal is out of time, or provides no competent grounds for appeal;
- b) referral of the appeal to a full meeting of the Joint Appeals Committee whereupon the Convener may take such other interim actions as he or she deems appropriate;
- c) referral of the appeal directly to the Board of Examiners for reconsideration where it is clear that the Board was unaware of the medical or personal circumstances described in the letter of appeal.

## 7. Consideration of an Appeal by the Joint Appeals Committee

- 7.1 The Committee will meet within 20 days after receipt of an adequate note of appeal, or as soon as possible thereafter.
- 7.2 The appellant shall be offered a hearing by the Committee if he or she so requests; otherwise there will not be a hearing unless the Convener decides that a hearing is desirable in the circumstances. At the hearing the appellant may be accompanied by or represented by another person. The Committee may hear this person instead of, or as well as, the appellant.
- 7.3 When there is to be a hearing the Clerk to the Joint Board shall:
  - a) inform the appellant in writing of the date, time and place thereof;
  - b) request the appellant to name his/her representative (if appropriate) and to name any person(s) from whom he or she wishes the Committee to take evidence. The Clerk shall communicate the names of these persons to the Chairperson of the Board of Examiners. The Clerk will also inform all such persons of the arrangements for the hearing and invite their attendance.
- 7.4 Where the appeal is against a decision of the Board of Examiners, the Clerk shall, on the instructions of the Convener, indicate to the Chairperson of that Board the nature of the appeal and offer the Board an opportunity to present evidence. Where this is to be done the appellant will be informed of the names of any persons appearing to present evidence.
- 7.5 The Committee may dispose of the case notwithstanding the failure of any person(s) concerned to appear.
- 7.6 The Clerk shall, on the instructions of the Convener, ask the appropriate persons (e.g. the Chairperson of the Board of Examiners) for a statement of the grounds on which the decision appealed against was reached. It also should be made clear what evidence was available to the Board of Examiners in reaching its decision. If the Chairperson of the Board wishes any part of his or her submission to be regarded as confidential, then this should be submitted separately.
- 7.7 The Clerk shall place before the Committee all reports relevant to the appeal. If there is a hearing, copies will be made available to the appellant unless any report is certified by the Convener as being confidential. The Committee may found its decisions upon a confidential report only if the substance thereof has been explored with the appellant, if present.

## 8. Procedure for the Hearing

- 8.1 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.
- 8.2 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:
  - a) 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;
  - b) consider all relevant reports and information;
  - c) afford the appellant an opportunity to make a final statement, or to have one made on his or her behalf.
- 8.3 At any stage it shall be competent for the Committee to adjourn the hearing if it considers this to be necessary.

## 9. Disposal

- 9.1 The Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter.
- 9.2 It may decide by a majority.
- 9.3 If it upholds the appeal, the Committee shall order whatever remedy it deems appropriate in the circumstances.

- 9.4 The Clerk, on the instructions of the Convener, shall intimate the decision in writing to the appellant and to the Joint Board. When an appeal is upheld, the Committee shall intimate the grounds for its decision to the Joint Board.
- 9.5 In its report to the Joint Board, the Committee may wish to include any recommendations related to the matter which has given rise to the appeal.

#### **10. Further Review**

- 10.1 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 the *Fees and General Information* section of the University of Glasgow Calendar.
- 10.2 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 procedure at the Joint Appeals Committee level;
  - c) the disposal of the Joint Appeals Committee was clearly unreasonable.