



University
of Glasgow

CALENDAR

2018-19

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All reasonable efforts are made to ensure that the information contained in this Calendar, and in particular that relating to regulations, courses and fees, is correct at the time of publication. Most degree programmes will be available but if you wish to confirm information, you should contact the relevant College Office.

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A BRIEF HISTORY

The University of Glasgow was founded by Pope Nicholas V in a letter dated 7 January 1451 and authenticated with a lead seal or 'bull'. It erected a *studium generale* or university for all future time in Glasgow - in theology, canon and civil law, in arts and in all lawful faculties with all the privileges, liberties, honours, exemptions and immunities enjoyed by the *studium* at Bologna, Italy, and it is still the authority by which the University awards degrees. Although the letter states that it was issued at the request of King James II, the real founder of the University was William Turnbull, Bishop of Glasgow from 1447 to 1454. With experience of St Andrews and several continental universities, he no doubt expected that a university would enhance the reputation of his diocese and provide much needed education for his clergy.

Like other universities of the time, only undergraduate Arts degrees were available. The Master of Arts was awarded after five years of study in Latin, Greek, Logic, Moral Philosophy, Natural Philosophy (Physics) and/or Mathematics. At first the teaching was by regents who took their charges through the whole course of study. A Bachelor of Arts could be obtained after three years' study, providing a licence to teach, but only Masters of Arts were officially members of the University with a right to vote at the election of the Chancellor. Students studying in Arts were divided according to their place of birth into four nations originally Clydesdale, Teviotdale, Albany and Rothesay. These students, known as *togati* or gowned, voted for the Rector by their nation, a practice which was not abolished until 1977. Few students chose to study in higher faculties and in practice there was only teaching in Theology and Canon Law. These were known as *non-togati*, as they were not required to wear the undergraduate red gown since they were supposed to have already graduated, but not necessarily at Glasgow.

Throughout its first century, the University enjoyed a close affinity with the Cathedral, being located near by, and was part of the efforts to reform the church by improving the education of both the clergy and laity. Education was also dear to the heart of the Protestant reformers who believed that the University should fulfil a similar role but with more emphasis on the training of parochial schoolmasters. However, they failed to provide any endowments and it was not until Andrew Melville (1545-1622) became Principal in 1574 that the problem was addressed. He reformed the curriculum by placing greater emphasis on liberal arts and made the teaching of Greek and Hebrew more stable. In so doing he attracted more students, enabling him to secure a new charter from James VI in 1577. Known as the *Nova Erectio*, this provided an endowment (albeit leased from the Crown) and established the mode of governance for almost 300 years. The Principal, who was to be an ordained minister and to teach Divinity, was placed in overall charge of the University's affairs. Three regents were to be subject to his authority and were to teach a definite group of subjects: Greek and Rhetoric; Dialectic, Morals and Politics; Arithmetic and Geometry. Although the professor with a chair in a specific discipline was to grow out of this innovation, it proved difficult to sustain and the old system of unspecified regenting was reintroduced in 1642 and continued until 1727.

Despite this setback, the quality and range of teaching improved. A bold decision was taken to erect a new building around two quadrangles facing the High Street. Work began in 1631 and continued as money allowed through the difficult times of the civil war. A donation of £200, promised by Charles I, was honoured by Oliver Cromwell. The handsome new buildings were virtually complete by the time of the restoration of the monarchy in 1660 when the royal coat of arms was added above the main entrance.

In more settled times the University grew quickly from some 150 students in 1660 to 400 by 1702. In the course of the next 30 years, seven professorships were either created or restored, often with endowments from the Crown, as part of a wider programme of university reform. Teaching in Medicine, which had been briefly attempted between 1637 and 1646, was revived in 1714 and the Faculty of Medicine came to embrace all the life sciences, Botany, Zoology and Chemistry. For the first time since the Reformation, Law became a recognised faculty with its own regius professor.

Under the terms of the Act of Uniformity all professors and graduates were required to sign the Westminster Confession. There were, however, no religious tests at matriculation and students from a variety of confessional backgrounds attended the University. Tests on graduation seem to have been abandoned by the end of the eighteenth century and those for professors were finally abolished in 1853.

Although there was no barrier to matriculation, few students took the trouble as there was no need unless they wished to graduate, vote in a rectorial election, or use the library. Attendance at lectures was recorded by the individual regents or professors, who issued class tickets for satisfactory performance and awarded most prizes. In 1717, the professors disenfranchised the students of their rights to vote at rectorials. The students resisted and their rights were restored in 1726, but professors continued to vote until 1858. In 1727, three of the nations were renamed. Clydesdale, Teviotdale and Albany became Glottiana, Loudonina and Transforthiana.

By the end of the eighteenth century there was increasing tension between the Faculty, consisting of the Principal (still incumbent of the Chair of Divinity) and the twelve other professors appointed before 1761, and those holding chairs created thereafter by the Crown. The latter were considered only to be members of Senate and therefore had no role in the governance of the University. The treatment by the Faculty of some of these new appointments was shameful. They were denied the use of the best classrooms and in one case of even a blackboard. Despite public disagreement, it was not until 1858 that an Act of Parliament abolished the Faculty and replaced it with the University Court composed of lay members whose main responsibility was the oversight of the fabric and finances. This legislation also made matriculation compulsory for the first time for all students irrespective of faculty and restricted the franchise in rectorial elections to the students. The Rector *ex officio* was to chair the Court. The distinction between *togati* and *non-togati* students was also abolished and the General Council was set up, comprising members of the University Court, professors and graduates. The Students' Representative Council was not given formal recognition until the Universities (Scotland) Act of 1889.

By the 1840s the buildings in the High Street were no longer adequate and the whole area had become run down as the city had expanded westwards. After an abortive attempt to move to Woodlands Hill in the late 1840s, the University finally left its original home for a splendid new edifice on Gilmorehill in the west end in 1870. It had been foreseen that the move would impact on clinical teaching and funds were also raised to build a new hospital, the Western Infirmary, on adjacent ground. In 1889, under a new Act of Parliament, the balance of responsibilities between the Court and Senate was altered and the professors became fully salaried instead of depending for much of their income on class fees. One consequence of this legislation was that in 1892 all Scottish universities were permitted to admit women and consequently Queen Margaret College merged with the University. In the following year the Science Faculty was established independent of both Arts and Medicine. Engineering was part of the Science Faculty until it became a separate faculty in 1923.

The Faculty of Medicine was enlarged in 1947 to include the two independent medical schools, St Mungo's College and Anderson's College of Medicine, along with the Glasgow Dental School. The following year Glasgow Veterinary College also joined the Medical Faculty, eventually becoming the Faculty of Veterinary Medicine in 1966. In the same year, the Universities (Scotland) Act gave Scottish universities much greater autonomy in the content and design of courses. The St Andrew's College of Education merged with the University in 1999 leading to the establishment of the Faculty of Education. In 2010 the University's nine Faculties were replaced by four larger Colleges which continued to offer teaching and research in Arts, Education, Law, Social Science, Engineering, Science, Medicine and Veterinary Medicine.

THE CONSTITUTION

The University of Glasgow was founded by Papal Bull in 1451, however, its modern constitutional framework derives from the Universities (Scotland) Acts 1858 to 1966. These Acts make provision for the main statutory bodies and officers: the Court, the Senate, the General Council; the Chancellor, the Principal and Vice Chancellor, and the Rector, and set out the powers and duties of those statutory bodies, as well as specifying their composition. From 1858 until 1966 the instruments by which the University exercised its powers were Ordinances. These were drafted by the University but given legal authority by the Privy Council after approval by the General Councils of the other Scottish Universities. The Universities (Scotland) Act of 1966 gave the power to make legal instruments back to the Universities themselves - these being known as Resolutions. The University Court issues the Resolutions having consulted widely with the University community. In a few restricted areas, mainly of constitutional import, Ordinances are still required.

OFFICERS OF THE UNIVERSITY

Chancellor

Professor Sir Kenneth Calman KCB FRSE (elected 2006)

Rector

Mr Aamer Anwar (elected 2017)

Principal

Professor Sir Anton Muscatelli MA PhD FRSA FRSE AcSS (app 2009)

Vice-Chancellor

The Principal

Vice-Principals

Professor Neal Juster BSc PhD CEng FIMechE, Senior Vice Principal and Deputy Vice Chancellor (app 2007)

Professor Frank Coton BSc PhD CEng FRAeS, Vice Principal (Academic & Educational Innovation) (app 2009)

Professor Anne Anderson OBE MA PhD, Vice Principal and Head of College (Social Sciences) (app 2010)

Professor Dame Anna F Dominiczak DBE MD FRCP FAHA FRSE FMedSci, Regius Professor of Medicine, Vice Principal and Head of College (Medical, Veterinary & Life Sciences) (app 2010)

Professor James Conroy PhD FAcSS, Vice Principal (Internationalisation) (app 2014)

Professor Jonathon M. Cooper BSc MSC PhD FREng FRSE, Vice Principal (Knowledge Exchange) (app 2014)

Professor Miles Padgett BSc MSc PhD FRS FRSE FOSA FSPIE, Vice Principal (Research) (app 2014)

Professor Muffy Calder OBE FRSE FREng FBCS, Vice Principal and Head of College (Science & Engineering) (app 2015)

Professor Roibeard Ó Maolalaigh BA MA PhD, Vice Principal and Head of College (Arts) (app 2015)

Ms Bonnie Dean OBE BA MBA FRGS FRSA, Vice Principal (Corporate Engagement & Innovation) (app 2018)

Professor Jill Morrison MBChB MSc PhD FRCGP FRCP(Edin) FHEA FAcadMed, Clerk of Senate and Vice Principal (app 2018)

Dean of Faculties

Professor Graham Caie MA PhD FRSE FEA FRSA (app 2018)

Deans for Global Engagement

Professor James Conroy PhD FAcSS, Europe

Professor William Cushley BSc PhD FRSB, South and South East Asia (Australasia)

Professor David Fearn BSc PhD FRSE CMath FIMA, The Americas

Professor Paul Garside PhD FRSB FRSE, Africa and Middle East

Professor Konstantinos Kontis BEng MSc PhD CEng FIMechE FRAeS FAIAA, China and East Asia

Chief Operating Officer and University Secretary

Dr David Duncan MA PhD

Director of Finance

Mr Robert Fraser BSc MBA CA

University Librarian

Ms Susan Ashworth MA MA(Lib)

Clerk to the General Council

Ms Amber Higgins BSc

PRINCIPAL COMMITTEES OF THE UNIVERSITY

University Court

The Court has ultimate responsibility for the deployment of resources in the University and for the strategic plans of the institution. It also has a monitoring role in relation to the overall performance of the University. It is responsible for the well-being of staff and, with the Senate, for students. The Rector is, ex-officio, the President of the University Court. The Rector chairs such parts of the Court meetings as the Court may from time to time decide. The Convener, a lay member of Court appointed through an open recruitment process, chairs those parts of the Court meetings not chaired by the Rector. The full membership of Court is given on page x.

Committees reporting to Court

Committee	Convener	Business
Audit Committee	Ms Heather Cousins	<ul style="list-style-type: none"> ▪ To oversee on behalf of Court the effectiveness of the University's arrangements for corporate governance, financial reporting, systems of internal control and risk management and the activities and processes related to these systems. This will include arrangements to ensure the University's compliance with the requirements of the Financial Memorandum between the University and Scottish Funding Council.
Estates Committee	Mr Ronnie Mercer	<ul style="list-style-type: none"> ▪ To develop and maintain a strategic estates plan for consideration by Court which supports the delivery of the University's Strategic Plan taking into account resource implication and the importance of environmental sustainability. ▪ In doing this the Estates Committee will: <ul style="list-style-type: none"> - Provide the Programme Governance to the overall capital programme and the Director of Estates will ensure that regular performance updates are provided to the Committee; - Provide governance for the development of the master plan and a design guide and colour palette. The master plan will be brought to Estates Committee and only with the approval of the Committee will it then proceed to Court in advance of seeking City Council approval; - Approve the commercial property aspects of projects, including leases, disposals and any acquisitions. <p>The Estates Committee will not have responsibility in relation to design as this is the responsibility of individual project boards, however for all projects valued at £25m or more, the Project Governance Board Convenor would, at design stages B and D [B = Concept Design; D = Developed Design], bring the design to Estates Committee for information and comment. Responsibility for approving the design would remain with the Project Governance Board.</p> ▪ To develop policies to guide implementation of plans by Estates & Buildings. ▪ To ensure that the Committee's membership includes the skills and experience necessary to address its remit effectively. To this end, the Committee may request that the University Court appoint one or more additional co-opted members to the Committee. The Chair of the Committee will participate in the selection process for a new co-opted member.

Finance Committee	Mr Graeme Bissett	<ul style="list-style-type: none"> ▪ To monitor the income and expenditure of the University. ▪ To consider financial policies and issues and to make recommendations to Court on: <ul style="list-style-type: none"> - the annual revenue and capital budget; - banking, borrowing and lending; - the investment of endowment funds; and - other financial matters, always having regard to the importance of financial sustainability. ▪ To advise Court on the financial implications of policy decisions being considered by Court. ▪ To consider the financial statements of the University and make recommendations to Court thereon. ▪ Having received a report from the Capex Committee: <ul style="list-style-type: none"> - to make recommendations to Court on the budget for capital projects; - to decide on all capex proposals involving expenditure of £500,000 and £25M, subject to these proposals being included in the Court approved capital plan and, where appropriate, having been approved by the Estates Committee; - to make recommendations to Court on all capex proposals involving expenditure of £25M or above, subject to these proposals being included in the Court approved capital plan and, where appropriate, having been approved by Estates Committee; and - to decide on all requests for capital budget variances of £500,000 or above. ▪ To authorise individual items of revenue expenditure costing £1M or more. ▪ To ensure that the Committee's membership includes the skills and experience necessary to address its remit effectively. To this end, the Committee may request that the University Court appoint one or more additional co-opted members to the Committee. The Chair of the Committee will participate in the selection process for a new co-opted member.
Health, Safety & Wellbeing Committee	Dr David Duncan	<ul style="list-style-type: none"> ▪ The Committee is mandated by Section 2(7) of the Health & Safety at Work (etc.) Act 1974 and recognised by the Secretary of State under Statutory Instrument 1977 No. 500 Health and Safety - The Safety Representatives and Safety Committees Regulations 1977. It has the role of keeping under review the measures taken to ensure the effective management of the health and safety of employees, and also that of students, visitors, contractors and other persons who could be affected by the various work activities of the University of Glasgow or could, through their own work activity(ies), adversely affect the health and safety of themselves and/or others.

Human Resources Committee	Ms June Milligan	<ul style="list-style-type: none"> ▪ To oversee, on behalf of Court, the ongoing development, implementation and delivery of the University's People Strategy and related plans and procedures, ensuring these are aligned with the key aims and objectives of University Strategy and its realisation. ▪ To ensure appropriate monitoring and reporting arrangements are in place and that these are executed accordingly to demonstrate and deliver impact in the delivery of organisational goals to enhance institutional performance and success. ▪ To provide corporate governance and oversight of key people initiatives and policies, monitoring compliance in accordance with the relevant and related legal and regulatory frameworks and promote the adoption of best practice in: <ul style="list-style-type: none"> • Recruitment & Talent Attraction; • Performance Management; • Reward & Recognition; • People and Organisational Development (incl.. Leadership Development); • Talent Management & Succession Planning; and • Cultural & Organisational Change. ▪ To 'add value' in terms of corporate governance and associated oversight in the delivery of the people strategy and provide a degree of challenge to the executive leadership in ensuring the University demonstrates its commitment in delivering in accordance with the best interests of its people, both staff and students.
Nominations Committee	Ms Elizabeth Passey	<ul style="list-style-type: none"> ▪ To make recommendations to Court on the appointment of co-opted lay members, having regard to the skills and experience required. ▪ To make recommendations to Court on the appointment of Court committee members, in consultation with the relevant Committee chairs; and to make recommendations on the convenership of Court committees. ▪ To advise Court on any other matter relating to its membership.
Remuneration Committee	Ms June Milligan	<ul style="list-style-type: none"> ▪ To formulate the University's remuneration policy, and to review that policy annually, recommending changes to Court as appropriate. ▪ To determine the salaries of the Principal and other members of Senior Management Group, having regard to: <ul style="list-style-type: none"> - Their performance in advancing the University's strategic objectives; - The need to offer salaries that are competitive with those of other major UK universities, as reflected in robust comparative data; and - The budget approved by Court. ▪ Annually, to determine the University's policy on the performance-related reward of professorial and senior administrative staff (all level 10 staff). ▪ In the absence of the Convener of Court, to make recommendations on the nature and level of any remuneration for the Convener of Court, subject to approval by Court. ▪ To advise Court on the University's policy on severance arrangements for staff, and, within parameters agreed by Court, to implement that policy, considering, on an individual basis, any severance proposal that:

		<ul style="list-style-type: none"> - Departs from the parameters agreed by Court; and/or - Pertains to for a member of the Senior Management Group. ▪ To maintain oversight of contracts of employment for senior staff. ▪ To receive an annual report on expenses incurred by members of the Senior Management Group. ▪ To ensure that the Committee's membership includes the skills and experience necessary to address its remit effectively. ▪ To seek the views of representatives of students and staff of the institution, including representatives of recognised trade unions, in relation to the remuneration package of the Principal and the senior executive team.
Student Experience Committee (a Committee of Court and Senate)	Dr David Duncan and Ms Lauren McDougall (SRC President)	<ul style="list-style-type: none"> ▪ Agree and oversee implementation of a common strategy, plans and policies for non-academic aspects of student life, to be jointly led by the University and the SRC. ▪ Make every effort to ensure that all aspects of the student experience are excellent. ▪ Identify the needs of specific groups of students (e.g. overseas, part-time, mature, visiting and disabled students, BME students, care leavers and students with children or caring responsibilities) and ensure that these are addressed. ▪ Agree, in consultation with relevant senior managers, the annual priorities relating to services provided for students. ▪ Review and monitor the effectiveness of all student-facing services. ▪ Receive and consider reports from the SRC, GUU, QMU and GUSA on plans and activities. ▪ Consider measures of the student experience and oversee actions to improve and enhance student satisfaction. ▪ Provide a forum for discussion on key trends in the external environment likely to impact on the student experience. ▪ Promote equality and diversity in relation to all the above. ▪ Report to Senate, SMG, Court and other relevant bodies on all matters relating to these terms of reference.

Senate

The Senate is charged with the regulation and superintendence of the teaching and the discipline of the University and the promotion of research. Senate is convened by The Principal.

Committees reporting to Senate

Committee	Convener	Business
Council of Senate	The Principal	To undertake all normal business of Senate on behalf of Senate
Academic Dress Committee	Clerk of Senate or their nominee	Ceremonial dress
Education Policy & Strategy Committee*	Professor Frank Coton	Review, development and promotion of the University's Learning and Teaching Strategy
- Academic Standards Committee	Professor Neil Evans	Academic regulations and quality assurance matters
- Learning & Teaching Committee	Professor Moira Fischbacher-Smith	Development and enhancement of provision of learning opportunities for students
Honorary Degrees Committee	The Principal	Nominations for the conferment of Honorary Degrees

Library Committee*	Professor Jill Morrison	Application of Library funds and review of Library policy, strategy and performance
Research Planning & Strategy Committee*	Professor Jon Cooper and Professor Miles Padgett	Definition, promotion and implementation of the University's Research Strategy
- Deans of Graduate Studies Committee	Dr Duncan Ross	Defining and implementing the University's PGR Strategy and matters relating to PGR provision
Research Institute Management Groups	<i>Information available from each University Research Institute</i>	Definition, promotion and implementation of the University's Research Strategy with regard to the Research Institute
Senate Appeals Committee	Dr Maureen Farrell	Academic appeals from students
Senate Business Committee	The Principal	Agenda of Senate meetings
Senate Student Conduct Committee	The Principal ¹	Conduct and disciplinary cases against students

¹ Convenership is delegated to Vice Principals and the following nominees: Professor Karen Lury, Professor Chris Philo, Professor Martin Sullivan.

UNIVERSITY COURT

	<i>Term Expires</i>
The Rector	
Mr Aamer Anwar	<i>March 2020</i>
The Principal	
Professor Sir Anton Muscatelli	<i>September 2024</i>
Assessor of the City of Glasgow Council	
Cllr Susan Aitken	<i>May 2020</i>
Chancellor's Assessor	
Mr Ronnie Mercer	<i>October 2019</i>
Assessors of the General Council	
Dr Morag Macdonald Simpson	<i>July 2022</i>
Ms Lesley Sutherland	<i>July 2022</i>
Assessors of the Senate	
Professor Lindsay Farmer School of Law	<i>July 2019</i>
Professor Nick Hill School of Mathematics & Statistics	<i>July 2019</i>
Dr Simon Kennedy School of Life Sciences	<i>July 2021</i>
Professor Kirsteen McCue School of Critical Studies	<i>July 2021</i>
Dr Bethan Wood School of Interdisciplinary Studies	<i>July 2021</i>
<i>1 Vacancy</i>	
President of the Students' Representative Council	
Ms Lauren McDougall	<i>June 2019</i>
Assessor of the Students' Representative Council	
Mr Elliot Napier	<i>October 2018</i>
Employee Representatives	
Mr Dave Anderson	<i>December 2018</i>
Ms Margaret Anne McParland	<i>December 2018</i>
Co-opted	
Mr Graeme Bissett	<i>December 2021</i>
Ms Heather Cousins	<i>March 2022</i>
Mr David Finlayson	<i>October 2021</i>
Ms June Milligan	<i>October 2019</i>
Mr David Milloy	<i>December 2021</i>
Ms Elspeth Orcharton	<i>October 2020</i>
Ms Elizabeth Passey (Convener of Court)	<i>July 2020</i>
Mr Gavin Stewart	<i>March 2021</i>
Dr Ken Sutherland	<i>December 2021</i>
<i>(Seven members constitute a quorum)</i>	
Chief Operating Officer and University Secretary	
Dr David Duncan	

SENATE

President of the Senate

The Principal, Professor Sir Anton Muscatelli MA PhD FRSA FRSE AcSS

Clerk of Senate and Vice-Principal

Professor Jill Morrison MBChB MSc PhD FRCGP FRCP(Edin) FHEA FAcadMed

Other Members of the Senate

For details, please consult: <https://www.gla.ac.uk/myglasgow/senateoffice/>

Director of the Senate Office

Dr Jack Aitken BA PhD

Council of Senate

In February 2014, Senate established the Council of Senate. The remit of the Council of Senate is, in summary, to undertake all normal business of Senate on Senate's behalf. In formal terms, the Council is a committee of Senate.

