

Summary of Key Changes for 2018-19 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.)

From 2018-19 no hardbound copies of the Calendar will be printed. A PDF version will be available online for printing and downloading.

Fees and General Information for Students

A number of updates have been made to the Fees and General section, these include the following:

1. Code of Assessment – Penalties for the Late Submission of Coursework – §16.25-16.28

The Code previously permitted extensions for late submission (or exemption from late penalties) to be approved by the course convener or equivalent where the delay in submission was up to three working days. This has been amended so that deferrals of up to FIVE working days can be approved locally. While this is a significant change, the regulations are explicit in requiring the length of any deferral to be ‘commensurate with the nature of the relevant circumstances’. A deferral of five days should not therefore be regarded as a ‘default’ position and each request should be treated on a case by case basis.

Where the requested deferral in submission is more than five working days students are required to submit a full Good Cause claim, supported by appropriate documentary evidence. Such claims will be considered by Head of School (or nominee such as Honours Convener, Head of Year, Programme Convener, or the holder of another similar senior role) and Assessment Officer. A facility specifically geared towards such claims is under development in MyCampus, but the advice remains that students should alert a member of staff such as their Adviser of Studies/Advising Team or Assessment Officer to the claim so that it may be considered promptly. The regulations note that students should make claims as soon as possible and that: ‘Where a claim is submitted shortly before the submission deadline it may not be possible for the candidate to be advised of the outcome of the claim before that deadline.’ No specific timescale has been given for claims to be considered but the ‘outcome shall be notified to the candidate as soon as reasonably practicable’.

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

The regulation includes the following statement: ‘Good cause refers to the sudden onset of illness or adverse circumstances affecting the candidate. It is not intended to apply to chronic or persistent illness or to long-term adverse personal circumstances. Where there is a chronic medical condition good cause shall only be established where the candidate’s performance in assessment has been compromised by a sudden severe episode of the illness.’

An additional footnote has been included in this section sign-posting that where the circumstances do not fall under the definition of Good Cause alternative procedures or sources of support should be considered:

‘A candidate experiencing chronic or persistent illness or long-term adverse personal circumstances is encouraged at as early a stage as possible to contact appropriate sources of support such as their Adviser of Study/Advising Team and the Disability Service. The Fitness to Study Procedure may be used to consider how best to support any such candidate in their studies.’

3. Procedure for Determining Fitness to Study

Colleagues are reminded that in certain circumstances it may be appropriate to agree a Leave of Absence for a student under the Fitness to Study Procedure. In such cases a Service Indicator can be added to the student's record on request to the Senate Office. An amendment for 2018-19 states that such an indicator should not be set indefinitely, so the School/Research Institute or College must identify either a provisional date for return, or a date for review of the Leave of Absence.

4. Complaints Procedure

There are a number of changes to aspects of the Complaints Procedure to reflect the fact that the management of complaints made against the University transfers to the Court Office on 1 August 2018. From this date, queries and significant complaint cases should be referred to the Complaints Resolution Office – please contact complaints@glasgow.ac.uk. Information will also be available online. Key principles of the procedure remain the same.

Frontline complaints should be managed at local level and reported online. Stage 2 complaints will be managed by the Complaints Resolution Office.

Generic Regulations for Taught Masters Degrees – award of Merit and Distinction

There is a significant change to the rules concerning eligibility for the award of Merit and Distinction. This will now be defined primarily by reference to a combined grade point average calculated across the taught courses and independent work. However, minimum standards will still also apply to both the taught courses grade point average and the grade achieved in the independent work. The changes allow awards to be made to students who have demonstrated strong performance across the programme as a whole but whose performance in either the taught courses or the independent work has fallen marginally short of the previous standard.

The amended regulations take effect for all award decisions made from session 2018-19 onwards. This will therefore apply to all students admitted in 2018-19 and to all students for whom final awards will be made in autumn 2018 (e.g. a student admitted in September 2016 on a 2-year part-time Masters and a student admitted in September 2017 on a one-year full-time Masters).

Further details are given at https://www.gla.ac.uk/media/media_599234_en.pdf.

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

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