

## Summary of Key Changes for 2017-18 Edition of the *University Calendar*

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

### **Fees and General Information for Students**

The following changes have been made to regulations in the Fees and General section:

#### **1. Code of Assessment – Grading and Aggregation §16.29 – 16.39**

Two schedules of assessment may be used on taught programmes, Schedule A and Schedule B. The latter is currently used on a small number of programmes and relates to the assessment of professional, practical or clinical competence. From 2017-18 Schedule B has been amended to offer eight Grades rather than six (Grades A – H). This has allowed for the grade points on Schedule B to be revised to align with those in use on Schedule A. The grade points from the two Schedules may therefore now be combined on credit-rated courses.

While Schedule B is currently only used on a small number of programmes, in its revised form a wider range of courses and programmes may find it of use where a less fine granularity of assessment than that offered by Schedule A may be appropriate.

Links to revised [Schedule A](#) and [Schedule B](#).

#### **2. Code of Assessment – Incomplete Assessment and Good Cause §16.46**

Where a student is seeking an extension of more than three working days to a coursework submission date he/she is required to submit a claim of good cause to MyCampus. During 2017-18 work will be carried out to clarify this, both in how it is set out in the regulations and in the process to be followed in MyCampus. In the meantime, a note has been added to §16.46 indicating that a student submitting such a claim should alert a member of staff such as Adviser of Studies or Assessment Officer to the claim in order that it may be considered promptly.

#### **3. Code of Assessment – Guidelines for Boards of Examiners on the exercise of discretion**

The decision was taken by Senate in June 2012 to harmonise the exercise of Exam Board discretion in the award of classifications for honours degrees and taught masters degrees, and Exam Boards have been required to implement the new guidelines since the spring diet in 2013. Given that this has become an established aspect of Exam Board business, Academic Standards Committee has agreed that all Exam Boards should now be required to publish their chosen criteria in advance. This is reflected in the extract from the Guidelines below:

##### *2.7.3 Applying Discretion*

***Boards must always record in their minutes which criteria have been applied in the exercise of discretion.***

***In the interests of transparency, the criteria to be applied by each Exam Board should, if possible, be publicised in advance, e.g. in the programme handbook.***

Please note that for award decisions made in relation to student cohorts from 2017-18 onwards, it will be a requirement that criteria should be publicised in advance.

The guidelines can be found in the Guide to the Code of Assessment - [www.gla.ac.uk/media/media\\_124293\\_en.pdf](http://www.gla.ac.uk/media/media_124293_en.pdf).

#### **4. Procedure for Determining Fitness to Study**

The University's Fitness to Study Procedure was introduced two years ago to provide a formalised framework for supporting students encountering challenges during their studies.

A change of process has been agreed for students who take some time out from study under this procedure (see §34.3.5). Instead of requiring formal withdrawal of such students, a new 'Fitness to Study – Leave of Absence' indicator will be added to MyCampus allowing students to be flagged on the system as taking time out without any change to their registration status. This will allow students continued access to University facilities and support services. The flag will be applied to individual student records by the Senate Office on request from School and College offices.

Schools and Colleges will be notified once the indicator has been set up on MyCampus.

#### **5. Student Conduct – Examination Misconduct**

Given the rise in cases of examination misconduct being referred to the Senate Assessors for Student Conduct, there has been some revision to regulations to improve clarity on the question of prohibited materials in examinations. The *Instructions to Candidates on their Conduct in Written Examinations* (Regulation 17.1) have been revised to state the very small range of items that are permitted in examinations; and the *Code of Student Conduct* (Regulation 33) has been revised to explicitly state that regulations are breached if prohibited items are brought into examinations regardless of whether these are brought intentionally or are used during the examination.

Students will continue to be reminded of these regulations by invigilators at the beginning of each examination, by posters and messages issued by the SRC, and by the Clerk of Senate's message issued before each examination diet.

#### **Generic Undergraduate Regulations**

These regulations previously indicated that the normal full-time study load is 120 credits. §6.2 has been strengthened to limit the circumstances in which more than 120 credits may be taken:

6.2 In each academic session a full-time candidate will normally take courses totalling 120 credits. A larger number of credits may be taken where necessary to satisfy the requirements for progress or for award of the degree. Alternative arrangements may be permitted, subject to College approval.

#### **Guidance Notes for the Degree of PhD by Research**

From 2017-18 it is a requirement that the supervisor must submit a statement to the Examiners in the event that a PhD candidate elects to submit his/her thesis against the advice of the supervisor or if there are circumstances which should be drawn to the attention of the Examiners. This includes any with regard to research integrity or research practice in relation to the work submitted.

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

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