The decision to establish the Council of Senate was made to address several features of Senate's own composition through the creation of a body which included a majority of elected members and which included student members. The ratio of elected members to members ex officio of the Council is 2:1 and there are 12 student members. The composition of Senate, established in primary legislation, includes all members of the professoriate of the University, together with a number of elected members (equal to one-third of the number of professors of the University). The membership of Senate in consequence currently totals approximately 600. The effects of this are to produce a decision-making body which is very large and for which it is practically difficult to ensure the presence of a quorum at meetings (one-third of the total membership, also established in primary legislation). The membership of Council is approximately 120.

The Council of Senate remains answerable to Senate. Meetings of the full Senate may be called at any time in accordance with the Standing Orders of Senate. Senate may amend the powers of the Council or abolish the Council at any time. Members of Senate who are not members of the Council receive copies of the papers for Council meetings and have the right to attend meetings of the Council and to participate in discussions (but not vote) at Council meetings.

STAFF LIST

Regularly updated staff contact information can be found at:

<https://www.gla.ac.uk/stafflist/>

HONORARY AND OFFICIAL DEGREES

1. The following degrees may be conferred *honoris causa*:
 - Doctor of Divinity (DD)**
 - Doctor of Laws (LLD)**
 - Doctor of Letters (DLitt)**
 - Doctor of Music (DMus)**
 - Doctor of Science (DSc)**
 - Master of Arts (MA)**
 - Master of Engineering (MEng)**
 - Master of Science (MSc)**
 - Doctor of Veterinary Medicine and Surgery (DVMS)**

2. *Honoris causa*: The following degrees may only be conferred *honoris causa*:
 - Doctor of Engineering (DEng)**
 - Doctor of the University (DUniv)**

3. *Iure officii*: The following degrees may be conferred *iure officii* on any Professor or recognised Teaching Officer or Research Officer of the University of Glasgow or of a recognised institution who is not already a University graduate:
 - Master of Arts (MA)**
 - Bachelor of Science (BSc)**
 - Master of Science (MSc) or**
 - the Degree of Master of Science (Science Education) or**
 - the Degree of Master of Science (Medical Science) or**
 - the Degree of Master of Science (Veterinary Science)**

No other degrees may be conferred *iure officii*.

4. *Regulations for Honorary and Official degrees*:
 - 4.1 The Senate shall annually appoint a Committee to be called the Committee on Honorary Degrees, consisting of the Principal and other such members of the Senate as the Senate shall from time to time determine. It shall be the duty of the Committee to select persons to be recommended to the Senate for the conferment of the Honorary Degrees listed above and to present its recommendations to the Senate.
 - 4.2 No resolution to confer any Honorary Doctor's Degree shall be moved in the Senate except upon special notice given after a fortnight has elapsed from the date when the recommendation was presented.
 - 4.3 The Committee on Honorary Degrees may, at any time during the academic year, select persons to be recommended to the Senate for the conferment of the Honorary and Official Degrees listed above and present its recommendations to the Senate.
 - 4.4 A resolution to confer any Honorary Master's Degree or Official Degree may be moved at the same meeting of the Senate at which the recommendation has been presented.
 - 4.5 The conferment upon any person of an Honorary or Official Degree shall not of itself qualify that person to become a candidate for any other Degree or Diploma.
 - 4.6 No application from or on behalf of any person desirous of receiving any Honorary or Official Degree shall be entertained.

ACADEMIC DRESS CODE

The colours referred to in this Code are defined on page xvii in terms of the Pantone Matching System ®. The proper academic dress for the officers and members of the University is as follows:

Gowns

- Undergraduates:** Scarlet cloth, with full sleeves half the length of the gown. A difference indicating the Faculty may be worn in the form of a narrow band of silk on the breast of each side of the gown of the colour of the hood-lining proper to the lowest degree in the Faculty.
- Bachelors:** Black stuff, with open pointed sleeves reaching to the foot of the gown. Bachelors who are Masters of Arts wear a master's gown with the hood proper to their bachelor's degree.
- Masters:** Black silk or stuff, with cord and button on the yoke and closed sleeves (with horizontal arm-slit) reaching to the foot of the gown and ending in a crescent shaped cut (the points of the crescent facing back).
- Doctors:** All Doctors' gowns should be worn with the proper hood.

Higher Doctorates:

Undress: Black silk or stuff, with a collar falling over the yoke and full sleeves half the length of the gown.

Full dress: Scarlet cloth, faced with silk of the colour of the hood-lining proper to the degree, with cord and button on the yoke and open pointed sleeves reaching to the foot of the gown.

Doctors of Philosophy:

Undress: Black silk or stuff, with a collar falling over the yoke and full sleeves half the length of the gown.

Full Dress: The same, with the addition of facings of crimson silk.

Doctorates of Medicine, Dental Surgery and Practitioner Doctorates:

Undress: Black silk or stuff, with a collar falling over the yoke and full sleeves half the length of the gown.

Full dress: The same, with the addition of facings of silk the colour of the hood-lining proper to the degree.

- Chancellor:** Black watered silk, with long closed sleeves, trimmed with gold lace and gold frogs.
- Rector:** Black cloth, with square collar and full-length capelike sleeves: five gold bands on each sleeve.
- Vice-Chancellor:** Black watered silk, with long closed sleeves and square collar, trimmed with silver lace and silver frogs.
- Depute Vice-Chancellor:** Black watered silk, with long closed sleeves with sleeve cuts trimmed with ½" silver oakleaf lace and facings and square collar trimmed with 1" silver oakleaf lace.
- Principal:** Purple silk, with open sleeves, facings of black silk and a border of purple velvet.
- Dean of Faculties:** Black silk, with square velvet collar, full-length capelike sleeves and velvet frogs.
- Members of the University Court:** The Secretary of Court and past and present members of the University Court may be distinguished by the wearing of frogs on the sleeves of their gowns.

Hoods

All hoods are of the 'full' shape.

Bachelors

Bachelor of Accountancy (BAcc.): Black stuff, lined with slate grey silk and bordered on the outer edge with scarlet cord.

Bachelor of Animal Health (BAH): Black stuff, lined with terracotta silk, and trimmed inside the top edge with gold-coloured silk (colour of whin blossom) and bordered on the outer edge with scarlet cord.

Bachelor of Arts (BA): Black silk or stuff, lined and edged with purple silk (colour of bell heather), and bordered on the outer edge with scarlet cord.

Bachelor of Community Learning and Development (Social Sciences) (BCLD (Soc Sci)): Black stuff, lined with sky blue silk and bordered on the outer edge with scarlet cord.

Bachelor of Dental Surgery (BDS): Black stuff, lined with emerald green silk and bordered on the outer edge with scarlet cord.

Bachelor of Divinity (BD): Black stuff, lined with light cherry silk and bordered on the outer edge with scarlet cord.

Bachelor of Education (BEd) in Primary Education: Black stuff, lined with blue silk (colour of bluebell of Scotland) and bordered on the outer edge with scarlet cord.

Bachelor of Engineering (BEng): Black stuff, lined with plum coloured silk and bordered on the outer edge with scarlet cord.

Bachelor of Engineering Studies (BES): Black stuff, lined with gold-coloured silk (colour of whin blossom) and bordered on the outer edge with scarlet cord.

Bachelor of Financial and Legal Studies (BFLS): Black stuff, lined with slate grey silk, and trimmed inside the top edge with venetian red silk and bordered on the outer edge with scarlet cord.

Bachelor of International Business Administration (BIBA): Black stuff, lined with orange silk (colour of Slender St John's Wort), and trimmed inside the top edge with purple silk (colour of bell heather) and bordered on the outer edge with scarlet cord.

Bachelor of Laws (LLB): Black stuff, lined with venetian red silk and bordered on the outer edge with scarlet cord.

Bachelor of Medical Science (BMedSci): Black stuff, lined with scarlet silk, and trimmed inside the top edge with emerald green silk and bordered on the outer edge with scarlet cord.

Bachelor of Medicine, Bachelor of Surgery (MBChB): Black stuff, lined with scarlet silk and bordered on the outer edge with scarlet cord.

Bachelor of Music (BMus): Black stuff, lined with azure blue silk and bordered on the outer edge with scarlet cord.

Bachelor of Nursing (BN): Black stuff, lined with cornflower blue silk and bordered on the outer edge with scarlet cord.

Bachelor of Science (BSc): Black stuff, lined with gold-coloured silk (colour of whin blossom) and bordered on the outer edge with scarlet cord.

Bachelor of Technological Education (BTechEd): Black stuff, lined with plum coloured silk, and trimmed inside the top edge with blue silk (colour of bluebell of Scotland) and bordered on the outer edge with scarlet cord.

Bachelor of Technology Studies (BTechS): Black stuff, lined with plum coloured silk, and trimmed inside the top edge with blue silk (colour of bluebell of Scotland) and bordered on the outer edge with scarlet cord.

Bachelor of Theology (BTh): Black stuff, lined with light cherry silk, and trimmed inside the top edge with blue silk (colour of bluebell of Scotland) and bordered on the outer edge with scarlet cord.

Bachelor of Veterinary Medicine and Surgery (BVMS): Black stuff, lined with terracotta silk and bordered on the outer edge with scarlet cord.

Note: Bachelors who are also Masters may wear Bachelors' hoods of silk.

Masters

International Master: Black silk or stuff, lined with white silk and edged with purple silk (colour of bell heather).

Master of Accountancy (MAcc): Black silk or stuff, lined and edged with slate grey silk.

Master of Arts (MA):² Black silk or stuff, lined and edged with purple silk (colour of bell heather).

Master of Arts (Social Sciences) (MA (Soc Sci)):² Black silk or stuff, lined and edged with purple silk (colour of bell heather).

Master of Business Administration (MBA): Black silk or stuff, lined and edged with orange silk (colour of Slender St John's Wort).

Master of Community Care (MCC): Black silk or stuff, lined and edged with sky blue silk.

Master of Education (MEd): Black silk or stuff, lined and edged with blue silk (colour of bluebell of Scotland).

Master of Engineering (MEng):² Black silk or stuff, lined and edged with plum coloured silk.

Master of Finance in International Finance & Financial Institutions (MFin): Black silk or stuff, lined with slate grey silk and edged with venetian red silk.

Master of Fine Arts (Creative Writing): Black silk or stuff, lined with purple silk (colour of bell heather) and edged with beige silk.

Master of Laws (LLM): Black silk or stuff, lined and edged with venetian red silk.

Master of Letters (MLitt): Black silk or stuff, lined with purple silk (colour of bell heather) and edged with white silk.³

Master of Medical Law (MML): black silk or stuff, lined with Venetian red silk and edged on the cape, cowl and neckband with white silk.

Master of Medical Law and Ethics (MMLE): black silk or stuff, lined with Venetian red silk and edged on the cape, cowl and neckband with white silk.

Master of Midwifery (MM): Black silk or stuff, lined with cornflower blue silk and edged with white silk.

Master of Music (MMus): Black silk or stuff, lined and edged with azure blue silk.

Master of Nursing (MN): Black silk or stuff, lined and edged with cornflower blue silk.

Master of Philosophy (MPhil): Black silk or stuff, lined and edged with crimson silk.³

Master of Primary Care (MPC): Black silk or stuff, lined and edged with gold-coloured silk (colour of whin blossom).

Master of Public Health (MPH): Black silk or stuff, lined and edged with gold-coloured silk (colour of whin blossom).

Master of Research (MRes.): Black silk or stuff, lined and edged with gold coloured silk (colour of whin blossom).

Master in Science (MSci):² Black silk or stuff, lined with gold-coloured silk (colour of whin blossom) and edged with scarlet silk.

Master of Science (MSc): Black silk or stuff, lined and edged with gold-coloured silk (colour of whin blossom).

Master of Science (Adult & Continuing Education) (MSc (Adult & Continuing Education)): Black silk or stuff, lined and edged with gold-coloured silk (colour of whin blossom).

Master of Social Work (MSW): Black silk or stuff, lined and edged with sky blue silk.

Master of Theology (MTh): Black silk or stuff, lined and edged with light cherry silk.

Master of Veterinary Medicine (MVM): Black silk or stuff, lined and edged with terracotta silk.

Master of Veterinary Public Health (MVPH): Black silk or stuff, lined with terracotta silk and edged on the cape, cowl and neckband with gold-coloured silk (colour of whin blossom).

Doctors (Higher Doctorates)

Doctor of Divinity (DD): Scarlet cloth, lined with white silk.

Doctor of Laws (LLD): Scarlet cloth, lined with venetian red silk.

Doctor of Letters (DLitt): Scarlet cloth, lined with purple silk (colour of bell heather).

² The MA, MEng and MSci are first degrees in the University of Glasgow

³ Graduates awarded the degree before 2009 may elect to wear a hood of black silk or stuff, lined and edged with white silk

Doctor of Music (DMus): Scarlet cloth, lined with azure blue silk.

Doctor of Science (DSc): Scarlet cloth, lined with gold-coloured silk (colour of whin blossom).

Doctor of Science (DSc) in Dentistry: Scarlet cloth, lined with gold-coloured silk (colour of whin blossom).

Doctor of Science (DSc) in Engineering: Scarlet cloth, lined with gold-coloured silk (colour of whin blossom).

Doctor of Science (DSc) in Medicine: Scarlet cloth, lined with gold-coloured silk (colour of whin blossom).

Doctor of Veterinary Medicine and Surgery (DVMS): Scarlet cloth lined and edged with terracotta silk.

Doctor of Veterinary Medicine (DVM): Scarlet cloth, lined with terracotta silk.

Doctor of Veterinary Surgery (DVS): Scarlet cloth, lined with terracotta silk.

Doctors (Doctors of Philosophy)

Doctor of Philosophy (PhD): Black silk, lined and edged with crimson silk.

Doctors (Doctors of Dentistry and Medicine)

Doctor of Clinical Dentistry (DCD): Black silk, lined and edged with emerald green silk.

Doctor of Dental Surgery (DDS): Black silk, lined and edged with emerald green silk.

Doctor of Medicine (MD): Black silk, lined and edged with scarlet silk.

Doctors (Practitioner Doctorates)

Doctor of Business Administration (DBA): Black silk, lined and edged with orange silk (colour of Slender St John's Wort).

Doctor of Clinical Psychology (DClinPsy): Black silk, lined and edged with gold-coloured silk (colour of whin blossom).

Doctor of Education (EdD): Black silk, lined and edged with blue silk (colour of bluebell of Scotland).

Doctor of Engineering in Systems Level Integration (EngD): Black silk, lined and edged with plum-coloured silk.

Doctor of Fine Arts in Creative Writing (DFA): Black silk, lined and edged with purple silk (colour of bell heather).

Doctor of Health Professions Education (DPHE): Black silk, lined and edged with gold-coloured silk (colour of whin blossom)

Doctor of Practical Theology (DPT): Black silk, lined and edged with light cherry silk.

Doctors (Honorary Doctorates)

Doctor of the University (DUniv): Scarlet cloth lined with black silk with 1" gold ribbon on the outside edge, with cord and button on the yoke and open pointed sleeves reaching to the foot of the gown.

The hoods worn by other Honorary Graduates are those appropriate to the degrees listed above.

Degrees no longer awarded

Bachelor of Community Education and Community Development (BCommEdCommDev): Black stuff, lined with sky blue silk and bordered on the outer edge with scarlet cord.

Bachelor of Law (BL): Black stuff, bordered on the inside with venetian red silk.

Doctor of Engineering (DEng):⁴ Scarlet cloth lined and edged with plum coloured silk.

Doctor of Dental Science (DDSc): Scarlet cloth lined with emerald green silk and edged with yellow silk.

Doctor of Medicine (MD): Scarlet cloth, lined with scarlet silk (for awards made up to and including July 2001).

Doctor of Dental Surgery (DDS): Scarlet cloth lined with emerald green silk (for awards made up to and including July 2001).

⁴ The DEng may still be conferred *honoris causa*

Licentiate in Theology: Academic Dress for this award was agreed by Senate in March 1965. Bachelors gown with a black 'epitoge' edged with silk the colour of the BD Hood (light cherry) worn over the left shoulder.

Master of Applied Science (MAppSci): Black silk or stuff, lined and edged with gold-coloured silk (colour of whin blossom).

Master of Dental Surgery (MDS): Black silk or stuff, lined and edged with emerald green silk.

MSc (Dental Science): Black silk or stuff, lined and edged with gold-coloured silk (colour of whin blossom).

Master of Surgery (ChM): Black silk or stuff, lined and edged with scarlet silk.

Master of University Administration (MUnivAdmin): Black silk or stuff, lined and edged with orange silk (colour of Slender St John's Wort).

Degrees awarded in conjunction with The Glasgow School of Art

Bachelor of Architecture (BArch): Black stuff, lined with lime-coloured silk (colour of the lime flower) and bordered on the outer edge with scarlet cord.

Bachelor of Arts (BA) in Design at the Glasgow School of Art: Black stuff, lined on the right with malachite green silk and on the left with swiss white silk and bordered on the outer edge with scarlet cord.

Bachelor of Arts (BA) in Fine Art at the Glasgow School of Art: Black stuff, lined on the right with malachite green silk and on the left with swiss white silk and bordered on the outer edge with scarlet cord.

Bachelor of Design (BDes): Black stuff, lined on the right with smalt blue silk and on the left with saffron silk, and bordered on the outer edge with scarlet cord.

Master of Architecture (MArch): Black silk or stuff, lined and edged with lime coloured silk (colour of the lime flower).

Master of Design (MDes) at the Glasgow School of Art: Black silk or stuff, lined and edged on the right with malachite green silk and on the left with swiss white silk.

Master of European Design (MEDes): Black silk or stuff, lined and edged on the right with smalt blue silk and on the left with saffron silk, and with the cowl bordered with malachite green silk.

Master of Fine Art (MFA) at the Glasgow School of Art: Black silk or stuff, lined and edged on the right with malachite green silk and on the left with swiss white silk.

See also Degrees in Product Design Engineering

Degrees awarded in conjunction with SRUC (Scotland's Rural College)

Bachelor of Arts (SRUC) (BA (SRUC)): Black silk or stuff, lined and edged with purple silk (colour of bell heather) and bordered on the outer edge with scarlet cord.

Bachelor of Science (SRUC) (BSc (SRUC)): Black stuff, lined with gold-coloured silk (colour of whin blossom) and bordered on the outer edge with scarlet cord.

Bachelor of Technology (BTechnol) in Agriculture (previously Food Production and Land Use): Black stuff, lined on the right with green silk (colour of Bottle Sedge) and on the left with blue silk (colour of Vipers Bugloss) and bordered on the outer edge with scarlet cord.

Bachelor of Technology (BTechnol) in Countryside Management: Black stuff, lined on the right with green silk (colour of Bottle Sedge) and on the left with blue silk (colour of Vipers Bugloss) and bordered on the outer edge with scarlet cord.

Bachelor of Technology (BTechnol) in Food Technology (previously Food Production, Manufacturing and Marketing): Black stuff, lined on the right with green silk (colour of Bottle Sedge) and on the left with blue silk (colour of Vipers Bugloss) and bordered on the outer edge with scarlet cord.

Bachelor of Technology (BTechnol) in Leisure and Recreation Management: Black stuff, lined on the right with green silk (colour of Bottle Sedge) and on the left with blue silk (colour of Vipers Bugloss) and bordered on the outer edge with scarlet cord.

Bachelor of Technology (BTechnol) in Rural Recreation and Tourism Management: Black stuff, lined on the right with green silk (colour of Bottle Sedge) and on the left with blue silk (colour of Vipers Bugloss) and bordered on the outer edge with scarlet cord.

Degrees awarded in conjunction with the Royal Scottish Academy of Music and Drama (RSAMD)

(The RSAMD, now the Royal Conservatoire of Scotland, obtained degree awarding powers in 1994 and degrees are now awarded directly by the Conservatoire)

Bachelor of Education (BEd) in Music: Black stuff, lined with blue silk (colour of bluebell of Scotland) and bordered on the outer edge with scarlet cord. [Discontinued]

Bachelor of Arts (BA) in Dramatic Studies: black silk or stuff, lined and edged with purple silk (colour of bell heather) and bordered on the outer edge with scarlet cord. [Discontinued]

Bachelor of Arts (BA) in Musical Studies: black silk or stuff, lined and edged with purple silk (colour of bell heather) and bordered on the outer edge with scarlet cord. [Discontinued]

Degrees awarded in conjunction with Singapore Institute of Technology (SIT)

Bachelor of Nursing (BN): Black full shape with rounded cape, fully lined in light blue. Cowl faced inside with 20mm of white and the cape bound 20mm inside and out with red.

Caps

- Chancellor:** Black velvet trencher cap trimmed with gold lace and with a gold tassel.
Rector: Black velvet trencher cap trimmed with gold lace and with a gold tassel.
Vice-Chancellor: Black velvet trencher cap trimmed with silver lace and with a silver tassel.

Students' Representative Council

The Academic Dress for Officers of the Students' Representative Council is:

SRC President and Past-President: Purple silk or stuff, faced with crimson silk, with golden cord and button on the yoke, full sleeves half the length of the gown and badges.

SRC Vice-Presidents: Purple silk or stuff, faced with a narrow band of black silk or stuff, with silver cord and button on the yoke, full sleeves half the length of the gown and badges.

Preses: Purple silk or stuff, faced with a narrow band of black silk or stuff, with silver cord and button on the yoke, and full sleeves half the length of the gown.

SRC Court Assessor: Dark red silk or stuff, with golden cord and button on the yoke, with full sleeves, half the length of the gown.

Ceremonial Dress

All members of the University taking part in University ceremonies wear their proper academic dress and dark clothes, with white bow-tie for men. Caps are worn or carried.

Dress for Graduands

At graduation ceremonies, graduands, whether they are already graduates or not, wear the full dress gown, and carry the hood, proper to the degree which they are about to receive. No other gown or hood should be worn.

The dress to be worn at graduation ceremonies is:

For men: Dark trousers and jacket or suit with white shirt, black shoes or boots, and unpatterned black tie. National or military dress may be worn.

For women: Dark trousers, skirt or suit with white blouse, or white or dark dress; dark shoes; tie, if worn, to be black. National or military dress may be worn.

Schedule of Dress Colours in the Pantone Color Matching System ®

Colour	Pantone ® number	Colour	Pantone ® number	Colour	Pantone ® number
Azure Blue	279	Light cherry	493	Slender St John's wort	144
Beige	460	Lime flower	119	Smalt blue	285
Bell heather	2603	Malachite green	356	Swiss white	White
Bluebell of Scotland	272	Plum	518	Terracotta	160
Bottle sedge	568	Saffron	130	Venetian Red	235
Cornflower blue	281	Scarlet	186	Viper's bugloss	285
Crimson	234	Sky Blue	304	Whin blossom	107
Emerald Green	348	Slate Grey	430	White	White



Calendar 2018-19

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SUBORDINATION TO LAW

The University's authority to regulate its degrees and other awards is subject to the law of Scotland and of the United Kingdom. Thus, for example, while provision may be made in degree regulations for retaking examinations, or for other assessment later than the normally first occurring opportunity for assessment, the availability of such provision may be constrained by law governing the candidate's attendance at the University.

REGISTRATION**Regulation 1**

1.1 In this context, 'registration' is exactly synonymous with the term 'matriculation' which is to be found in previous editions of the *University Calendar* and other authoritative sources. Similarly, 'register' and 'registered' equate to 'matriculate' and 'matriculated'.

1.2 Every student of the University, without exception, must complete registration at the beginning of each academic year and pay the fees appropriate to their programme of study or research in order to maintain their status as a student in the University, or in an Institution recognised by the University Court on the recommendation of the Senate, or in a College associated with the University.

1.3 Any student who fails to complete the registration process at the start of the academic year of study will not be a registered student of the University of Glasgow and may have their studies terminated by the University.

1.4 A registered student shall be entitled to the use of the Library and to the exercise of a vote in the election of a Rector.

1.5 In completing the registration process the student undertakes to observe the *Sponsio Academica* and the Copyright and Personal Data regulations (see Regulations 2, 40 and 3 respectively).

1.6 A person elected to any student office in respect of which the Senate agrees that the incumbent may interrupt their course of study or research is deemed to be a registered student.

Students in Continuing Education and Preparatory Courses

1.7 Students enrolled on non-credit bearing courses and those on preparatory courses are not normally eligible for registration as students of the University. The Senate does, however, recognise for the purpose of registration, credit-bearing courses which, though not of a qualifying standard for any degree or equivalent award of the University, are offered for students preparing for subsequent admission to qualifying courses of the University.

Timetables of Teaching and Assessment

1.8 Teaching will normally be conducted between the hours of 8.30 a.m. and 6.00 p.m. Mondays to Fridays. Exceptionally certain class meetings may be timetabled outside these hours, including but not restricted to evening class and weekend courses offered by Short Courses and other School field trips and study abroad.

1.9 Formal assessment examinations¹ will, as far as possible, and with the exception of the Centre for Open Studies, be conducted between the hours of 8.30 a.m. and 6.30 p.m. Mondays to Fridays. However, examinations may be timetabled to end later than 6.30 p.m. Mondays to Fridays or to take place on Saturdays.

Limitation of Admission to Qualifying Courses

1.10 The Senate reserves the right to refuse admission to any particular qualifying course because of restricted facilities either of accommodation or of teaching, or lack of demand.

Application of Regulations

1.11 Students are subject to the regulations for degrees and other academic awards that are in place at the time when they commence the programme of studies or research relating to that award. (On undergraduate programmes that require formal entry to honours following completion of the second year of study, the honours programme of studies commences at the beginning of the third year of study.) In cases where regulations are amended after the commencement of the programme of studies, the revised regulations may be applied to a cohort of students only if the changes benefit all students. Before applying such changes, the students must be notified.

SPONSIO ACADEMICA – UNIVERSITY OATH**Regulation 2**

2.1 Ego, in Universitate Glasguensi studens, sancte polliceor me Senatus mandata secundum leges Universitatis exsequi et auctoritati eius obtemperare. Repromitto etiam praestaboque operam et diligentiam meam et in discendo et in aliis proficiendi occasionibus utendo non defuturam.

Translation:

¹ Formal assessment examinations include class tests and practical tests.

I, a student in the University of Glasgow, solemnly promise that I will fulfil the requirements of the Senate in accordance with the regulations of the University and I will conform to its discipline. Furthermore, I accept that I am responsible for commitment to, and engagement in, my learning and in other opportunities for my personal development.

PERSONAL DATA

Regulation 3

3.1 Processing of Personal Data

The University holds, collects and processes information about its students (current and former), applicants and potential applicants. This information (which includes personal data) may include images and personal, academic, financial and disability information. This information is used for various academic, administrative, management, statutory, pastoral, and health and safety reasons.

Students, applicants and potential applicants (together "Data Subjects") will be asked to provide and confirm their personal data and academic details with the University for the purpose of provision or potential provision of education and student experience. For further information on how the University process your data, please see the [Student Privacy Notice](#), the [Prospective Student Privacy Notice](#) and the [Privacy Notice for Alumni](#).

3.2 IT Facilities

All registered students will be allocated an email address and this email address, with other identifying information about students, will be displayed in the "address book" searchable by other University of Glasgow email users. Students may request that this information is not displayed in this way by contacting the IT Helpdesk.

All registered students will also be issued with a student ID card that will be used by students to gain access to appropriate University facilities.

A student is able to check that the information recorded about them in the University's central student records system is correct and where appropriate update this, using the University's online registration system, *MyCampus*. Further details about *MyCampus* can be found at <https://www.gla.ac.uk/myglasgow/students/>.

The University's IT regulations expressly prohibit the use of the University's IT equipment and infrastructure to access, to attempt to access, or to distribute material of a criminal, offensive or pornographic nature. Breaches will be subject to investigation and may result in disciplinary action and, in the event of contravention of law, referral to the police.

3.3 Plagiarism Detection

The University reserves the right to use systems such as similarity checking to aid plagiarism detection in the interests of improving academic standards when assessing student work. These systems, which may be externally based, involve the processing of basic personal data when work is uploaded. This includes an individual's name, e-mail address, and course details. The University shall preserve student confidentiality on any external systems e.g. *Turnitin* and will not identify student authors or release any student material held on such databases to any external party.

COPYRIGHT REGULATIONS

Regulation 40

40.1 Regulations under the *Copyright, Designs and Patents Act*, 1988, permit limited copying of in-copyright material by individuals in connection with their research or private study. This exception is reduced to fair dealing only for research for a non-commercial purpose, or for private study. This exception extends to all copyright works, including, for example, video recordings, broadcasts or online resources. There is also an obligation that sufficient acknowledgement (e.g. the author's name plus a bibliographic citation) is required unless it is impractical.

40.2 Copying beyond these limits can only be permitted if the material is not in copyright (i.e. in most cases if the author has been dead for more than 70 years and typographical copyright that lasts 25 years has lapsed) or if the owner of the copyright gives specific permission in each case. More information on copyright for research and private study is available here - www.copyrightuser.org/understand/exceptions/research-private-study/.

40.3 The University has signed a licence with the Copyright Licensing Agency which covers photocopying and scanning for course use. Please see the [library's web pages](#) for more information. Library staff can answer queries regarding this licence at library-readinglists@glasgow.ac.uk.

40.4 There are many further issues surrounding copyright and intellectual property rights which staff and students need to be aware of in the course of their everyday work in the University. Guidelines are available throughout the University web pages. The [Learning Enhancement & Academic Development Service](#) website gives specific copyright regulations for using material in Moodle and Media production, and there are general copyright guidelines at the following webpage, including information on copyright exceptions for teaching – <https://www.gla.ac.uk/myglasgow/library/help/copyright/>.

University of Glasgow staff and students should make use of Box of Broadcasts (BoB) subscription based service, which enables subscribing institutions to legally record and view TV programmes and films both on and off campus. To find out more, click on the following link: <https://sway.com/kltJJXkue6qZuc>

5.1 The fee payable for Session 2018-19 can be found on the University website at <https://www.gla.ac.uk/myglasgow/students/money/fees/>. The fee is for registration, for tuition, for the use of laboratories and for one entry to the examinations appropriate to the course. It also includes, in the case of full-time students (but not for students of Associated Institutions), Students' Union fees.

Payment

5.2 **All fees are payable on Registration.** Details of methods of payment can be found on the University website at <https://www.gla.ac.uk/study/fees/>. Students who do not meet their obligation to pay tuition fees by due dates may incur financial and non-financial penalties.

5.3 **Students who have not completed registration and arranged payment of fees shall not be permitted to attend their programmes of study.**

5.4 Students who have obtained permission, or are required, to withdraw from the University during the course of a session may apply to the Registry for a refund of tuition fees. Details of the refund policy are published on the University website at <https://www.gla.ac.uk/myglasgow/students/money/fees/policies/refund/>.

Definition of an International Student for Fee Purposes

5.5 In accordance with *The Education (Fees and Awards) Regulations, 1983* (as amended), higher (international) levels of fee are payable by students who do not have a 'relevant connection' with the United Kingdom.

5.6 Students who have a 'relevant connection' will be charged the home levels of fee. In order to establish this 'relevant connection', certain elements are required, as follows:

a) the student has been ordinarily resident in the UK throughout the preceding three year period from the 'relevant date' before the start of their course. If the course starts in the period:

1 August to 31 December, the relevant date is 1 August in that year;

1 January to 31 March, the relevant date is 1 January in that year;

1 April to 30 June, the relevant date is 1 April in that year;

1 July to 31 July, the relevant date is 1 July in that year.

and

b) the student has not been resident therein, during any part of that three-year period, for the primary purpose of receiving full-time education; **and**

c) **any international applicant who satisfies the ordinarily resident criteria in (a) and (b) must also have settled status in the United Kingdom (i.e., there must be no restriction on the length of stay in the UK).**

Conditions (a), (b) and (c) must be satisfied in order that the student may establish the 'relevant connection', and be liable for the home level of fee.

5.7 Excepted Students. There are certain categories of 'excepted students' who, although they do not have a 'relevant connection' with the UK are liable to pay only the home rates of fee. These categories are determined by the Scottish Government and include:

refugees recognised in the UK, their spouses and children;

persons granted exceptional leave to remain or enter as the result of an asylum application, their spouses and children;

a national of the EU² or a national of a British³ or EU Overseas Territory,⁴ or a family member of either, meeting residence requirements in the EEA,⁵ Switzerland or the EU overseas territories;

reciprocal exchange students;

² Currently: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France (including the overseas Departments of Guadeloupe, Martinique, French Guiana, Reunion), Germany, Hungary, Greece, the Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain (excluding the Canary Islands), Sweden, and the United Kingdom.

³ British Overseas territories are Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, Ducie and Oeno Islands, South Georgia & the South Sandwich Isles, St. Helena & Dependencies (Ascension Island and Tristan de Cunha) and Turks & Caicos Islands.

⁴ EU Overseas Territories are Aruba, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Mayotte, Netherlands Antilles (Bonaire, Curacao, Saba, St. Eustatius and St. Marten), New Caledonia and Dependencies, St. Pierre et Miquelon and Wallis and Futuna Islands.

⁵ The EEA also includes Iceland, Liechtenstein and Norway (including Svalbard) .

EEA migrant workers in the UK, their spouses and children.

Further details regarding the definition and exceptions can be provided by the Central Admissions Office.

5.8 The fee paying status of a student determined at the time of admission to a degree programme will not change during the duration of that programme, apart from changes in legislation or changes in circumstances where current legislation requires that the status be changed, such as the award of refugee status.

GRADUATION AND GENERAL COUNCIL MEMBERSHIP

Regulation 12

12.1 All candidates for degree level awards proceeding to graduation after examination who are not already members of the General Council are required to enrol as members of the Council.

12.2 Graduands are required to enrol for Graduation within the enrolment period. Details may be obtained from the Registry or at <https://www.gla.ac.uk/myglasgow/registry/graduation/>.

12.3 Once a student has graduated from the University they are deemed to have accepted the recommendation of the Board of Examiners and hence an appeal from that student in connection with the award of the Degree will not be entertained.

12.4 Graduation ceremonies are held annually at Gilmorehill Campus, Dumfries Campus, the University of Glasgow Singapore, Nankai University and UESTC. Students graduate at the ceremony held at their campus of study.

12.5 The presentation of awards below degree level may take place at separate award ceremonies at the discretion of individual academic schools.

PAYMENT OF MONIES DUE TO THE UNIVERSITY

Regulation 13

13.1 In accepting an offer of a place of study and completing registration, a student accepts responsibility to pay all sums when due to the University. These sums include annual tuition fees, academic-related charges and accommodation fees in respect of University owned/leased student accommodation.

13.2 Where any sums remain unpaid at the time of registration the University will seek to consult with the student and endeavour, acting reasonably and taking into account the student's reasonable representations, to make an arrangement with the student to repay the outstanding sums due within an agreed period.

13.3 Where the University is unable to make such an arrangement with the student or where, despite such an arrangement being made, the terms of the arrangement are materially or persistently breached, the University may employ other methods with a view to collecting the debt. These may include penalty payments, the use of commercial debt collectors and, in the case of accommodation debt, the termination of the student's lease.

13.4 In relation to tuition fee debt, the University reserves the right ultimately to apply an academic sanction. An academic sanction could involve refusing to allow the student: to register as a student of the University; to progress to the next level of study; and/or to receive any degree, diploma or other qualification conferred by the University.

13.5 Academic sanctions will be applied only where alternative methods of seeking payment have been reasonably exhausted and where the University considers an academic sanction proportionate and reasonable following consideration of a student's representations. The University will not seek to impose academic sanctions where:

- i) an arrangement has been agreed with the University in respect of payment of the sum, unless that agreement has been materially or persistently breached; or
- ii) the outstanding sum is subject to a dispute which is being pursued in good faith by the student.

13.6 Where students experience difficulty in making payments they can seek practical support and advice from the Student Financial Aid Team and independently from the Students' Representative Council's Advice Centre. Students should also contact the Student Collections Team to make them aware of any delay in payment.

CODE OF ASSESSMENT FOR UNDERGRADUATE AND TAUGHT POSTGRADUATE PROGRAMMES

Regulation 16

The Code of Assessment is governed by Resolution No. 564 of the University Court which came into effect on 1 October 2003. The effects of subsequent amending Resolutions are incorporated in the Regulations below.

These Regulations are reproduced in the online [Guide to the Code of Assessment](#) where they are accompanied by commentary and examples.

General

16.1 Each approved course⁶ contributing to an award of the University shall have a credit rating based upon the notional learning hours required for its completion, and determined in accordance with the Scottish Credit and Qualifications Framework (SCQF).⁷ Regulations governing awards of the University may express the criteria for making such awards directly or indirectly in terms of accumulated credit points. The minimum requirement for the award of credits is addressed in §16.40 - §16.44.

- 16.2 a) Each such course will incorporate a scheme of assessment which:
- i) assesses candidates' performance against the intended learning outcomes of the course;
 - ii) includes an appropriate combination of formative and summative elements;
 - iii) deploys forms of assessment appropriate to the intended learning outcomes of the course, taking due account of its credit rating;
 - iv) where re-assessment is provided for in the degree regulations, makes provision for the re-assessment of candidates in accordance with the regulations;
 - v) may be changed only through procedures approved by Senate;
 - vi) may be varied exceptionally in a given session in response to specific circumstances subject to the approval of the Clerk of Senate;
 - vii) is as far as practicable anonymous.
- b) Each scheme of assessment will set out the individual components of assessment and their respective weighting in the calculation of the final grade for the course.
- i) 'Component of assessment' means each of the weighted assessments set out in the course specification document.
 - ii) Each component of assessment may include sub-components except that individual questions in an examination or other piece of coursework shall not be regarded as sub-components.

16.3 The scheme will be implemented in accordance with the following requirements:

- a) the scheme shall be fully described in the School Instructions issued in written or electronic form to all students enrolled in the course (at the beginning of the course, or as soon as practicable thereafter), with particular regard to dates, deadlines and formats of required work, weights of components of the assessment scheme, the method of marking (e.g. single marking, blind double marking), procedures for informing students of results and the returning of work, requirements for progression in the relevant programme and provisions for appeal;
- b) due notice shall be given of dates, times and places of written and oral examinations and other assessment events;
- c) appropriate provision shall be made for candidates with a formally recognised permanent or temporary disability. Please see Examination and other Assessment Arrangements for Disabled Students (Regulation 24);
- d) candidates shall be supplied with relevant information on assessment criteria and on schemes for grading, classification and aggregation.

16.4 The scheme shall describe how candidates will receive feedback to guide their subsequent learning. That feedback may include the results of summative assessment. Where these are provided they will be provisional until they are confirmed or amended by the appropriate Board of Examiners.

16.5 Where an examination at Honours level involves two or more subjects, the way in which the results of individual papers or units of assessment are to be aggregated, averaged or profiled to produce an overall classification of the degree should be agreed either when the degree is approved or by the time the written papers are set.

Provision for Reassessment

16.6 In §16.7 - §16.8, the 'threshold grade' shall, unless otherwise specified in the regulations for a particular programme, be:

- a) for undergraduate programmes, grade D;
- b) for programmes governed by the generic regulations for taught masters degrees and for programmes governed by the generic regulations for postgraduate certificates and diplomas, grade C.

16.7 A candidate who, by the end of the course, has failed to attain the threshold grade in that course shall normally be afforded the opportunity described in §16.8 to improve that assessment result. There shall be no such opportunity in respect of courses which contribute to the candidate's honours classification except where permitted under the

⁶ The term 'course' refers to a self-contained unit of study on a particular topic with defined level, credit value, aims, intended learning outcomes, mode(s) of delivery, scheme of assessment and possibly also pre- and co-requisites.

⁷ Information about the SCQF may be obtained at: www.scqf.org.uk/

regulations governing a particular award; in such cases the original grade only shall contribute to the honours classification.

16.8 A candidate who has failed to attain the threshold grade shall, subject to the provision of §16.9, be permitted one further opportunity to attempt each component of the assessment.⁸ This opportunity will be afforded within the same session as the first attempt at the component. In respect of each component, the assessment offered at this opportunity must be in essentially the same form as the assessment attempted by the candidate at their first attempt and must carry the same weighting within the scheme of assessment for the course as that first attempt. A second further opportunity to attempt the component of assessment shall not be available as a matter of right but may be permitted at the discretion of the College responsible for the programme in accordance with its policies and procedures which shall be published in the relevant course documentation.

16.9 Exceptionally, the opportunity to submit coursework for assessment provided for in §16.8 may not be available to a candidate. This will only be the case where it is not possible to replicate the coursework for the purpose of reassessment. This situation may arise from the nature of the coursework, the context in which it may be generated, and the integrity of the assessment as a whole. The decision that it is not possible to replicate coursework must be approved by the Head of School or Research Institute and details of coursework in which it is considered to be impossible to generate a reassessment must be clearly set out in the relevant course documentation.

16.10 Where, under §16.45 - §16.53, a Board of Examiners is satisfied that a candidate has been prevented by good cause from completing an assessment, that assessment shall not be counted as an attempt made by, or available to, the candidate.

16.11 Exceptionally, where a second or permitted subsequent attempt at an assessment is not available to the candidate until a subsequent academic session, the candidate shall not be entitled to assume that the content of the course will be unchanged, and it shall be the responsibility of the candidate, in conjunction with the School or Research Institute responsible for the course, to make appropriate preparation for that assessment.

16.12 a) Unless otherwise specified in the regulations for a particular programme, the final grade awarded for a course following reassessment shall be calculated as follows:

- i) the best grades for each component of assessment will be used, and
- ii) where any coursework cannot be replicated the original grade for that component shall be used in the calculation.

b) The grade so calculated will be published by Registry subject to the following provisions:

- i) for undergraduate programmes, the number of grade points derived from the final result for a course following reassessment shall be not more than 9;
- ii) for programmes governed by the generic regulations for taught masters degrees and for postgraduate certificates and diplomas, the number of grade points derived from the final result for a course following reassessment shall be not more than 12; there shall be no capping in relation to reassessment of a Masters dissertation or other substantial independent work.

16.13 a) Further to §16.7, a candidate who, by the end of the course, requires an improved assessment result in order to complete a minimum graduating undergraduate non-honours curriculum in that academic session, shall normally be afforded the opportunity described in §16.8 irrespective of the result obtained on completion of the course. This entitlement to reassessment in courses where the threshold grade has been achieved at the first attempt shall be limited to courses totalling no more than 60 credits.

b) Notwithstanding §16.12, such a candidate shall be awarded the number of grade points corresponding to the final course result following reassessment for a total of no more than 60 credits. This entitlement applies regardless of the basis on which the candidate was permitted reassessment.

Timing and Duration of Examinations

16.14 Where all or part of a course's scheme of assessment consists of an 'end of course' examination, that examination shall normally be held within the academic session in which the course has been taught.

16.15 The duration of an examination which occurs within the main examination diets, and which forms all or part of a course's summative assessment, is subject to a limit determined by the level at which the course is taught, its credit rating, and the extent to which the examination contributes to the summative assessment of the course as a whole.

16.16 Where more than one such examination for the same course occurs within the main examination diets, the maximum duration prescribed in §16.17 - §16.18, and the references in the same clauses to 'examination', shall apply to these examinations in combination.

16.17 The duration of an examination as defined in §16.15 where it contributes 100% of the course's summative assessment, may not, subject to §16.19, exceed the number of minutes prescribed in Schedule D.

⁸ This includes offering reassessment in sub-components.

16.18 Where such an examination accounts for less than 100% of the course's summative assessment, the maximum duration of such an examination shall be determined by the product of that percentage (expressed as a decimal fraction) and the number of minutes appropriate to credits and level indicated in Schedule D. Where the result of this calculation is less than 60 minutes, the maximum duration shall be rounded up to 60 minutes and, otherwise, subject to §16.19, the result shall be rounded to the nearest multiple of 30 minutes.

16.19 Where the calculated maximum duration is 60 minutes or 90 minutes, the College in which responsibility for the examination lies may approve an extension of 30 minutes where such an extension is justified by the nature and content of the examination.

16.20 The examination duration determined by these regulations may be allocated to two or more individual examinations which may be 60, 90, 120, or (only in the spring examination period) 180 minutes in length, all of these durations being inclusive of reading time.

16.21 The maximum durations prescribed in §16.17 - §16.19 shall not limit the provision available in §24.8 - §24.9 to allow extra time to examination candidates with disabilities.

SCHEDULE D

Credits	Levels 1 & 2	Levels 3, H and M
10	90 minutes	120 minutes
15	120 minutes	150 minutes
20	150 minutes	180 minutes
30	240 minutes	240 minutes
40	330 minutes	330 minutes
60	480 minutes	480 minutes

Standards

General

16.22 The standard achieved by a candidate in all summative assessments required by a course shall be judged by the relevant Board of Examiners in terms of the candidate's attainment of the stated intended learning outcomes for that course.

16.23 Judgement shall be expressed in terms of the primary grades and secondary bands set out in Schedule A or in terms of the grades set out in Schedule B.

16.24 Judgement shall be made through direct reference to the primary verbal descriptors for intended learning outcomes and the primary verbal descriptors for professional, practical or clinical competence set out in Schedules A and B. Reference shall also be made to such subsidiary information as Schools may prepare to amplify the primary verbal descriptors in terms specific to a particular field of study. Where the outcome of the chosen mode of assessment is a proper percentage score it shall, before being reported to students, be converted into a primary grade and secondary band by reference to a conversion scheme determined by the Board of Examiners as appropriate for the assessment in question and subordinate to the relevant grade descriptors.

Penalties for late submission of coursework

16.25 Deadlines for the submission of coursework which is to be formally assessed will be published in course documentation, and work which is submitted later than the deadline will be subject to penalty as set out below.

16.26 Where the work in question is a piece of independent work for which, in order to qualify for the honours degree, a minimum grade is prescribed, any late penalty will be discounted for the purpose of determining whether that prescription has been met.

16.27 Except as modified by §16.28, the primary grade and secondary band awarded for coursework which is submitted after the published deadline will be calculated as follows:

- a) In respect of work submitted not more than five working days after the deadline:
 - i) the work will be assessed in the usual way, and the primary grade and secondary band so determined will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late;
 - ii) where work is submitted after feedback on that work (which may include grades) has already been provided to the student class, grade H will be awarded. Feedback may be provided to the student class less than five working days after the submission deadline in relation to no more than 25% by weight of a course's summative assessment.
- b) Grade H will be awarded where work is submitted more than five working days after the deadline.

Deferral of deadlines

16.28 A candidate who is unable to submit coursework by the published deadline, or who anticipates being unable to so submit, may apply for a deferral of the deadline, or exemption from the penalties set out in §16.27 (a). Any such application will be considered in accordance with the following:

- a) Where the actual or anticipated delay in submission is five working days or less:
 - i) The application will be submitted to, and considered by, the person (normally the course convener) identified in course documentation as responsible for coursework assessment.⁹
 - ii) The outcome of the application will be determined at the discretion of the person responsible for coursework assessment who will require to be satisfied that the candidate submitting the application has been prevented by circumstances beyond their control from submitting the relevant work on time.
 - iii) Deferral of the submission deadline, or exemption from a late penalty, will be commensurate with the duration of the circumstances causing the late submission.¹⁰
 - iv) Where the application is not submitted until after the deadline for submission of the work itself, relief from a late penalty will normally be granted only where the circumstances preventing the candidate from submitting work on time have also prevented application for a deferral of the deadline for submission.
- b) Where the actual or anticipated delay in submission is more than five working days the candidate shall apply for deferral of the submission deadline or exemption from penalties by making a claim in accordance with the procedures set out in §16.45 - §16.53 Incomplete Assessment resulting from Good Cause:
 - i) The application must be made by submission of a claim to MyCampus and must show that the delay in submission is the consequence of good cause as defined in §16.45(a) and must be supported by evidence as defined in §16.45(b).¹¹
 - ii) The Head of School or Research Institute or nominee¹² shall determine the outcome of such an application in consultation with the relevant Assessment Officer. The outcome shall be notified to the candidate as soon as reasonably practicable.
 - iii) In considering such applications:
 - the evidence provided by the candidate claiming good cause shall be scrutinised;
 - fairness to the individual candidate claiming good cause must be balanced with fairness to other candidates and the integrity of the assessment as a whole;
 - it shall be determined whether the requested deferral of submission deadline is justified by good cause.
 - iv) Where it is determined that the evidence presented supports the candidate's claim that they will be unable to submit coursework in accordance with the published date, deferral of the submission deadline will be granted¹³ commensurate with the nature of the relevant circumstances.
 - v) Where it is determined that the evidence presented does not support the candidate's claim that they will be unable to submit the coursework in accordance with the published deadline, the candidate will be informed¹³ that the published deadline will apply and if the candidate fails to submit by the deadline late penalties will be imposed in accordance with §16.27.

Aggregation

16.29 Where the assessment scheme of a specific course or programme requires aggregation across two or more components to obtain an overall outcome, the grade points set out in Schedule A and Schedule B shall be employed.

⁹ In cases where candidates present sensitive personal information which they are reluctant to discuss with more than one or two members of staff, a member of staff should be given responsibility by the Head of School for ensuring that relevant information is passed to appropriate colleagues in order for extensions to be considered.

¹⁰ Where in accordance with §16.27(a)(ii) feedback on assessed work is returned less than five working days after the submission deadline, the limit to deferral of a candidate's submission deadline or exemption from late penalty will be the time at which feedback on the work is provided to the class.

¹¹ In the event that this facility is not available, the candidate should contact the Head of School or their nominee directly. In cases where candidates present sensitive personal information which they are reluctant to discuss with more than one or two members of staff, a member of staff should be given responsibility by the Head of School for ensuring that relevant information is passed to appropriate colleagues in order for extensions to be considered.

In addition to submitting a claim to MyCampus the candidate is also advised to alert a member of staff such as their Adviser of Studies/Advising Team or Assessment Officer to the claim in order that it may be considered promptly.

¹² The nominee of the Head of School or Research Institute with responsibility for considering such claims shall be indicated in the programme handbook. Such a nominee will typically be an Honours Convener, Head of Year, Programme Convener, or the holder of another similar senior role.

¹³ A candidate wishing to apply for deferral of a submission deadline should submit a claim as soon as they become aware of the relevant circumstances. 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.

Aggregation of Assessments across a Course

16.30 Aggregation to establish a result for a course shall require the computation of the mean of the relevant grade points achieved in the component assessments. In computing the mean, 0 [zero] grade points shall be applied to non-submissions. All assessment components which are summative must be included and where appropriate the computation shall employ weights as specified in the course documentation.

16.31 In order to determine the overall grade to be reported for a course the following shall apply:

- a) For a course where Schedule A is employed in relation to 50% or more by weight of the course's assessment, the mean of the relevant grade points calculated in accordance with §16.30 shall be rounded to an integer value.¹⁴ The result for the course shall be reported as the primary grade and secondary band equivalent to that integer shown in Schedule A.
- b) For a course where Schedule B is employed in relation to more than 50% by weight of the course's assessment, the mean of the relevant grade points calculated in accordance with §16.30 shall not be rounded and the result for the course shall be reported as the grade shown in Schedule B that has the range in which the mean of grade points lies.

16.32 The grade points associated with the reported course grade shall be carried forward to subsequent aggregation required to determine the programme award (see §16.34 - §16.39).

Aggregation of Results of Courses across a Programme

16.33 Where there is provision for assessment to be split between examination diets, a Board of Examiners shall determine and report the results for the individual components of the programme after each intermediate diet and the overall award after the final diet.

16.34 A candidate's grade point average over a set of courses is the weighted sum of the grade points achieved by the candidate in these courses. The grade point average shall be 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 shall be expressed to one decimal place.

Undergraduate Non-Honours Programmes

16.35 The regulations of each award shall state:

- a) the minimum grade point average required for:
 - i) the award,
 - ii) identified categories of the award such as with Merit, Distinction or Commendation or such sub-degree awards as may be made.
- b) limitations on the permitted extent of compensation of performance below the stated minimum for the award in individual components of the programme.

Honours Degree and Integrated Masters Programmes

16.36 a) There shall be four classes of honours: first, upper second, lower second and third. A candidate who is not placed in one of the four classes shall have failed the honours programme. (This shall not prevent the award of an unclassified honours degree within the terms of regulation §16.52(d)(i).)

- b) The honours class awarded shall be that shown in Schedules [A](#) and [B](#) as having the range in which the grade point average lies, except that a Board of Examiners shall have discretion as defined in the Notes on the Schedules.

16.37 a) The weighting of courses for the calculation of an honours classification for an undergraduate honours degree should normally follow the credit weighting of those courses in the third and fourth years of the honours programme. These weightings must be set out in the programme specification.

- b) The weighting of assessments for the calculation of an honours classification for an integrated Masters degree should normally give weight to the third, fourth, and fifth years of the programme, with the assessment in the fifth year counting for at least 50% of the calculation. These weightings must be set out in the programme specification, and should normally fall within the range of 10:20:70 to 20:30:50.

BDS, BVMS and MB ChB Programmes

16.38 a) There shall be three categories of award: honours, commendation and pass. A candidate who is not placed in one of the three categories shall have failed the programme.

- b) The regulations of each award shall state the requirements for the award and for the individual categories of award.

Taught Postgraduate Programmes

16.39 The regulations of each award shall state:

¹⁴ A grade point mean should be rounded in accordance with the following example: 15.5 and all higher values less than 16.5 should become 16.

- a) the minimum grade point average required for the award;
- b) the minimum grade required in any component or components of the programme, and such limitations on the permitted extent of compensation of performance below such minimum;
- c) the minimum grade point average and any other criteria, required for identified categories of the award such as with Merit or Distinction.

Minimum Requirement for the Award of Credits

- 16.40 a) References are made throughout §16.41 - §16.44 of these regulations to a candidate's failure to meet fully the submission requirements for their assessment in the absence of good cause. The means by which good cause may be determined and the provisions made in circumstances where good cause is established are addressed in §16.45 - §16.53.
- b) Absence from up to 25% of any specified monitored attendance of classes shall not be deemed to be a breach of the minimum requirements for credit as set out in §16.41 where such absence is deemed to be due to illness or other adverse personal circumstances, except where otherwise specified in course or programme documentation.

16.41 Except as modified by §16.44, the minimum requirement for the award of credits for a course is the submission of at least 75%¹⁵ by weight of the course's summative assessment (including any examinations). Schools or Research Institutes may specify further requirements such as monitored attendance at classes and examinations. All such requirements shall be specified by the School or Research Institute concerned, and given to candidates in writing at the beginning of the course. Where the scheme of assessment for a course permits resits or reassessment, requirements involving submission of assessments or attendance at examinations must be fulfilled by the end of the academic year in which the course is taken subject to an exception in cases where a candidate misses an assessment with good cause.

Undergraduate Non-Honours Courses and Postgraduate Taught Courses

16.42 For undergraduate non-honours courses and postgraduate taught courses, the following procedure shall be adopted. If, in the absence of good cause, a candidate fails to submit at least 75%¹⁵ by weight of the course's summative assessment (including any examinations) by the end of the first assessment diet or fails to comply with other requirements specified in writing by the School or Research Institute, and an opportunity exists to redress this situation by the end of the academic year in which the course is taken, the initial outcome shall be Credit Withheld and no grade shall be calculated. Thereafter:

- a) Where a candidate has submitted at least 75%¹⁵ by weight of the course's summative assessment (including any examinations) and/or has complied with the outstanding requirements for the award of credit by the end of the academic year in which the course is taken, the outcome following reassessment will be calculated in accordance with the scheme of assessment described in the School or Research Institute Instructions.
- b) Where a candidate has not submitted at least 75%¹⁵ by weight of the course's summative assessment (including any examinations) and/or has failed to comply with the outstanding requirements for the award of credit by the end of the academic year in which the course is taken, no grade shall be calculated and the outcome shall be Credit Refused for that course.

16.43 Where, in the absence of good cause, a candidate has failed to comply with any mandatory requirement for the award of credit and this cannot be remedied by the end of the academic year in which the course is taken, no grade shall be calculated and the outcome shall be Credit Refused for that course.

Honours Assessment

16.44 Where the outcome of a course contributes to a final honours classification the following procedure shall be adopted. In all cases the references to non-submission are to non-submission in the absence of good cause which is defined in §16.45(a).

- a) The extent of submission of honours assessment shall be determined as a percentage of the totality of summatively assessed work, based on the published assessment weightings required by the honours assessment scheme approved by Senate. The calculation of this percentage shall take into account all components of assessment over all courses contributing to the honours assessment, rather than being carried out on a course by course basis.
- b) If by the end of an honours programme a candidate has:
 - i) submitted 75% or more of the honours assessment, and
 - ii) complied with other requirements set out in School or Research Institute instructions,
 the grade for any course in which they have submitted less than 75% of the assessment shall be calculated by awarding a grade H for any missed assessment and the grade for the course calculated in accordance with the scheme of assessment described in the School or Research Institute instructions. This grade will be used for the purposes of honours aggregation.

¹⁵ The College Board of Studies may authorise the setting of a higher percentage of submission in which event that higher percentage must be clearly set out in the School Instructions issued to all candidates enrolled in the course.

- c) If by the end of an honours programme a candidate has submitted less than 75% of the honours assessment they shall be refused credit for any course in which they have submitted less than 75% of the assessment.
- d) Where a candidate has not completed all of the assessment for a course examined before the final year of the honours programme the grade for that course shall be returned as Credit Withheld. On completion of the honours assessment the grade for any such course shall be calculated as above.

Incomplete Assessment resulting from Good Cause

Scope and definitions

16.45 For the purposes of §16.46 - §16.53 of these regulations:

- a) 'Good cause' shall mean illness or other adverse personal circumstances affecting a candidate and resulting in either:
 - i) the candidate's failure to
 - attend an examination, or
 - submit coursework at or by the due time,¹⁶ or
 - otherwise satisfy the requirements of the scheme of assessment appropriate to their programme of studies; or,
 - ii) the candidate's performance in examination or other instrument of assessment being manifestly prejudiced.

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.¹⁷ 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.

- b) 'Evidence' shall mean a report descriptive of the medical condition or other adverse personal circumstances which are advanced by the candidate for consideration as amounting to good cause. Such a report should include a supporting statement from an appropriate person as indicated by the University's Student Absence Policy.¹⁸ Where the report refers to a medical condition of more than seven days' duration the report must be completed by an appropriate medical practitioner.
- c) The events described in paragraphs (i) and (ii) of paragraph (a) of this regulation shall constitute incomplete assessment.

Process

16.46 It shall be the responsibility of the candidate to make relevant good cause circumstances known to the School or Research Institute responsible for the assessment by submitting a claim to MyCampus, which must be supported by appropriate evidence.¹⁹ The outcome of any claim shall be notified to the candidate as soon as reasonably practicable.

16.47 Where incomplete assessment may be the result of good cause, notification later than five working days after the examination, or after the date at which submission of the work for assessment was due, shall not be taken into account unless circumstances have prevented the candidate from submitting a claim within this time. A candidate may not retract a claim of good cause more than five working days after the examination or after the date at which submission of work for assessment was due, nor after the date of publication of the results of the assessment, whichever date was earlier.

16.48 a) The primary responsibility for determining claims of incomplete assessment due to good cause shall lie with the appropriate Board of Examiners. However, should a meeting of the Board of Examiners not be anticipated until some significant time after the relevant examination or coursework submission date, the Head of School or Research Institute or nominee²⁰ shall determine the outcome of a claim of good cause in consultation with the relevant Assessment Officer. Any such decisions shall be reported to the Board of Examiners at the next available meeting. Although the Board of

¹⁶ §16.27 sets out penalties for late submission of coursework; these will not be applied in the event of good cause being demonstrated. In the event of coursework being submitted not more than five days late as a result of circumstances beyond the control of the candidate, the candidate may apply for exemption from these penalties - see §16.28. If a candidate is so permitted to defer submission of coursework, the 'due time' hereafter in these regulations will be the later time permitted.

¹⁷ 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.

¹⁸ The Student Absence Policy is available online at https://www.gla.ac.uk/media/media_129312_en.pdf.

¹⁹ The mechanism for notifying the Head of School or Research Institute is MyCampus. In the event that this facility is not available, the candidate should contact the Head of School or their nominee directly.

In cases where candidates present sensitive personal information which they are reluctant to discuss with more than one or two members of staff, a member of staff should be given responsibility by the Head of School or Research Institute for ensuring that relevant information is passed to appropriate colleagues in order that their circumstances may be taken into account.

Where a candidate is seeking an extension of more than five working days to a coursework submission date they should submit a claim of good cause to MyCampus but they are also advised to alert a member of staff such as Adviser of Studies or Assessment Officer to the claim in order that it may be considered promptly.

²⁰ The nominee of the Head of School or Research Institute with responsibility for considering such claims shall be indicated in the programme handbook. Such a nominee will typically be an Honours Convener, Head of Year, Programme Convener or holder of another similar senior role.

Examiners may pass comment on such decisions, it may not overturn a decision where this would cause detriment to the candidate.

- b) In considering claims of good cause:
- i) the evidence provided by the candidate claiming good cause, and any relevant and available material submitted by them for assessment shall be scrutinised;
 - ii) fairness to the individual candidate claiming good cause must be balanced with fairness to other candidates and the integrity of the assessment as a whole;
 - iii) it shall be determined whether the failure to attend an examination or to submit work for assessment has been justified by good cause;
 - iv) in the event of the candidate having submitted work for assessment by examination or otherwise and where the circumstances described in the claim are accepted as constituting good cause, it shall be determined whether such work has been manifestly prejudiced by good cause. If such prejudice is established the work affected shall be deemed not to have been submitted, and the procedure in §16.50 followed.

Outcomes

16.49 Where it is determined that the evidence presented does not support the candidate's claim that they were prevented by good cause from attending an examination or submitting work for assessment, the assessment or assessments in question shall be treated as non-submissions. Where it is determined that the evidence presented does not indicate that the candidate's performance in assessment was manifestly prejudiced by good cause, their work shall be assessed as though no claim of good cause had been received. The candidate's grade for the course as a whole shall be calculated accordingly.

16.50 In the event of incomplete assessment arising from good cause being established the candidate shall, subject to §16.52, normally be expected to complete their assessment by attending the examination at a subsequent diet, or submitting outstanding work for assessment, if an opportunity to do so occurs within their period of study. In considering whether this requirement should apply, the desirability of the candidate's assessment being conducted in full should be balanced with the practical considerations and financial costs to the candidate and the University of providing a later completion date. Consideration should also be given to the candidate's other assessment commitments to ensure that they are not unreasonably burdened. In order to permit such completion:

- a) a special sitting of an examination may be arranged, or the candidate may be required to attend for examination at a scheduled diet; and/or,
- b) a date for completion of non-examination assessment may be set;

as appropriate in the circumstances. In any such event, that sitting or submission shall be regarded as the candidate's first attempt if the examination or assessment missed would itself have been their first attempt.

16.51 If the outstanding work in respect of which good cause is established is identified in regulations as a requirement for the award of a degree this work must be submitted for the candidate to qualify for the award of that degree.

16.52 In respect of work for assessment not excluded by §16.51, where it is determined that the evidence presented supports the candidate's claim that they were prevented by good cause from completing that work on or by the due time, and where no means of substituting an alternative assessment may be found, the following regulations shall apply:

- a) The extent to which the candidate's assessment has been completed shall be determined as a percentage, taking into account the relative weights attributed to the components of a complete assessment as published in the relevant assessment scheme approved by the Senate. The extent of such completion at sub-honours levels and on taught postgraduate programmes shall be determined on a course by course basis; at honours, the extent of completion of assessment shall be determined across the whole honours assessment.
- b) The Board of Examiners shall make an overall judgement of the candidate's work submitted for assessment, using as far as possible the standards and criteria applied in respect of the work of other candidates.
- c) Where the candidate has completed 75% or more of the work required for assessment, the Board of Examiners shall recommend an award or other outcome on the basis of the work completed.
- d) In respect of honours assessment,
 - i) where the candidate has completed at least 30% but less than 75% of the work required for assessment, an unclassified honours degree may be recommended if the completed portion is of honours standard, or, if the completed portion is not of honours standard, no award shall be made and the candidate will be regarded as not having been presented for assessment in the senior honours year;
 - ii) for the purposes of the award of an unclassified honours degree a candidate's failure, due to good cause, to achieve a grade D3 or above in a piece of independent work worth at least 20 credits shall not prevent award of the degree in terms of §16.51;
 - iii) where the candidate has completed less than 30% of the work required for assessment they will be regarded as not having been presented for honours assessment;

- iv) in respect of courses where good cause is established in relation to no more than 25% of the assessment, a course grade shall be returned on the basis of the completed assessment; in respect of courses where good cause is established in relation to more than 25% of the assessment, the course grade shall be returned as MV; notwithstanding the return of an MV course grade, all components of assessment unaffected by good cause shall be included in the determination of the candidate's award in accordance with §16.52(c).
- e) In respect of sub-honours and taught postgraduate assessment, where the candidate has completed less than 75% of the work required for assessment they will be regarded as not having taken the course.

16.53 Where the Board of Examiners decides to recommend an unclassified honours degree or to make no award under §16.52(d)(i), this outcome shall be communicated to the Clerk of Senate together with a reasoned case for the decision. If the candidate has been recommended for the award of an unclassified honours degree, and has not previously refused such an offer, the Clerk of Senate shall invite them to accept that award. In the event of the award being declined, the candidate shall be regarded as not having been presented for assessment in the senior honours year and, subject to the requirement to comply with the maximum duration of study prescribed for the degree, shall be eligible to repeat the full senior honours year.

Management of the Assessment Scheme

16.54 Overall responsibility for management of the assessment scheme shall rest with the relevant Head of School²¹ or Research Institute.

16.55 The Examiners for the scheme shall comprise Internal Examiners and External Examiners.

- a) The Internal Examiners shall be:
 - i) all members of academic staff who teach on the programmes;
 - ii) other members of academic staff appointed by the Head of School;
 - iii) other individuals whose services are to be employed in the assessment process (e.g. Honorary Lecturers, Research Fellows Category A, Graduate Teaching Assistants, staff from Associated Institutions); such individuals must be nominated by the Head of School or Research Institute through the College (or through the Education Policy & Strategy Committee in the case of Associated Institutions) to the Clerk of Senate for approval on behalf of Senate.
- b) At least one External Examiner shall be appointed by Court on the recommendation of the Head of School or Research Institute and in accordance with the criteria and procedures agreed by the Senate (see §16.64(a) and (b)).

16.56 The Examiners, and the appropriate Assessment Officer(s) under the convenership of the Head of School or Research Institute (or their nominee), shall constitute a Board of Examiners for the purpose of determining the results of the assessment procedure.

16.57 The Head of School or Research Institute shall ensure that:

- a) all Internal Examiners, and especially those who are not members of academic staff of the University, receive appropriate training and other preparation relevant to their role in the assessment procedure;
- b) each External Examiner has access to the necessary information and assessment material required to assist them in reaching a reasonable conclusion on assessment performance, and has the opportunity to attend oral examinations and presentations where practicable.

16.58 The Head of School or Research Institute shall, for each course, appoint a member of academic, or academic related, staff as Assessment Officer with the following delegated responsibilities:

- a) to ensure, in conjunction with the Course Co-ordinator or equivalent, that the relevant course documentation accurately describes the assessment scheme and corresponding procedures;
- b) to oversee the preparation of the relevant forms of assessment under secure conditions and ensure compliance with Senate's requirements in respect of printing of examination papers;
- c) to supervise the arrangements for the assessment procedure including: the preparation of lists of candidates entitled to be assessed; procedures for recording the receipt of coursework at the time of its submission, and for safe keeping of such records; the anonymity of written work, where practicable, throughout its assessment; and any arrangements for candidates with special needs;
- d) to maintain throughout the assessment period the security of examination papers, other materials to be assessed and records, including examination attendance slips, relating to the procedure;
- e) to confirm arrangements for the secure collection and delivery of the completed scripts where appropriate;
- f) to ensure that all Examiners are conversant with the learning outcomes of the course, the intentions of the forms of assessment and the appropriate grading or classification scheme in use, and are supplied with marking schemes or other guides where these are employed;

²¹ Head of School means the Head or Heads of School or Schools responsible for the course, or other equivalent officers.

- g) to convey provisional results and other information pertaining to the course, the assessment and the candidates to the External Examiner(s);
- h) to collate the provisional results of the assessment procedure and take all steps necessary to ensure their accurate reporting to the Board of Examiners;
- i) to report to the Board of Examiners on the conduct of the assessment procedure, in particular drawing to its attention relevant information pertaining to the circumstances and conduct of individual candidates and any alleged deficiencies in respect of the operation of the procedure;
- j) to convey the results authenticated by the Board of Examiners to the Registry;
- k) to oversee the maintenance of appropriate records of assessment outcomes for the purposes of subsequent monitoring of courses.

An individual Assessment Officer may be responsible for more than one course. Similarly, some or all of the duties detailed above may be undertaken by one or more individuals at School level for some or all courses.

16.59 The Head of College shall ensure that appeals against the outcomes of assessment are considered in accordance with the relevant provisions of the prevailing Appeals Code.

16.60 Any questions of principle or procedure regarding the operation of the regulations governing incomplete assessment and good cause shall be determined by the Academic Standards Committee or, in respect of any individual case, by the Clerk of Senate.

Assurance of Standards

16.61 Examiners shall be responsible for the assurance of standards through the exercise of their academic judgement both directly in the assessment of candidates' work and indirectly in the design of specific forms of assessment involving mechanical grading operations.

16.62 Internal Examiners shall:

- a) have access to the relevant course documentation, possess an appropriate level of knowledge of the subject matter of the course, the course aims and the learning outcomes and the corresponding course materials;
- b) be provided with guidance as to how the grading or classification scheme is to be applied in the context of the particular assessment.

16.63 The method of marking (e.g. single marking, blind double marking) shall be made clear to candidates by the School or Research Institute.

16.64 External Examiners shall:

- a) hold an academic or professional post of an appropriate level of seniority;
- b) possess substantial prior experience of assessment at equivalent levels on behalf of institutions judged to be delivering and making awards of comparable standards. Exceptionally a professional nominee who lacks the required prior experience may be appointed provided at least one experienced External Examiner is also appointed for the same course;
- c) be appointed in accordance with the University's agreed procedures. Please see Appointment of External Examiners for Taught Courses at Undergraduate and Postgraduate Level (Regulation 23);
- d) have no potential conflict of interest or other impediment to the impartial discharge of the functions of external examining;
- e) discharge the following functions:
 - i) in respect of the design of the assessment scheme:
 - comment on the syllabus, learning outcomes and assessment scheme of the course and its delivery mechanism in the light of experiences of candidates' learning outcomes, comparable courses and awards elsewhere and developments within the discipline or field;
 - be consulted regarding proposals for the introduction or modification of a course.
 - ii) in respect of a given assessment diet:
 - comment on, in advance, all summative assessment instruments (or, in cases involving a high volume of continuous assessment, a sample may be provided for advance comment);
 - report on the overall standards achieved by candidates and in particular on the comparability of these standards with those of candidates on similar courses or programmes in other UK Higher Education institutions;
 - report on the relationship between these overall standards, programme specifications and published national subject benchmark statements;

- assess the soundness and fairness of the implementation of the assessment process;
- adjudicate where necessary, subject to the authority of Senate, over the grade to be awarded to any particular candidate;
- certify contentment with the assessment outcomes prior to their publication;
- provide an annual written report to the Principal as required by the University.

iii) in respect of meetings of the Board of Examiners;

- attend in person at least one meeting of the Board per academic session.

16.65 All examiners shall maintain the security of examination scripts and other materials to be assessed. Throughout the assessment process examiners must ensure that the identity of any candidate is not disclosed through any form of communication, including e-mail. Examination scripts and other assessed materials must be retained by Schools and Research Institutes for the periods prescribed by Senate.

16.66 a) Meetings of the Board of Examiners in respect of a particular course or programme shall be formally called and constituted, separately from other meetings such as School meetings. Subject to (b), all Examiners shall be members of the Board of Examiners and shall be invited to all meetings of the Board: the quorum shall comprise the Head of School or Research Institute (or their nominee), the Assessment Officer, an Internal Examiner and an External Examiner. If no External Examiner is present then written confirmation of the discharge of the functions of the External Examiner may be considered as equivalent to attendance. No person other than Examiners and others with direct responsibilities for examining and related administrative and clerical matters shall attend or observe meetings of the Board of Examiners. The business of the Board of Examiners shall be minuted and particular records kept of the External Examiner's adjudications, comments and recommendations, as well as particular decisions made by the Board in respect of incomplete assessment, good cause and disciplinary matters. Returns of results shall be completed, checked by two persons and confirmed at the meeting of the Board of Examiners.

b) In the case of joint or combined honours degrees the decision on classification of the honours degree for the programme shall be taken at a meeting of the subject Board of Examiners which takes place later. At such meetings the Board may be composed as set out in (a) for that subject or may involve a smaller number of members selected by the Board for that subject and representing that Board with power to agree a final classification on its behalf. The other subject will be represented by a number of members of the Board of Examiners for that subject. These representatives will have authority to agree the final classification to be awarded for the joint/combined honours degree and will convey the views of the earlier Board of Examiners, including those of External Examiner(s) present, to the later meeting. At the later meeting each of the subjects will have an equality of votes in determining the final degree classification. Where practicable the unapproved grades for the subject which has the later Board of Examiners meeting will be made available to the earlier Board of Examiners to enable it to discuss the final classification appropriate in light of these.

16.67 If a Board of Examiners suspects, on the basis of evidence before it, that a disciplinary offence has been committed by a candidate in respect of the assessment, the Board shall invoke the provisions of the Statement on Plagiarism (Regulation 32) or Code of Student Conduct (Regulation 33), as appropriate.

16.68 The Senate Office shall forward External Examiners' reports to Schools within eight weeks of receipt identifying points to which a response is required. The Head of School or Research Institute shall arrange for External Examiners' reports to be considered by a School or Institute meeting and for appropriate responses to be made to specific recommendations made by the External Examiner: such responses to be conveyed within three months of receipt to the Senate Office.

16.69 The Head of School or Research Institute shall ensure that the assessment scheme and its operation are monitored through the Annual Monitoring Report on the course.

16.70 The Head of School or Research Institute shall encourage staff to take advantage of opportunities provided by the University to develop their knowledge of assessment procedures and practices with a view to ensuring that assessment schemes are effective and appropriate.

Central Administration of Assessment

16.71 Where an examination is a component of a summative assessment scheme the Head of the Registry shall, in conjunction with the Assessment Officer responsible for the course:

- a) determine a suitable date and time for the examination;²²
- b) allocate adequate accommodation, scripts and other materials as appropriate for the number of candidates to be examined;
- c) provide for secure delivery of the examination paper(s) to the accommodation.

²² In scheduling examinations, the Registry shall take reasonable steps to ensure that no candidate is normally required to sit more than three examinations in two days and shall avoid, as far as possible, a candidate sitting a morning examination the day after an evening examination.

The Head of Registry may delegate all or part of this to the Assessment Officer responsible for the course.

16.72 The Senate Office shall determine and administer procedures to be followed in respect of the appointment, reporting, remuneration and payment of expenses of External Examiners. Procedures shall include provision for the instruction of individual External Examiners to ensure that they understand and can fulfil their responsibilities.

16.73 The Head of Registry shall:

- a) provide lists of candidates upon which the official return of the results shall be made by the Assessment Officer;
- b) prescribe the way in which each result shall be recorded and the completed lists returned;
- c) reject any returned list which does not conform to the prescription;
- d) authenticate the accepted lists for releasing the results.

16.74 Responsibility for releasing the results on behalf of Senate shall rest solely with the Head of the Registry who shall determine and administer, subject to the approval of Senate, appropriate procedures for processing the overall assessment results provided by the Assessment Officer(s) for a course to enable:

- a) the publication of results via any internet-enabled computer either on or off-campus;
- b) the recording of results on the candidates' central records maintained by the Registry.

Candidates, nonetheless, are responsible for informing themselves of the results.

16.75 It shall be stated that all released results are subject to correction in the event of detection of an error.

16.76 If an error is detected in the return made to the Registry or in the published result then:

- a) where the erroneous result is less advantageous than the result to which the candidate is entitled, the Clerk of Senate shall be informed and shall authorise the Head of Registry to correct the result;
- b) where the erroneous result is more advantageous than the result to which the candidate is entitled, the School will inform the candidate of the error and also the Head of the Registry, who in turn will immediately alert the Clerk of Senate. The Clerk of Senate shall initiate a reconsideration of the result in conjunction with the relevant Head of College and Head of School or Research Institute and the Head of Registry; they may decide to sustain or correct the result in the light of all the factors known to them and shall communicate their decision forthwith to the Head of Registry.

In either case the Head of Registry shall communicate the outcome to the candidate in writing and shall correct if necessary the candidate's record. Any decisions regarding further progression or award dependent on the incorrect result shall be null and void, and the candidate reconsidered on the basis of the correct result.

16.77 The Registry shall produce and make available a transcript of the results obtained by each candidate which shall conform in scope and layout to principles agreed by Senate.

16.78 Exceptionally when on an occasion some provisions of this Code have not been followed, the assessment results shall remain valid provided that the Head of the Registry, in consultation with the Clerk of Senate, is satisfied that the assessment has been conducted substantially in accordance with the Code.

Assessment of Study Abroad

- 16.79 a) A candidate may undertake a period of study at another institution as part of their degree programme provided that this has been approved according to the process established for that programme.
- b) Grades achieved at, and reported by, that other institution must be converted into grades as set out in Schedule A or Schedule B (as appropriate) and taken account of in determining the candidate's final degree.
- c) Before commencing the period of study at another institution candidates must be informed of the process by which their grades from that other institution will be converted as set out in (b) and should normally be provided with a conversion table showing the equivalences between grades awarded at the other institution and the grades set out in Schedule A or Schedule B. The process must normally incorporate the possibility of the candidate making representations to the coordinator or committee which is charged with converting grades.
- d) The processes adopted within each programme and the conversion tables must be notified to the appropriate College Dean(s) of Learning & Teaching.
- e) In carrying out the conversion of grades the conversion table may be departed from in light of additional relevant information available to the coordinator or committee which performs the conversion.
- f) The converted grades must be approved by the appropriate Board of Examiners.
- g) Assessed work completed and assessed at another institution must not be reassessed at the University of Glasgow.
- h) Appeals may be made in accordance with the terms of the prevailing Appeals Code.

Assessment of Visiting Students

16.80 A visiting candidate is a candidate undertaking a period of study at the University of Glasgow as part of their degree programme at another institution.

A visiting candidate may be permitted to take any course at the University of Glasgow, including those which normally contribute to an honours programme.

The scheme of assessment for a course shall normally be the same for a visiting candidate as for a University of Glasgow candidate, though this scheme may be varied in the event that the visiting candidate is required to return to their home institution before all course assessment has been completed. In considering variation of the scheme of assessment and the components of a varied scheme of assessment for a visiting candidate:

- a) Requirements of the visiting candidate's home institution shall be taken into account;
- b) A visiting candidate may be required to complete an alternative component or components of assessment before leaving Glasgow or may be required to complete outstanding components of assessment at their home institution;
- c) Where a course's scheme of assessment includes a component taken under examination conditions, the varied scheme shall normally include a component of assessment under examination conditions.

A visiting candidate who attends the University of Glasgow for less than the full duration of a course shall be awarded credit in proportion to the amount of teaching time attended.

Course results for a visiting candidate must be confirmed by a University of Glasgow Board of Examiners. Where a visiting candidate finishes their studies at Glasgow before the scheduled meeting of the Board of Examiners, provisional results must be provided to the visiting candidate as soon as practicable. Where the candidate's home institution requires a confirmed result prior to the scheduled meeting of the University of Glasgow Board of Examiners, an interim Board must be convened.

SCHEDULE A

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

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

[†] This gloss is used because it is the lowest grade normally associated with the attainment of an undergraduate award. Undergraduate students should be aware that progress to most honours programmes require a grade above D in certain courses. Postgraduate students should be aware that on most programmes an average above D in taught courses is required for progress to the dissertation at Masters level. Students should consult the appropriate degree regulations and course handbooks for the grades they require to progress to specific awards.

SCHEDULE B

Grade	Gloss	Range of Mean Grade Points	Grade Points for Aggregation	Verbal Descriptors for Attainment of Intended Learning Outcomes Relating to Professional, Practical or Clinical Competence	Honours Class
A0	Excellent	18 – 22	22	Exemplary and polished demonstration of the required skill(s), displaying underpinning knowledge, sound judgement and appropriate professional values, as evidenced by focussed sensitivity to the context, the needs of any subject, and the wider implications of the candidate's actions	First
B0	Very Good	15 – <18	17	Efficient and confident demonstration of the required skill(s), displaying underpinning knowledge, sound judgement and appropriate professional values, as evidenced by an evident appreciation of the possible implications of the candidate's actions, demonstrating initiative and flexibility of approach	Upper Second
C0	Good	12 – < 15	14	Clear demonstration of attainment of the required skill(s), displaying underpinning knowledge, good judgement and appropriate professional values, as evidenced by familiarity with how to proceed in a range of contexts	Lower Second
D0	Satisfactory	9 – < 12	11	Adequate independent performance of required skill, displaying underpinning knowledge, adequate judgement and appropriate professional values, suitable to routine contexts	Third
E0	Weak	6 – < 9	8	Adequate independent performance of some but not all required skills. Some knowledge, judgement and professional values that indicate an awareness of personal limitations	Fail
F0	Poor	3 – < 6	5	Presently inadequate independent performance of the required skill. Knowledge, judgement and professional values are at least sufficient to indicate an awareness of personal limitations	
G0	Very Poor	1 – <3	2	Wholly inadequate performance of the required skill, lacking in secure base of relevant knowledge and poor use of such knowledge, showing fundamental misunderstanding and misinterpretation. Evidence of poor judgement and professional values	
H		0 – <1	0	Not presently capable of independent performance of the required skill, lacking self-awareness of limitations, and prone to errors of judgement and faulty practice	
CR	CREDIT REFUSED			Failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a serious breach of regulations	

Notes on Schedules

1 Verbal Descriptors

Documentation relating to courses and programmes shall indicate where Schedule A and Schedule B verbal descriptors shall apply.

2 Discretion of Boards of Examiners for Classified Honours Programmes²³

a) Where the grade point average (as determined in §16.34) falls within one of the following ranges, the Board of Examiners shall recommend the award stated:

18.0 to 22.0 first class honours

15.0 to 17.0 upper second class honours

12.0 to 14.0 lower second class honours

9.0 to 11.0 third class honours

0.0 to 8.0 fail

b) Where the grade point average falls between two of the ranges defined in 2(a), the Board of Examiners shall have discretion to decide which of the alternative awards to recommend:

17.1 to 17.9 either first or upper second class honours

14.1 to 14.9 either upper or lower second class honours

11.1 to 11.9 either lower second or third class honours

8.1 to 8.9 either third class honours or fail

APPOINTMENT OF EXTERNAL EXAMINERS FOR TAUGHT COURSES AT UNDERGRADUATE AND POSTGRADUATE LEVEL

Regulation 23

23.1 External Examiners are usually appointed for four years, normally commencing on 1 October and completing their term of office on 30 September four years later. Once an External Examiner's four-year term of office has expired, they may not be re-appointed as an external examiner for the University until five years have elapsed.

Occasionally, an External Examiner may have been appointed for a term of office of less than four years. In such cases, the examiner's term of office may be extended, on application to the Senate Office.

The Senate Office advises Heads of School when an External Examiner's appointment is due to expire and requests that steps be taken to appoint a replacement, except by agreement of the Senate.

Appointment Process

1. Head(s) of School completes a [nomination form](#) and signs it. The form must be signed and endorsed by all the Head(s) of School, contributing to the course/programme. The following documents must be included with the nomination form:

- A copy of the nominee's passport
- A copy of the nominee's CV

In the case of intercalated degrees, due to the number of Schools involved, it is acceptable for the nominating School to obtain agreement via email from the other participating Schools and for the head of the nominating School only to sign the form. Evidence of these agreements should be included with the original nomination form.

2. The form is then passed to Senate Office for approval.

3. After consideration and approval, an appointment letter is sent to the examiner. Copies of this appointment letter are also sent to the Head of School Administration.

Appointment

On appointment External Examiners receive the following information:

- Note of Guidance for External Examiners for Undergraduate and Postgraduate Courses
- Guide to the Code of Assessment – Grading Student Performance
- Code of Assessment
- Registration Form

²³ Guidelines for Boards of Examiners on the exercise of discretion are available at: https://www.gla.ac.uk/media/media_124293_en.pdf#page=14&view=fitH,535

DEGREE EXAMINATION ENROLMENT – UNDERGRADUATE, DIPLOMA AND OTHER COURSES**Regulation 10**

10.1 Students who have registered and enrolled in courses of the University are deemed to be entered once for the degree examinations appropriate to those courses. Students who have to resit an examination are required to enrol for this. No resit enrolment fee is charged, except in the case of International Resit Examination Arrangements. Please see Code of Practice for Exceptional International Examination Arrangements (Regulation 25).

10.2 Students who are eligible by virtue of previous attendances to sit degree examinations must register for the examinations with an 'Exams Only' status at the normal registration period at the beginning of the session and pay a fee in lieu of full registration.

INVIGILATION**Regulation 21**

21.1 For each examination the Director of Registry shall name invigilators as prescribed by Senate and shall be responsible for informing invigilators of their period and conditions of duty, including the obligation to be present a minimum of 15 minutes before the examination begins. The Director of Registry shall ensure that each invigilator has a copy of the Rules for Invigilation.

21.2 Arrangements for examinations for students with examination adjustments should be made in accordance with the rules relating to Examination and other Assessment Arrangements for Students with Disabilities (§24.1 - §24.18). This includes the requirement on Heads of School to make any special invigilation arrangements which have been approved.

21.3 The Rules of Invigilation (Regulation 22) shall be available to all invigilators at the Examination Halls and must be followed by all invigilators. Notes of Guidance give invigilators further guidance on the application of the Rules.

RULES OF INVIGILATION**Regulation 22****Appointment of Invigilators**

22.1 The Director of Registry shall appoint invigilators and provide them with timetables giving the days, hours and places of the various examinations. One invigilator is required for every 75 candidates. The Director of Registry shall ensure that each invigilator has a copy of the Rules of Invigilation, including the Instructions to Candidates, and carries out their duties in accordance with the rules. Invigilators should also be aware of the rules relating to Examination and other Assessment Arrangements for Students with Disabilities (§24.1 - §24.18).

Attendance and Distribution of Papers

22.2 Each invigilator must be present in the examination room at least 15 minutes before the examination begins and during the whole examination. Before the examination commences, invigilators must check that all the examination papers are in order and any supplementary material required is in place.

Instructions to Candidates

22.3 The Instructions to Candidates on their Conduct in Written Examinations (Regulation 17) form part of the Rules of Invigilation and invigilators must ensure that they are followed.

Admission of Candidates and Start of Examination

22.4 All invigilators present should agree when candidates should be admitted to the Hall and should ensure that students granted extra time and already in the Hall suffer as little disruption as possible.

22.5 Before announcing the start of the examination, one of the invigilators should:

- 1) instruct candidates to complete a Candidate's Attendance Form;²⁴
- 2) read out the fire safety notice;
- 3) issue any other instructions which the invigilators deem appropriate.

Duties During the Examination

22.6 Invigilators, while on duty, must give their whole attention to watching the candidates, and must on no account read or engage in any occupation which would distract their attention from their proper duty. Invigilators are not to answer inquiries by candidates regarding the meaning of examination questions: the candidate is simply to be told to take a reasonable view of the meaning of the question, and in cases where there is any doubt, to note in their answer what view of the meaning they take; but an invigilator or a member of the School may remedy defects in the form of the printed examination papers, such as a defective rubric or a serious misprint, by announcement.

²⁴ Candidates may also complete the front cover of script books prior to the start of the examination.

22.7 Once the examination has started, invigilators should collect the attendance slips and check Student ID cards; where a candidate has no card, the candidate's Attendance Form should be annotated by an invigilator and lodged with the Head of School who shall satisfy themselves of the bona fides of the student before releasing the scripts for marking.

Improper Behaviour of Candidates

22.8 If an invigilator has reason to suspect a candidate of giving or receiving information in the examination room, the candidate's name and table number should be noted and the circumstances reported to the Clerk of Senate.²⁵

First Aid Cover and Fire Safety

22.9 A copy of the First Aid notice and Fire Safety notice on display in every Examination Hall will be provided to invigilators. It is the invigilator's responsibility to evacuate, manage and return candidates to the exam hall in the event of a fire alarm.

Conclusion of Examination

22.10 The end of the examination period must be announced. All scripts must be collected from each candidate individually and retained by the invigilators on behalf of the School. The Library envelope should be sent to the University Librarian by internal mail. The School envelope should be taken or sent back to the School. Before leaving the room, an invigilator must complete a report to the Registry on the form provided showing the number of candidates at the examination and the number of scripts collected: this report should be hand delivered to the Registry.

22.11 Invigilators must check the scripts received against the Candidate's Attendance Form in the event of any discrepancy. To preserve the anonymity of scripts all Candidate Lists and Attendance Forms must be lodged with the Head of School or other designated co-ordinator before the scripts are distributed for marking.

Illegible Examination Scripts

22.12 If examiners find a substantial part of an examination script to be illegible, the candidate in question will be required to come to the University to dictate their script to a third party in the presence of an invigilator. The invigilator will be in possession of a copy of the script in question in order to follow the candidate's dictation of their script. A charge will normally be levied for this procedure.

INSTRUCTIONS TO CANDIDATES ON THEIR CONDUCT IN WRITTEN EXAMINATIONS Regulation 17

17.1 Instructions to candidates on the Conduct of all Examinations held in the University.

1. Candidates are required to obey the instructions of the invigilator. It is the duty of the invigilator to prevent any behaviour likely to cause disturbance to other candidates. Candidates needing to leave the room for any purpose must first ask permission of the invigilator, who may accompany the candidate.
2. Every candidate shall display for the invigilator's inspection a valid Student ID card or other form of photographic identification.
3. Candidates are permitted to have the following items ONLY in their possession, including in pockets, during examinations (see also 4 below):
 - adequate stationery (pens, pencils, eraser, ruler, correction fluid (but not tape));
 - student ID card;
 - calculator of an approved type, if permitted for the examination, without cover or case;
 - water in a clear bottle, with any label removed;
 - translation dictionary, where prior permission has been obtained from the candidate's School.

All other items are prohibited and must be removed prior to the start of the examination. They must be placed with other personal possessions in a closed bag or container which will be kept under the seat or in a designated location in the exam room for the duration of the examination. This includes ALL electrical devices, such as phones and tablets (which must be SWITCHED OFF) and headphones and smartwatches. No item which may cause a nuisance to other candidates is permitted in the examination hall.²⁶

4. Other than examination materials provided by the University, candidates shall not have access to any paper or book for the duration of the examination unless with the express written permission of the appropriate Head of School.²⁷ Candidates must not write on any paper other than their answer book, including on any material permitted in an open-book examination unless otherwise instructed.

²⁵ Invigilators retain the right to remove candidates who are found to be causing a disturbance to other candidates. Details of the University's Procedures for Managing the Improper Behaviour of Candidates during a Written Examination can be found on the Registry website at: <https://www.gla.ac.uk/myglasgow/registry/exams/>.

²⁶ Any change in this regulation requires the prior agreement of the Senate.

²⁷ This permission will normally be in the form of a set of arrangements for an open-book or other non-traditional style of examination and will form part of the information provided to students at the beginning of the course that is being examined. Details should also be included in the rubric of the exam paper, for the attention of the invigilator(s).

5. Unless with the express written permission of the appropriate Head of School,²⁸ candidates shall not give or receive any assistance, or communicate by any means with one another or with any person other than an invigilator at any time during the examination period.²⁹
6. No calculator, nor any other portable electronic device, may be used by a candidate in an examination unless this is expressly authorised by the Head of School responsible for the examination. The authorisation will specify the type of calculator or other device authorised. Candidates shall normally be notified of the terms of this authorisation by the School via Moodle, and by other means as appropriate, confirmed by a statement in the instructions to candidates in the examination concerned.²⁶
7. Candidates must write legibly. If examination scripts are found to be illegible to a substantial degree, candidates will be required to come to the University to dictate their script(s) in the presence of an invigilator and a charge will normally be levied.
8. Candidates may not begin reading over or writing in script books or on answer sheets before the invigilator announces the start of the examination period and must cease writing when the invigilator announces the end of the period. Candidates may fill in the candidate attendance sheet and front cover of script books, where applicable, prior to the announced start of the examination.
9. No part of any answer book shall be torn out or removed from the examination room.
10. In examinations of two hours or longer, no candidate shall be allowed to enter the examination room after the first hour has expired, or to leave it within the first hour or the last half-hour. Except that an invigilator may, at their discretion, allow a candidate to enter after the first hour if no other candidate has left the examination.
11. In examinations of less than two hours, no candidate will be permitted to exit during the exam.
12. Both entry and exit to the examination hall shall be at the absolute discretion of the invigilator.
13. In no case shall a candidate leave until an invigilator has collected their scripts or other examinable material.
14. These arrangements shall apply to all examinations, including those for the purpose of continuous assessment, held in the University.

Any candidate who contravenes any of these instructions will be liable to penalties under the Code of Student Conduct (Regulation 33), which may include expulsion from the University.

USE OF A COMPUTER IN AN EXAMINATION

Regulation 18

18.1 Where the Clerk of Senate has given permission for a student to use a computer in an examination, the Head of School shall ensure that the current guidelines are followed (see §24.18).

USE OF DICTIONARIES BY STUDENTS IN EXAMINATIONS

Regulation 19

19.1 Heads of School may, at their discretion, permit students whose first language is not English to employ an appropriate dictionary in a class or degree examination. Such permission should not be granted where the first language, or its literature, is the subject under examination. In accordance with §20.1 electronic dictionaries are not permitted in examinations.

19.2 Heads of School should keep a record of all cases where permission has been granted, and deliver that information to the appropriate invigilator(s).

19.3 Dictionaries to be authorised for use in an examination should be lodged by the student with the Head of School at least 24 hours prior to the start of the examination. Following inspection by the School, the authorised dictionaries should be handed to the student(s) by the invigilator at the start of the examination.³⁰

USE OF ELECTRONIC CALCULATORS BY STUDENTS IN EXAMINATIONS

Regulation 20

20.1 No calculator, nor any other portable electronic device, may be used by a candidate in an examination unless this is expressly authorised by the Head of the School responsible for the examination. This authorisation will specify the type of calculator or other device authorised. Candidates shall normally be notified of the terms of this authorisation by the School via Moodle, and by other means as appropriate, confirmed by a statement in the instructions to candidates in the examination concerned.

²⁸ The extent to which collaboration may be allowed will form part of the information provided to students at the beginning of the course.

²⁹ Note – Exam conditions are in place from the moment the candidate enters the exam room.

³⁰ Alternative arrangements may be made, with the agreement with the Clerk of Senate, in cases where more than 25 students require use of a dictionary during an examination.

20.2 In determining whether to authorise the use of calculators or other devices and the specification and/or make(s) and model(s) to be authorised, the Head of School shall take account of the object and design of the examination in question, and of an overarching requirement to safeguard the integrity of the examination and ensure that no candidate derives unfair advantage, nor is unfairly disadvantaged, as a consequence.³¹

CODE OF PRACTICE FOR EXCEPTIONAL INTERNATIONAL EXAMINATION ARRANGEMENTS

Regulation 25

25.1 Arrangements to sit examinations away from the University may be made for students in exceptional cases. Such arrangements will normally only be authorised for examinations which take place outside semesters 1 and 2. Such students will normally have their place of ordinary residence outside the UK and have difficulty returning to the University to sit examinations. In exceptional circumstances students whose place of ordinary residence is in the UK may also have international examination arrangements made in terms of clause 5. Requests to sit examinations elsewhere in the UK will only be considered in exceptional circumstances, such as serious medical grounds or bereavement.

25.2 Procedure

1. Any international student requesting special arrangements to be made should submit the request to the Registry at the earliest opportunity to allow time for the arrangements to be made. (Requests must, in any case, be submitted prior to the relevant enrolment period for the examinations.) Requests for special arrangements may be rejected where the Head of Registry considers that there is insufficient time from the receipt of the request to the date of the examination to reasonably allow for satisfactory arrangement to be made. In these circumstances the student will be expected to return to the University of Glasgow to undertake the examination.
2. The Head of the Registry will check that the student's recorded place of ordinary residence is outside the UK and that a suitable location for the examination can be found. This will normally be a British Council Centre in the country of residence. Where one does not exist an arrangement may be made by the Head of Registry with a partner institution of the University of Glasgow in the country of residence. Failing this the student must travel to the nearest British Council or return to the University of Glasgow to undertake the examination.

The agreement of the relevant Head of School will be sought regarding the appropriateness of the arrangements proposed.

3. All necessary arrangements will be made by the Registry.
4. The international examination must take place at the same time as the examination held in Glasgow.
5. Any requests for special arrangements away from Glasgow outwith the terms of these rules, including requests to sit exams elsewhere in the UK, will require the approval of the Clerk of Senate as well as the appropriate Head of School.
6. Students will be required to pay an administrative charge and to cover any other costs of the special arrangements made that may be charged by the venue. Details of current charges are available from the Registry.

CODE OF PROCEDURE FOR APPEALS BY STUDENTS AGAINST ACADEMIC DECISIONS

Regulation 26

The Code of Procedure for Appeals by Students against Academic Decisions is governed by Resolution No. 570 of the University Court which came into effect on 1 September 2006.

26.1 Introduction

The University has a duty to maintain and enhance the quality of provision for students and to provide an effective system for handling appeals and complaints. This section states the procedure for regulating appeals against academic decisions affecting students other than decisions taken in respect of proceedings under the Code of Student Conduct (Regulation 32) or the Complaints Procedure (Regulation 29).

26.2 Principles

26.2.1 A student should have a full opportunity to raise an appeal against an academic decision without fear of disadvantage and in the knowledge that confidentiality shall be respected.

26.2.2 Students should be directed to the website containing the Code of Procedure for Appeals by Students against Academic Decisions and should be provided with advice concerning sources of support and advice including the Students' Representative Council.

26.2.3 Clear guidance should be provided on the University website to direct a student to sources of advice with regard to the University's compliance with the Data Protection legislation and the Freedom of Information Act.

³¹ Any change in this regulation requires the prior agreement of the Senate.

26.2.4 Members of College Appeals Committees and the Senate Appeals Committee should be appointed annually and should receive an annual briefing. A member should normally serve for a period of three years.

26.2.5 A representative of the student body who is present at an appeal as an observer should be given appropriate guidance.

26.2.6 The Senate Appeals Committee and each College Appeals Committee should provide an annual report to Senate containing a review of its activities in relation to academic appeals.

26.2.7 Where an appeal is upheld, the University should defray reasonable and proportionate incidental expenses necessarily incurred by the student in the process of pursuing the appeal. Incidental expenses do not include the cost of obtaining legal advice. This expense is not considered to be necessary as the processes of the University are provided as an alternative to the process of judicial review.

26.2.8 The University reserves the right to suspend procedures for appeal if the student behaves inappropriately. In such cases the Clerk of Senate or their nominee shall suspend procedures and advise the student accordingly. Misconduct may be deemed to be in breach of the Code of Student Conduct and disciplinary proceedings invoked.

26.3 Definition of an Appeal

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

26.3.2 A student may appeal (request a review of an academic decision) on the grounds of defective or unfair procedure by the academic body or a failure of the academic body to take account of medical or adverse personal circumstances submitted in accordance with the Code of Assessment (Regulation 16).

26.3.3 A student may appeal on the grounds of medical or adverse personal circumstances that were not previously presented to the relevant academic body, if good reason is provided for the failure to present these circumstances in accordance with the standard procedure.

26.3.4 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 raise the candidate to the higher grade or classification.

26.3.5 The provision for taking account of adverse medical or personal circumstances in the Code of Assessment concerns the sudden onset of illness or adverse personal circumstances affecting the student. It is not intended to apply to chronic or persistent illness or to long-term adverse personal circumstances affecting a student's preparation for examinations and/or attendance at examinations or the submission of written work by the due date. **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.

26.3.6 A student may not appeal to a College or to the Senate Appeals Committee against an academic decision in respect of marks awarded for academic work (other than the imposition of a penalty³²), decisions of examiners or other matters of academic judgement unless the grounds of the appeal are contained in §26.3.2 and §26.3.3.

26.3.7 A former student may not appeal once they have graduated from the University. By graduating, the former student is deemed to have accepted the recommendation of the Board of Examiners and the decision of the appropriate College. Exceptionally, if evidence emerges that the conduct of the Board of Examiners was defective or that the Board was deprived of essential information, an appeal may be allowed.

26.4 The Appeal Process

26.4.1 The Senate is charged by the *Universities (Scotland) Acts* with a duty to superintend the teaching of the University. This is understood to include examining. The Senate has authorised the establishment of College Committees to hear appeals in the first instance, as specified in the Code of Procedure for Appeals to a College Appeals Committee (Regulation 27).

26.4.2 A student may further appeal against the decision of the relevant College Appeals Committee to the Senate. The Code of Procedure for Appeals to the Senate (Regulation 28) is set out, after the College Appeals Code.

26.4.3 Where the appeal is made to the Senate on the grounds that the disposal at College level was manifestly unreasonable, the letter of appeal must clearly and fully specify in what respects the student believes the College Appeals Committee was mistaken in its decision.

26.4.4 Section 6(2) of the *Universities (Scotland) Act, 1889*, gives the University Court power to review any decision of the Senate. The University Court has devolved its responsibilities in this respect to an external adjudicator.³³ Although

³² For example, an appeal may be made against a reduction in grade or secondary band imposed under the University's *Penalties for Late Submission of Coursework* which are stated in the Code of Assessment (Regulation 16).

³³ External adjudication will be provided by the [Scottish Public Services Ombudsman](#).

the decision of the external adjudicator is not legally binding on the University Court, the expectation is that the University Court shall accept the decision and any accompanying recommendations.

CODE OF PROCEDURE FOR APPEALS TO A COLLEGE APPEALS COMMITTEE

Regulation 27

(For Undergraduate, Taught Postgraduate and Research Postgraduate Students)

The Code of Procedure for Appeals to a College Appeals Committee is governed by Resolution No. 570 of the University Court which came into effect on 1 September 2006.

27.1 Informal Resolution

Prior to submitting a formal appeal to College, students are advised to discuss the matter with an Adviser of Studies or equivalent, Supervisor, Course Co-ordinator or College Head of Academic & Student Administration (or equivalent) in an attempt to resolve the matter informally. The Students' Representative Council will provide the services of a trained student advocate to assist or to represent a student in seeking an informal resolution. A copy of the Code of Procedure for Appeals shall be provided to the student and to their representative.

27.2 College Appeals Committee - Jurisdiction

27.2.1 The jurisdiction of the College Appeals Committee shall comprise all academic decisions concerning progress, assessment or award other than decisions taken in respect of proceedings under the Code of Student Conduct (Regulation 32), the Complaints Procedure (Regulation 29) or the Procedure for Determining Fitness to Practise (Regulation 36).

27.2.2 The Committee shall not have authority to alter an academic decision. If relevant factors are raised by the appeal which should have been made 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.

27.2.3 The Committee shall not have authority to permit the resubmission of a thesis for a degree by research where a Committee of Examiners following due process, has recommended rejection of the thesis or resubmission for a lower degree. If the appeal reveals failure on the part of a College to meet the standards set by the Code of Practice for Postgraduate Research Degrees, the student may raise a complaint under the Complaints Procedure (Regulation 29).

27.3 Lodging an Appeal

Time within which an appeal is to be lodged and late appeals

27.3.1 Where an appeal lies against an academic decision in terms of §26.3; *Definition of an Appeal*, the appeal or an intimation of intention to appeal shall be submitted in writing to the College Head of Academic & Student Administration (or equivalent) for the attention of the Head of College within 10 working days³⁴ of the intimation to the student of the decision against which the student 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.

27.3.2 An application for an extension of time for submitting (i) an intimation to appeal beyond 10 working days, or (ii) a full appeal letter beyond 20 working days, or (iii) a reinstatement request following a dismissal by preliminary disposal beyond 10 working days, shall be made in writing to the College Head of Academic & Student Administration (or equivalent) for the attention of the Head of College and shall include sufficient information concerning the nature of the appeal, shall state the grounds on which an extension of time is sought and be accompanied by such evidence of medical or other adverse personal circumstances as are relevant to the application.

27.3.3 The timescale of 10 working days to intimate an intention to appeal combined with 20 working days to submit an appeal is designed to provide sufficient time for preparation of the appeal. Appellants are responsible for ensuring that arrangements such as consultations with representatives, and data requests made under Data Protection or Freedom of Information legislation, are initiated at the beginning of the process. In considering any request from an appellant for an extension to the normal timescale for submission of an appeal, the timeliness of the appellant's own actions will be taken into account.

27.3.4 An application for extension of time for submitting an appeal, or an intimation to appeal, shall not be granted unless the Convener of the College Appeals Committee is satisfied that the student was precluded from appealing within 20 working days, or intimating the appeal within 10 working days, as a result of serious illness or other circumstances which are both exceptional and relevant to the appeal.

27.3.5 A letter of appeal or other documents required for the consideration of an appeal shall be treated as having been given or sent on the day that it is received by the College Head of Academic & Student Administration (or equivalent); and any letter or document sent to any person including the student 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.

³⁴ For the purposes of this Code, Monday to Friday are counted as working days except when the University is closed for a public or other Holiday (as listed at <https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/public/holidays/public/>). Saturdays and Sundays are not counted as working days.

Grounds for Appeal

27.3.6 A College Appeals Committee shall entertain an appeal against a decision of an academic body only on the following grounds:

- i) unfair or defective procedure;
- ii) a failure to take account of medical or other adverse personal circumstances;
- iii) there are relevant medical or other adverse personal circumstances which for good reason have not previously been presented.

27.3.7 In the case of a claim of unfair or defective procedure, evidence in the form of written statements or formal documents such as the Minute of the Board of Examiners must be provided. Advice on a subject data access request can be obtained from the Data Protection Office at:

<https://www.gla.ac.uk/myglasgow/dpfooffice/a-ztopics/subjectaccessrequestsar/>.

27.3.8 In the case of a claim of a failure to take account of medical or other adverse personal circumstances, the student shall be referred to §26.3; *Definition of an appeal*.

Content of a letter of appeal to a College

27.3.9 A letter of appeal should be concise and shall state:

the name and address of the student and the telephone number and email address;

the decision appealed against;

all the grounds for the appeal: additional grounds may be admitted subsequently only at the discretion of the Convener; additional grounds presented at a hearing may lead to adjournment of the hearing;

the remedy or remedies which the student seeks;

the name and address of any person whom the student has appointed as a representative or who will accompany the student at the hearing;

whether the student wishes to be present at an oral hearing or whether they are content for the appeal to be considered without their presence.

Evidence of medical or other adverse personal circumstances

27.3.10 A student who wishes to appeal on grounds of medical or other adverse personal circumstances shall provide a medical report³⁵ from their General Practitioner or Hospital Consultant. The medical report shall detail the severity, duration and possible impact of the medical condition on the student's academic performance. Where the student 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.

27.3.11 Where the student has failed to notify the Head of School of medical or other adverse personal circumstances in compliance with §16.46 of the Code Assessment, the letter of appeal shall contain a statement explaining the exceptional circumstances which prevented notification within the stated time.

27.4 College Appeals Committee - Constitution

27.4.1 Each College shall establish a College Appeals Committee (hereinafter referred to as 'the Committee') which shall have full powers to decide appeals.

27.4.2 The Committee shall be constituted as follows:

- i) The Committee shall be convened by the Head of College or their nominee.
- ii) Up to 14 members will be drawn from the membership of the College, with representation from each of the Schools within the College. The membership will be individuals with experience of assessment, teaching and supervision at undergraduate and postgraduate (including research) levels. One member shall be appointed as the Vice-Convener.
- iii) Members of other College Appeals Committees of the University may also be co-opted onto the College Appeals Committee to hear specific appeals with the proviso that they must not have had any involvement with the academic decision being appealed against.

27.4.3 The membership of the Committee shall be reported to Senate annually. Members shall normally serve for a period of three years.

27.4.4 No member of the Senate Appeals Committee shall be entitled to serve on the Committee. Where a member of the Committee has participated directly in the decision appealed against, that member shall not sit for that individual appeal. A member of the College Appeals Committee may not sit on an appeal hearing where they have been party to an earlier dismissal of the appeal under preliminary disposal.

³⁵ A charge in excess of £20 may be made by a GP for provision of a medical report.

27.4.5 The quorum of the Committee to consider a specific student appeal shall be three; this shall comprise the Convener, plus at least two members who can each be drawn from either section (ii) or (iii) in §27.4.2.

27.4.6 The Committee may have the assistance of a legal adviser.

27.4.7 The College Head of Academic & Student Administration (or equivalent) or their nominee shall act as Clerk to the Committee.

27.5 Consideration of Appeals

Power to give directions

27.5.1 The Head of College or their nominee may direct the student (or their representative) or any party to the proceedings to furnish additional evidence, information or explanation as may be thought to be appropriate.

27.5.2 A direction to the student (or their representative) shall state the period of time by which the student shall respond in writing following which the appeal may be dismissed by the Head of College or Convener of the College Appeals Committee.

Preliminary disposal

27.5.3 The Head of College or their nominee in consultation with two members of the College Appeals Committee may make a preliminary disposal in order to accelerate a decision or where the student is no longer available for a hearing.³⁶ The Convener of the Committee may:

- i) dismiss the appeal because the subject-matter does not fall within the scope of §27.3.6;
- ii) dismiss the appeal because no competent grounds have been stated or because the appeal is frivolous or vexatious or because the appeal is out of time or because the student failed to comply with a direction made;
- iii) dismiss the appeal because it does not establish a *prima facie* case that the decision appealed against involved defective or unfair procedure, or a failure to take relevant evidence of adverse personal circumstances into account;
- iv) dismiss the appeal because the evidence submitted could reasonably have been presented to the Board of Examiners or other academic body;
- v) refer the appeal directly to the appropriate academic body responsible for the application of the progress regulations or to the Board of Examiners with whatever guidance or direction they consider appropriate;
- vi) refer the appeal to a full hearing before the College Appeals Committee. Provision of a hearing does not imply that a *prima facie* case has been established.

27.5.4 The Convener of the Committee may also take such other interim action by way of direction as they deem appropriate.

27.5.5 The Clerk to the Committee shall state in the letter to the student (or their representative) intimating the outcome of the preliminary disposal the reasons for the decision and shall provide the papers which were considered by the Committee.

27.5.6 An appeal which has been dismissed under preliminary disposal may be reinstated if the student (or their representative) makes representation stating that the College overlooked an aspect of the original appeal. 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. The Head of College shall nominate a member of the College Appeals Committee, who was not party to the decision made by preliminary disposal, to decide whether the appeal shall be reinstated. An appeal can only be reinstated if it is shown that the College did not consider one or more aspects of the original appeal. In cases where the student considers there to be new evidence relevant to the appeal, or that the disposal of the appeal by College was manifestly unreasonable or involved defective procedure, the student should follow the procedure for appealing to the Senate Appeals Committee.

27.6 Arrangements for a Hearing Before the College Appeals Committee

Timing of the hearing

27.6.1 When a hearing is required, the Committee shall meet within 20 working days of receipt of the letter of appeal. Where this is not possible the appellant should be informed as soon as possible within the 20 day period and be given the reason(s) for the delay.

Preparation of papers

27.6.2 The Clerk of the Committee shall:

- i) request reports and information including information relating to the manner in which the decision appealed against was reached;
- ii) request the attendance of any person or persons whose presence is necessary for the hearing of the appeal;

³⁶ The timing for the consideration and notification of the appeal outcome should not exceed that set for cases considered by a full hearing as specified in §27.6.1 and §27.10.4 of this Code. Therefore the decision should be issued within 30 working days of receipt of the letter of appeal. Where this is not possible the appellant should be informed as soon as possible of the reason for the delay.

- iii) provide the student (or their representative), normally 10 working days in advance of the hearing, with a copy of all papers which will be before the Committee and the names of those persons who will be in attendance. The papers will normally be sent by Recorded Delivery/University Courier or may at the student's request be collected in person.
- iv) notify the student (or their 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.

27.7 Attendance at Hearing

27.7.1 Where the student is prevented from attending by ill health, the hearing shall normally be deferred on submission of medical evidence. If the student does not attend on the date appointed and no notification of the absence has been received, if the Convener is satisfied that the student has received due notice of the hearing, the Committee may proceed to deal with the case and to reach a decision in the student's absence.

27.7.2 The student shall have the right to be accompanied, assisted or represented at the hearing by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. Where the student seeks to have two individuals in attendance, one shall attend as an observer only.

27.7.3 The student may name any person or persons they wish to be present to provide evidence on their behalf. The name of any person or persons called by the student to provide evidence shall be provided to the Clerk of the Committee no later than 10 working days before the date of the hearing. The student shall be responsible for arranging the attendance of such persons at the hearing with the exception of members of staff of the University who shall be notified of the date, time and location of the hearing by the Clerk to the Committee.

27.7.4 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 at the date specified.

27.7.5 The hearing shall be held in private. Strict confidentiality shall be observed.

27.8 Expert Advice

27.8.1 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.

27.9 Procedure for the Conduct of a Hearing

27.9.1 The Committee shall rely only on evidence presented at the hearing. Unauthorised electronic recordings of previous meetings or events will not be admissible as evidence at the hearing.

27.9.2 The hearing shall be conducted in the presence of all persons invited to attend to provide evidence.

27.9.3 Any unauthorised electronic recording of the hearing is expressly forbidden by the University.

Statements

27.9.4 At the hearing:

- i) The Convener shall invite the student and their representative to make a statement. If the student declines the invitation to make a statement, the Committee shall reserve the right to question the student directly;
- ii) The Committee shall then address any questions to the relevant parties including those appearing to advise the Committee and shall afford the student and their representative an opportunity to question the persons involved through the Convener;
- iii) The Committee shall consider any request from any person present at the hearing to make a statement or to put questions through the Committee to anyone whom the Committee has examined;
- iv) The Committee shall afford the student an opportunity to make a final statement or to have one made on their behalf;
- v) 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 student, the hearing has been conducted in a fair manner.

Deliberation of the Committee

27.9.5 Thereafter all persons except the Committee, its Clerk 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.

Rules of evidence

27.9.6 In reaching its decision, the College Appeals Committee shall not be bound by the rules of evidence. The Committee shall attempt to ascertain all relevant facts with a view to coming to a reasonable disposal.

Adjournment

27.9.7 At any stage the Convener may adjourn the hearing if they consider this to be necessary.

27.10 Disposal

27.10.1 The Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter.

27.10.2 The Committee may decide by a majority.

27.10.3 The Committee may:

- i) dismiss the appeal because the subject matter of the appeal does not fall within the scope of §26.3;
- ii) dismiss the appeal because the decision appealed against did not involve defective or unfair procedure, or a failure to take relevant medical or adverse personal circumstances into account;
- iii) refer the appeal to the appropriate committee or to a Board of Examiners with whatever guidance or direction it considers appropriate;
- iv) uphold the appeal and grant whatever remedy it considers fair in the circumstances which does not involve overturning an academic judgement.

27.10.4 The decision and the reasons for the decision, with reference to any findings of fact, will be provided in writing to the student and their representative by Recorded Delivery normally within 10 working days of the decision being determined. If it is not possible to provide the decision and the reasons for the decision within this timescale, the student will be informed of the reason for the delay and a new timescale will be provided.

27.10.5 Where an appeal is upheld, the University shall defray reasonable and proportionate incidental expenses necessarily incurred by the student in the process of pursuing the appeal.

27.10.6 Incidental expenses are those which arose out of the pursuit of an appeal. They might include travelling expenses or photocopying expenses. Expenses should be reasonable and proportionate. The claim should be supported by evidence in the form of receipts. Where the claim relates to travel expenses, these should be at the lowest rate that could be obtained taking account of the circumstances of the claim.

27.10.7 A claim for expenses should be made on a Complaints Expenses form and submitted to the Director of the Senate Office within 20 working days of the date of the letter of outcome of the appeal.

27.11 Annual Review

The College Appeals Committee shall review its proceedings annually.

CODE OF PROCEDURE FOR APPEALS TO THE SENATE APPEALS COMMITTEE

Regulation 28

The Code of Procedure for Appeals to the Senate Appeals Committee is governed by Resolution No. 570 of the University Court which came into effect on 1 September 2006.

28.1 Senate Assessors for Appeals

28.1.1 The Senate shall appoint from its members two Senate Assessors for Academic Appeals, one of whom shall be the Senior Senate Assessor for Academic Appeals and the other shall be their deputy. Any of the duties of the Senior Senate Assessor may be performed by the deputy Senate Assessor.

The term of office shall normally be three years.

28.1.2 The duties of the Senate Assessors for Academic Appeals shall include consideration of the admissibility of late appeals, directing the student with respect to further information, consideration of appeals under the preliminary disposal procedure, convening a hearing before the Senate Appeals Committee, notifying the outcome to the student and reporting the outcome with any recommendations to Senate.

28.2 Jurisdiction of the Senate Appeals Committee

28.2.1 The Senate Appeals Committee shall consider appeals by Undergraduate Students, Taught Postgraduate Students and Research Postgraduate Students against a decision of a College Appeals Committee which falls within the scope of grounds for an appeal to Senate.

28.2.2 The Committee shall not have authority to alter the decision of a Board of Examiners. If relevant factors are raised by the appeal which should have been made 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.

28.2.3 The Committee shall not have authority to permit the resubmission of a thesis for a degree by research where a Committee of Examiners following due process, has recommended rejection of the thesis or resubmission for a lower degree. If the appeal reveals failure on the part of a School or a College to meet the standards set by the Code of Practice for Postgraduate Research Degrees, the student may raise a complaint under the Complaints Procedure (Regulation 29).

28.3 Lodging an Appeal

Time within which an appeal is to be lodged and late appeals

28.3.1 Where an appeal lies against a decision of the College Appeals Committee in terms of §28.4.1, the appeal or an intimation of intention to appeal shall be submitted in writing to the Director of the Senate Office for the attention of the Senior Senate Assessor for Academic Appeals, within 10 working days³⁷ of the intimation to the student of the decision against which the student is appealing.³⁸ Where an intention to appeal is submitted, the full appeal shall be submitted within 20 working days of the date of the letter intimating the intention to appeal.

28.3.2 An application for an extension of time for submitting (i) an intimation to appeal beyond 10 working days, or (ii) a full appeal letter beyond 20 working days, or (iii) a reinstatement request following a dismissal by preliminary disposal beyond 10 working days, shall be made in writing to the Director of the Senate Office for the attention of the Senior Senate Assessor for Academic Appeals and shall include sufficient information concerning the nature of the appeal, shall state the grounds on which an extension of time is sought and be accompanied by such evidence of medical or other adverse personal circumstances as are relevant to the application.

28.3.3 The timescale of 10 working days to intimate an intention to appeal combined with 20 working days to submit an appeal is designed to provide sufficient time for preparation of the appeal. Appellants are responsible for ensuring that arrangements such as: consultations with representatives, and data requests made under Data Protection or Freedom of Information legislation, are initiated at the beginning of the process. In considering any request from an appellant for an extension to the normal timescale for submission of an appeal, the timeliness of the appellant's own actions will be taken into account.

28.3.4 An application for extension of time for submitting an appeal, or an intimation to appeal, shall not be granted unless the Senior Senate Assessor for Academic Appeals or their deputy, is satisfied that the student was precluded from appealing within 20 working days, or intimating the appeal within 10 working days, as a result of serious illness or other circumstances which are both exceptional and relevant to the appeal.

28.3.5 A letter of appeal or other documents required for the consideration of an appeal shall be treated as having been given or sent on the day that it is received by the Director of the Senate Office; and any letter or document sent to any person including the student 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.

28.4 Grounds for Appeal

28.4.1 An appeal may be made to the Senate Appeals Committee against a decision of a College Appeals Committee only on the grounds that:

- i) relevant new evidence has emerged which could not reasonably have been produced to the College Appeals Committee; and/or
- ii) there has been defective procedure by the College in its disposal of the appeal; and/or
- iii) the disposal at College level was manifestly unreasonable.

28.4.2 Evidence of medical or other adverse personal circumstances must be provided in accordance with the Code of Assessment (§16.45 - §16.48).

28.4.3 In the case of a claim of unfair or defective procedure, evidence in the form of written statements or formal documents such as the Minute of the Board of Examiners must be provided. Advice on a subject data access request can be obtained from the Data Protection Office at:

<https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/subjectaccessrequestsar/>.

28.4.4 Where the student claims that the disposal at College level was unreasonable, the student must state in writing the respects in which they believe that the College Appeals Committee was mistaken in its decision.

28.5 Content of a Letter of Appeal to the Senate Appeals Committee

28.5.1 A letter of appeal should be concise and shall state:

- i) the name and address of the student and the telephone number and email address;
- ii) the decision appealed against;
- iii) all the grounds for the appeal: additional grounds may be admitted subsequently only at the discretion of the Convener; additional grounds presented at the hearing may lead to adjournment of the hearing;
- iv) the remedy or remedies which the student seeks;

³⁷ For the purposes of this Code, Monday to Friday are counted as working days except when the University is closed for a public or other Holiday (as listed at <https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/publicolidays/public/>). Saturdays and Sundays are not counted as working days.

³⁸ In cases where a reinstatement request is submitted to the College Appeals Committee in terms of §27.5.6, the timeline for submitting an intimation to appeal to the Senate Appeals Committee commences from the date when the appellant is advised of the outcome of the reinstatement request, rather than from the date of the original decision of the College Appeals Committee.

- v) the name and address of any person whom the student has appointed as a representative or who will accompany the student at the hearing;
- vi) whether the student wishes to be present at an oral hearing or whether they are content for the appeal to be considered without their presence.

28.5.2 Where a student has failed to present to the College Appeals Committee medical or other adverse personal circumstances, the letter of appeal shall contain a statement explaining the exceptional circumstances which prevented this evidence from being presented previously.

28.6 Senate Appeals Committee - Constitution

28.6.1 The Committee shall be constituted as follows:

- i) The Senior Senate Assessor for Academic Appeals or their deputy shall convene the Committee.
- ii) Five members of Senate nominated by each College to serve for a period of three years. The nominees will be individuals with experience of assessment, teaching and supervision at undergraduate and postgraduate (including research) levels. The nominees will not be members of any College Appeals Committee. One member shall be appointed as a Senate Assessor for Academic Appeals and shall be the deputy to the Senior Assessor.

28.6.2 The membership of the Committee shall be reported to Senate annually. Members shall normally serve for three years.

28.6.3 A representative of the student body may attend the hearing in the role of observer unless the appellant has expressed the wish that no such representative shall be present.

28.6.4 Where a member of the Committee has participated directly in the decision appealed against or has an affiliation to the School(s) in which the appellant has been studying, that member shall not sit for that appeal. A member of the Committee may not sit on an appeal hearing where they have been party to an earlier dismissal of the appeal under preliminary disposal.

28.6.5 The quorum of the Committee shall be five. Exceptionally the Committee shall have powers to co-opt up to two members of Senate in order to obtain a quorum.

28.6.6 The Committee may have the assistance of a legal adviser.

28.6.7 The Director of the Senate Office or their deputy shall act as Clerk to the Committee.

28.7 Consideration of Appeals

Power to give directions

28.7.1 Upon receipt of a written appeal, the Senior Senate Assessor for Academic Appeals or their deputy may direct the student (or their representative) or any party to the proceedings, to furnish additional evidence, information or explanation as may be thought to be appropriate.

28.7.2 A direction to the student (or their representative) shall state the period of time by which the student shall respond in writing following which the appeal may be dismissed by the Senior Senate Assessor.

Preliminary disposal

28.7.3 The Senior Senate Assessor for Academic Appeals or their deputy in consultation with two members of the Senate Appeals Committee may make a preliminary disposal in order to accelerate a decision or where the student is no longer available for a hearing.³⁹ The Senior Senate Assessor may:

- i) dismiss the appeal because the subject-matter of the appeal does not fall within the scope of §28.4;
- ii) dismiss the appeal because no competent grounds have been stated or because the appeal is frivolous or vexatious or because the appeal is out of time or because the student failed to comply with a direction made in terms of §28.7.1 and §28.7.2;
- iii) dismiss the appeal because it does not establish a *prima facie* case that disposal at College level involved defective or unfair procedure, or a failure to take relevant medical evidence or adverse personal circumstances into account or was manifestly unreasonable;
- iv) dismiss the appeal because the new evidence submitted by the student could reasonably have been presented to the College Appeals Committee;
- v) dismiss the appeal because the new evidence submitted by the student is not relevant or makes no material difference to the consideration of the case;

³⁹ The timing for the consideration and notification of the appeal outcome should not exceed that set for cases considered by a full hearing as specified in §28.8.1 and §28.12.4 of this Code. Therefore the decision should be issued within 30 working days of receipt of the letter of appeal. Where this is not possible the appellant should be informed as soon as possible of the reason for the delay.

- vi) set aside the decision of the College Appeals Committee and refer the appeal to the appropriate academic body responsible for the application of the progress regulations or to the Board of Examiners with whatever guidance or direction it considers appropriate;
- vii) refer the appeal to the College Appeals Committee with whatever guidance or direction it considers appropriate, which may include a direction that the appeal is heard again by a Committee which is not constituted by any member who was involved in the first decision;
- viii) refer the appeal to the Senate Appeals Committee for a full hearing. Provision of a hearing does not imply that a *prima facie* case has been established.

28.7.4 The Senior Senate Assessor or their deputy may also take such other interim action by way of direction as they deem appropriate.

28.7.5 The Clerk to the Committee shall state in the letter to the student (or their representative) intimating the outcome of the preliminary disposal the reasons for the decision and shall provide the papers which were considered by the Committee.

28.7.6 An appeal which has been dismissed under preliminary disposal may be reinstated if the student (or their representative) makes representation stating that the Senate Appeals Committee overlooked an aspect of the original appeal. The representation and the reasons shall be made in writing to the Senate Office within 10 working days of the date of the letter intimating the outcome of preliminary disposal. The decision on whether to reinstate the appeal shall be taken by whichever of the Senior Senate Assessor or the Deputy Senate Assessor did not convene the preliminary disposal, and shall be taken in consultation with the Clerk of Senate. An appeal can only be reinstated if it is shown that the Senate Appeals Committee did not consider one or more aspects of the original appeal.

28.8 Arrangements and Procedure for a Hearing

Timing of the hearing

28.8.1 When a hearing is required, the Committee shall meet within 20 working days of receipt of the letter of appeal. Where this is not possible the appellant should be informed as soon as possible within the 20 day period and be given the reason(s) for the delay.

Preparation of papers

28.8.2 The Clerk of the Committee shall:

- i) request a copy of the papers which were before the College Appeals Committee and a report of the hearing including information relating to the manner in which the decision appealed against was reached;
- ii) request any other reports or information relevant to the appeal;
- iii) request the Convener of the College Appeals Committee to provide a written response to the statements made in the letter of appeal and to name any person or persons the College wishes to appear to provide evidence;
- iv) provide the student (or their representative), normally 10 working days in advance of the hearing, with a copy of all papers which will be before the Committee and the names of those persons who will be in attendance. The papers will normally be sent to the student by Recorded Delivery/University Courier or may at the student's request be collected in person;
- v) notify the student (or their 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.

28.9 Attendance at Hearing

28.9.1 Where the student is prevented from attending by ill health, the hearing shall normally be deferred on submission of medical evidence. If the student does not attend on the date appointed and no notification of the absence has been received, if the Senior Senate Assessor or their deputy is satisfied that the student has received due notice of the hearing, the Committee may proceed to deal with the case and to reach a decision in the student's absence.

28.9.2 The student shall have the right to be accompanied, assisted or represented at the hearing by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. Where the student seeks to have two individuals in attendance, one shall attend as an observer only.

28.9.3 The student may name any person or persons they wish to be present to provide evidence on their behalf. The name of any person or persons called by the student to provide evidence shall be provided to the Clerk of the Committee no later than 10 working days before the date of the hearing. The student shall be responsible for arranging the attendance of such persons at the hearing with the exception of members of staff of the University who shall be notified of the date, time and location of the hearing by the Clerk to the Committee.

28.9.4 If any person or persons are unable or unwilling to attend the hearing, the Senior Senate Assessor for Academic Appeals or their deputy shall be responsible for deciding if the hearing shall 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 who is not available at the date specified.

28.9.5 The hearing shall be held in private. Strict confidentiality shall be observed.

28.10 Expert 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.

28.11 Procedure for the Conduct of a Hearing

28.11.1 The Committee shall rely only on evidence presented at the hearing. Unauthorised electronic recordings of previous meetings or events will not be admissible as evidence at the hearing.

28.11.2 The hearing shall be conducted in the presence of all persons invited to attend to provide evidence.

28.11.3 Any unauthorised electronic recording of the hearing is expressly forbidden by the University.

Statements

28.11.4 At the hearing:

- i) The Convener shall invite the student and their representative to make a statement. If the student declines the invitation to make a statement, the Committee shall reserve the right to question the student directly;
- ii) The Committee shall then address any questions to the relevant parties including those appearing to advise the Committee and shall afford the student and their representative an opportunity to question the persons involved through the Convener;
- iii) The Committee shall consider any request from any person present at the hearing to make a statement or to put questions through the Committee to anyone whom the Committee has examined;
- iv) The Committee shall afford the student an opportunity to make a final statement or to have one made on their behalf;
- v) 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 student, the hearing has been conducted in a fair manner.

Deliberation of the Committee

28.11.5 Thereafter all persons except the Committee, its Clerk 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.

Rules of evidence

28.11.6 In reaching its decision, the Senate Appeals Committee shall not be bound by the rules of evidence. The Committee shall attempt to ascertain all relevant facts with a view to coming to a reasonable disposal.

Adjournment

28.11.7 At any stage the Convener may adjourn the hearing if they consider this to be necessary.

28.12 Disposal

28.12.1 The Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter.

28.12.2 The Committee may decide by a majority.

28.12.3 The Committee may:

- i) dismiss the appeal because the subject matter of the appeal does not fall within the scope of §26.3;
- ii) dismiss the appeal because the disposal at College level did not involve defective or unfair procedure, or a failure to take relevant medical or adverse personal circumstances into account or was not manifestly unreasonable;
- iii) dismiss the appeal because the new evidence submitted by the student could reasonably have been produced to the College Appeals Committee;
- iv) dismiss the appeal because the new evidence submitted by the student is not relevant or makes no material difference to the consideration of the case;
- v) dismiss the appeal because the appeal is frivolous or vexatious; or if it is considered that the student suffered no material prejudice;
- vi) refer the appeal to the appropriate College Committee or to a Board of Examiners with whatever guidance or direction it considers appropriate;
- vii) uphold the appeal and grant whatever remedy it considers fair in the circumstances which does not involve overturning an academic judgement.

28.12.4 The decision and the reasons for the decision, with reference to any findings of fact, will be provided in writing to the student and their representative by Recorded Delivery normally within 10 working days of the decision being

determined. If it is not possible to provide the decision and the reasons for the decision within this timescale, the student will be informed of the reason for the delay and a new timescale will be provided.

28.12.5 Where an appeal is upheld, the University shall defray reasonable and proportionate incidental expenses necessarily incurred by the student in the process of pursuing an appeal.

28.12.6 Incidental expenses are those which arose out of the pursuit of an appeal. They might include travelling expenses or photocopying expenses. Expenses should be reasonable and proportionate. The claim should be supported by evidence in the form of receipts. Where the claim relates to travel expenses, these should be at the lowest rate that could be obtained taking account of the circumstances of the claim.

28.12.7 A claim for expenses should be made on a Complaints Expenses form and submitted to the Director of the Senate Office within 20 working days of the date of the letter of outcome of the appeal.

28.13 Reference Back to a College

28.13.1 The Senate Appeals Committee may decide to refer the matter to the College Appeals Committee where it considers:

- i) that evidence made available to the Senate Appeals Committee had not been presented to the College Appeals Committee, or
- ii) that there had been defective procedure at the College level, or
- iii) that the decision of the College Appeals Committee had been manifestly unreasonable.

28.13.2 In the first case, the Senate Appeals Committee may decide to refer the matter to the College Appeals Committee as originally constituted to hear the appeal in order to permit that Committee to hear the case *ab initio*.

28.13.3 In the second and third cases, the matter shall be considered by a newly constituted College Appeals Committee.

28.13.4 Where an appeal is made to the Senate against the decision of the College Appeals Committee following a reference back, it shall be competent for the Senior Senate Assessor for Academic Appeals or their deputy, in consultation with at least two other members of the original Appeals Committee, either to dismiss the appeal or to recall the Senate Appeals Committee to hear the case.

28.14 Annual Review

28.14.1 The Senate Appeals Committee shall review its proceedings annually including a review of actions taken in respect of recommendations to Senate.

28.14.2 This shall conclude the internal processes of the University.

28.15 Independent External Review

If the appellant is dissatisfied with the outcome of an appeal to Senate, they shall have the right to a review by an external adjudicator,⁴⁰ details of which shall be available from the Senate Office.

DISABLED STUDENTS

Regulation 4

Guide for Disabled Students

4.1 Guidelines for disabled students (which includes students with dyslexia, chronic medical or mental health conditions, sensory impairments and access difficulties) can be found on the University website at <https://www.gla.ac.uk/myglasgow/disability/>. Details of examination and other assessment arrangements for students with disabilities can be found in Examination and Other Assessment Arrangements for Disabled Students (Regulation 24). The Disability Service is located at 65 Southpark Avenue, Glasgow G12 8LE (block E12 on the campus map). The remit of the Disability Service does not extend to students with a temporary disability.

4.2 If students have a disability or specific learning difficulty such as dyslexia, they should make contact with the Disability Service at the earliest opportunity. If a student requires exam arrangements it is their responsibility to contact the Disability Service well in advance of the Registry's published deadlines. The Disability Service can give advice on procedures and provision at the University for disabled students. All students are required to send evidence of their disability to the Disability Service prior to their first appointment at the Disability Service so that they can have a needs assessment appointment at the earliest opportunity.

4.3 a) Dyslexic students should have an up-to-date full assessment carried out by a Chartered Educational Psychologist accredited by the British Psychological Society or a PATOSS qualified dyslexia practitioner (PATOSS refers to the Professional Association of teachers of students with specific learning difficulties). If necessary, the Disability Service can arrange for this assessment to be carried out, as appropriate. There is a

⁴⁰ External adjudication will be provided by the [Scottish Public Services Ombudsman](#).

substantial fee for this, but in most cases the University can provide some financial assistance, if the assessment is carried out subject to certain criteria specified by the University's Registry financial aid team.

- b) Where medical practitioners charge for medical evidence of a chronic condition or disability, this can also be reimbursed to the student, provided the Disability Service receives an auditable receipt, the evidence is fit for purpose and the Disability Service has requested that evidence to enable support to be arranged. The University cannot reimburse for medical evidence that it did not request for its purposes or which was dated prior to the student being a registered student at the University.

4.4 The recommendations arising from the needs assessment interview with a Disability Adviser are passed on to the student's Academic Adviser of Studies and their School or Institute's Disability Coordinators. The student will be asked to sign a GDPR compliant statement of consent allowing this to happen. Every disabled student who is registered with the Disability Service is allocated a named Disability Adviser whose contact details are included on their disability entry on MyCampus. It is the responsibility of the subject area, School or College, or the student's named Disability Adviser to contact the Disability Service if further information is required about a student's support needs. The Disability Service will respond promptly to any enquiry from academic staff seeking further information. Further information can be found at: <https://www.gla.ac.uk/myglasgow/disability/staff/coordinators/>.

4.5 Changes to reasonable adjustments can only be agreed at a face-to-face meeting between the student and their Disability Adviser. Only with written permission from the student (via their GUID email or hard copy), may representatives communicate with the Disability Service regarding arrangements for such changes.

4.6 When the University is the funder for a student's non-medical personal helper support (or has funding responsibility when DSA monies are exhausted), the University reserves the right to recruit and deploy support staff who fulfil the University's own quality audit requirements with regard to the qualifications, experience and academic background of such support staff, as deemed appropriate by the Disability Service.

4.7 Equipment from the Disability Service's loan pool will be provided of the same or similar specification to that provided by DSA funding bodies. The Disability Service reserves the right to prioritise the allocation of loan items to students according to disability related need. Failure to return equipment loaned to students from the Disability Service may lead to the application of sanction on the MyCampus student record and prevention of further registration, enrolment or graduation.

EXAMINATION AND OTHER ASSESSMENT ARRANGEMENTS FOR DISABLED STUDENTS

Regulation 24

The University's Disability Service co-ordinates reasonable adjustments for disabled students who have additional support and/or access needs on course. For further information see <https://www.gla.ac.uk/myglasgow/disability/support/>.

Procedure

24.1 Disabled students, including those with a chronic medical or mental health condition or a specific learning difficulty, should contact the University's Disability Service at the earliest opportunity to allow adequate time for a needs assessment interview to take place and for Academic Schools to be informed of appropriate support needs on course. Evidence of the condition or disability is required prior to the first needs assessment meeting with the Disability Adviser. A needs assessment interview cannot be carried out without formal professional evidence of a disability, specific learning difficulty or chronic medical or mental health condition being sent to the Disability Service.

24.2 Students with a specific learning difficulty, such as dyslexia, should provide the Disability Service with recent professional evidence which includes recommendations for support in examinations. The dyslexia assessment should have been conducted by a Chartered Educational Psychologist accredited by the British Psychological Society or a PATOSS qualified dyslexia practitioner. If the report is considered not fit for purpose, the Disability Service will arrange for the student to have an updated reassessment. There will be a fee for reassessment, but financial assistance is usually available – please refer to §4.3 (a).

24.3 The reasonable adjustments that have been agreed with the student will be entered into the MyCampus student record system. This will trigger an electronic email alert to the Exams section of Registry as well as the student's Adviser of Studies and the [Disability Coordinators](#) within their Academic School. The student will be asked to sign a GDPR compliant consent form giving explicit consent for this to happen.

It is the responsibility of Disability Coordinators and Registry to ensure that the recommended examination or assessment arrangements are made at School level, including any accommodation or equipment requirements for examinations. Disability Coordinators must also ensure that internal and external examiners are only informed where necessary. The Disability Service and Registry can be consulted should any enquiries arise.

24.4 Before each examination diet Registry will extract from the student record system a list of all disabled students for whom examination arrangements have been agreed and this list will be sent to Schools.

Disability Coordinators will also be sent a list of disabled students taking courses in their Schools for whom exam arrangements are recommended. (This list will normally accompany the final version of the timetable for each diet of examinations.)

Registry publishes on their website deadline dates for each examination diet: <https://www.gla.ac.uk/myglasgow/registry/exams/disabilitysupport/>. It is the student's responsibility to ensure they visit the Disability Service with evidence of their disability or support need prior to these deadline dates. The University cannot guarantee that requests for examination support arrangements after the deadline can be accommodated. Furthermore where a student has not disclosed their disability prior to assessment, reasonable adjustments cannot be applied retrospectively after an assessment has been completed and marked.

24.5 Exceptionally, the proposed adjustments for support may fall outwith the remit of adjustments normally offered by the Disability Service. Where this is the case, the decision on an appropriate assessment, or other adjustment(s) will be referred to a Case Conference. The Case Conference will be convened by the Clerk of Senate (or nominee) and will include representatives from the Disability Service, the Senate Office, and the School(s) or subject area(s) responsible for running the student's assessments. Other parties may also be present, including the Equality and Diversity Manager, and representatives from relevant University support services.

For the Case Conference to proceed, the student must give consent to the Disability Service to provide full needs assessment information to the panel. The student may also be asked to provide further evidence where appropriate. The outcome of the Case Conference and any agreed adjustments will be provided to the student in writing within 10 working days of the date of the Case Conference meeting.

Temporary Disabilities

24.6 In cases of temporary disability the Clerk of Senate should be notified by the Head of School if examination arrangements are required. All arrangements for students with temporary disabilities must be approved by the Clerk of Senate. The remit of the Disability Service does not extend to students with a temporary disability. Temporary disabilities include students with broken limbs or fractures which cause difficulty with handwriting in examinations.

Range of Provisions

24.7 Examples of examination arrangements include:

- extra time;
- separate accommodation on own or in a smaller room apart from main exam hall with small group of other students;
- use of a scribe;
- use of a reader;
- use of a computer or large monitor screen;
- enlarged print exam paper, digital exam paper or exam paper in Braille.

Extra time to sit an examination

24.8 Depending on their support needs, most disabled students will be granted 25% extra time to sit an examination. In a small number of exceptional cases extra time in addition to 25% can be granted, at the discretion of the Clerk of Senate, for those with complex and severe impairments. The extra time granted will in most cases be before the start of the examination or, failing which, after the end of the examination. In the case of some disabled students, it may be necessary to grant rest breaks for the candidate at intervals during the course of the examination. Such rest breaks will be taken at the student's own discretion, as required, and will not be taken in addition to any extra time granted to the student.

24.9 Heads of School and invigilators should ensure that students granted extra time experience as little disruption as possible as a result of the arrival or departure of other candidates.

Separate accommodation to sit an examination

24.10 An arrangement to provide separate accommodation to sit an examination may be required to meet the needs of some disabled students, for example, when the use of a scribe or a reader is recommended or when medical evidence recommends this provision. The presence of a separate invigilator is always required in these circumstances.

Use of a scribe

24.11 A scribe may be employed when recommended in a needs assessment by the Disability Service. A student who requires a scribe for a temporary disability should seek advice from their School in the first instance.

24.12 Selection of a scribe. The student is not involved in the selection of the scribe for their examinations.

School staff are responsible for the selection of a scribe who:

- is familiar with the subject(s) concerned;
- has no personal interest in the success of the candidate;
- is not a relative of the candidate;
- is not a teacher who is involved in the candidate's study of the subject;
- is not a student taking the same course as the candidate;

- is of good hearing;
- has clearly legible handwriting;
- is a person acceptable to the candidate;
- should be selected in good time prior to any examination.

The Disability Service can be consulted if there are difficulties with the recruitment of a suitable scribe.

24.13 Duties of a scribe

The scribe's duty is to transcribe only what is dictated or written by the candidate.

The scribe may exercise discretion regarding spelling, punctuation etc.

The scribe may read back the candidate's responses to the candidate, as requested.

The scribe should converse with the candidate only insofar as this is necessary to clarify their instructions.

If it is deemed necessary, the scribe may be instructed by the candidate to draw maps, diagrams, graphs, etc., but in such instances, the scribe should do no more than follow the student's explicit instructions.

The aim of the scribe is to ensure that the candidate is not disadvantaged by their disability or condition, while getting no unfair assistance.

<https://www.gla.ac.uk/myglasgow/disability/staff/exams/>.

24.14 Practice with the candidate

It is advisable for the scribe and the candidate to have the opportunity to practise answering a question paper under examination conditions.

Scribes should be selected sufficiently far in advance of the examination to allow for such practice.

24.15 Payment of a scribe

The Disability Service is responsible for the payment of scribes. The School is responsible for the recruitment of the scribe for a student's exams.

The School can employ and pay their own GTAs (who are already registered on their payroll) as a scribe or they can use an agency recommended by the Disability Service to recruit an exam scribe/ reader for their student.

The Disability Service will confirm the hourly rate of pay for all scribes on request.

24.16 Change in intention to use a scribe

If permission to use a scribe has been granted, but the student does not use the scribe, the student should be referred back to the Disability Service for a review of exam arrangements before the next diet of exams.

Use of a reader

24.17 In some circumstances, a reader may be employed in place of a scribe or as well as a scribe. The scribe and reader can be the same person. In such circumstances similar arrangements to those above will apply.

Use of a computer in an examination

24.18 A computer cluster is arranged by IT Services for use in examination diets. Computers are non-networked standalone machines. Printing facilities are also provided via pen drives supplied by the cluster manager. Invigilation for the computer cluster is provided and arranged by Registry. Schools may also make local arrangements to facilitate a student's use of a computer, particularly when a student requires separate accommodation on their own for an examination or class test. Students are not permitted to use their own laptop or tablet system in an examination.

Anonymous Marking of Scripts

24.19 The overriding principle is fairness to *all* candidates. This requires that, as far as possible, a uniform and consistent approach be adopted in the marking of anonymous scripts in credit-bearing examinations.

24.20 The script books used by disabled students for whom examination arrangements have been approved should not be identifiable in any way. (Sometimes, though, as when the use of a word-processor has been approved, breaking of anonymity may be unavoidable.) Coloured paper will not be approved for use in script books; coloured overlays or precision tinted lenses can be used instead, if required.

24.21 Appropriate information about a candidate's disability will be made known to and taken proper account of at, and only at, the meeting of the relevant Board of Examiners.

24.22 If, for any reason, a candidate is not provided with the approved arrangements (e.g. extra time) the invigilator should report the circumstances to the Head of School concerned who will inform the relevant Board of Examiners. The Board of Examiners will determine the appropriate action.

FITNESS TO STUDY PROCEDURE**Regulation 34**

The Fitness to Study Procedure is governed by Resolution No. 673 of the University Court, which at the time of publication was in draft form.

34.1 Introduction

34.1.1 It is the aim of the University that all students will benefit fully from their higher education experience in terms of academic learning and personal development. However, it is recognised that at times students may face challenges which affect their studies and their wider participation in University life. This procedure is designed to support such students while ensuring that the wider student and staff University community is also able to carry on with its normal activities.

34.1.2 This procedure applies to any registered student of the University, including postgraduate research students.

34.1.3 If there are concerns that a student may not be fit to engage in study and to participate in University life more widely, action will be taken to identify the issues involved and to identify support available to the student which may help them to overcome any difficulties and ensure their fitness to study.

34.1.4 The University has other policies and procedures which relate to student support⁴¹ and behaviour which can operate separately or in conjunction with this procedure (see Appendix 1).

34.1.5 The University has many services which offer support to students. Students can benefit from these with or without any reference to this procedure (see Appendix 2).

34.2 Circumstances under which a student's fitness to study may be brought into question

34.2.1 When students are fit to study the University can be confident that:

1. They are able to engage with and benefit from their academic studies with a reasonable chance of obtaining the qualification they have registered for;
2. Their behaviour does not disrupt any other members of the University community (students, staff or visitors) in their University business;
3. They do not put their own, or others', health and safety at risk.

34.2.2 A student's fitness to study may be reviewed if any of the above are called into question. This may happen if students experience physical or mental wellbeing difficulties which have a negative impact on their studies or the experience of others around them.

34.2.3 Circumstances where concerns may be voiced include:

- Lack of engagement with study⁴² (poor attendance, lack of communication with staff, non-submission of assessments);
- Behaviour or disposition which leads to concerns of underlying problems;
- Disruption to the teaching and learning activities of other students, including placements;
- Unreasonable demands being placed on staff or other students;
- Persistent behaviour which is unacceptable and appears to be caused by an underlying physical or mental health problem;
- Self-referral where the student advises a member of the University of difficulties they are experiencing;
- Concerns emerging through a third party outside the University.

34.2.4 If concerns arise when a student is on authorised study away from the University, there will be engagement and co-operation with the partner institution to identify the most suitable arrangements that can be made to address these.

34.2.5 Early intervention and support can help to avoid crisis situations. Any concerns should therefore be addressed through any one of the stages outlined below. In many cases an informal, supportive discussion with the student will resolve the matter. However, where significant concerns arise, a judgement will need to be made on whether action should be taken under Stage 2 or immediately referred to Stage 3; there is no need to work through the procedure sequentially.

⁴¹ The University is mindful of its obligations under the Equality Act 2010 including the need to make adjustments for disabled students who may be substantially disadvantaged in their studies compared to students who are not disabled.

⁴² This may apply in cases where a student has submitted a successful Good Cause Claim in relation to non-completion or underperformance in academic assessments.

34.3 Stage 1- Emerging Concerns

34.3.1 Where there are concerns about a student's physical or mental health, wellbeing, or safety, any member of staff with knowledge of the student can make an initial approach to them in order to discuss the situation. This should be done in a supportive and understanding manner, clearly identifying the nature of the concerns to the student, and encouraging them to discuss the issues from their perspective. In some cases the student may not be aware of the impact of their actions on others. The student should be advised of any appropriate sources of support (see Appendix 2) and be encouraged to access them.

34.3.2 In most cases the student will respond positively, and will co-operate by modifying their behaviour and, where appropriate, seeking any available support. The member of staff may want to follow-up by acknowledging the positive response to the student, on an informal basis.

34.3.3 In some cases the student may acknowledge underlying difficulties and seek to suspend their studies by taking a Leave of Absence until matters are resolved. This may be agreed by the School/Research Institute or College which should, where possible, identify a provisional return date. Some degrees and other academic awards of the University specify a maximum duration of study – that is, a maximum period within which studies must be successfully completed, *including any suspension periods*. A student will be advised where there is a risk that a Fitness to Study Leave of Absence might lead to the maximum duration of study being exceeded.

34.3.4 Staff should be aware that there may be financial and welfare implications to taking a Leave of Absence, and should direct the student to appropriate sources of advice in order that the student may make an informed decision (e.g. SRC Advice Centre, Student Services Enquiry Team, Registry and other services listed in Appendix 2).

34.3.5 Where a Leave of Absence is agreed, the School/Research Institute or College must notify the Senate Office which will place a Service Indicator (Fitness to Study – Leave of Absence) on the student's MyCampus record.⁴³ The Fitness to Study Leave of Absence should not be set indefinitely, so in requesting a Service Indicator, the School/Research Institute or College must identify either a provisional date for return, or a date for review of the Leave of Absence. The School/Research Institute or College shall make arrangements for the student's return to study and will advise them of any requirements for return, such as medical evidence or the requirement to engage with University support. The School/Research Institute or College must also notify the Senate Office of the date of return to allow the Service Indicator to be removed from the student's record. In cases where there are concerns about a student's request to return to study, the matter should be referred to the Senate Office for consideration at Stage 2 (see §34.4.11 - §34.4.12).

34.3.6 If the student is unable to respond positively to the concerns raised, the member of staff must ensure that the matter is taken forward and raised with the Senate Office. They may do so either by raising their concerns directly with the Senate Office, or through another local member of staff (such as a line manager or Head of School).

34.4 Stage 2 – Continuing Concerns (Referral to Fitness to Study Review Panel)

34.4.1 Where the nature of the issues appear to require a more formal supportive intervention and concerns about a student's behaviour continue, the matter will be referred to the Fitness to Study Review Panel ('the Panel'). This stage will focus on working with the student to address the concerns and to ensure that they can either continue their studies immediately, or take positive steps to work towards re-engagement with their studies if a suspension is an agreed course of action with the Panel.

34.4.2 In these circumstances, the student will be invited attend a meeting with the Panel⁴⁴ and the purpose of the meeting will be to:

- allow the student to explain the situation from their perspective;
- ensure that the student is fully aware of the concerns and any impact their behaviour is having on others;
- agree on an action plan with the student to find a constructive way forward;
- ensure that the student understands the possible outcomes if difficulties remain or the action plan is not followed.

34.4.3 The student will be notified of the date and time of the meeting and provided with any associated documentation at least a week in advance of the meeting, although with their agreement a meeting may be held in a shorter timeframe. Where documents are not available within this timescale, the student will be advised of any items that are being sought and will be notified that all remaining items will be issued to them as soon as practicable.

34.4.4 In some cases a medical or other professional assessment may be sought in advance of a Panel meeting and it may be necessary to delay the meeting until this information is available.

34.4.5 The Panel will be convened by the Director of Student Services (or nominee) and will be clerked by a member of the Student & Academic Services Directorate. A representative from the Students' Representative Council (SRC) will

⁴³ The Service Indicator allows the student to be identified as having a permitted absence, but does not alter the student's registration status, thus allowing flexibility in re-commencement of studies, continued access to University services such as the library, Moodle and support services, and continued administration of assessment results and progression arrangements.

⁴⁴ With the agreement of the student the meeting may not include full attendance of the assigned Panel, but the Panel Convener will always be present.

normally be included on the Panel, and the Convener will determine the membership of the rest of the Panel which will include attendance from at least two members of staff as detailed below and any other members of staff as appropriate:

- Student Adviser or Supervisor (e.g. Adviser of Studies, Chief Adviser of Studies, International Student Adviser, or thesis/dissertation supervisor)
- Counselling & Psychological Services
- Disability Service
- A representative from the student's academic programme
- School Disability Co-ordinator
- A representative from the School of Medicine

34.4.6 The student may choose to be accompanied, assisted or represented at the meeting by one of the following: a parent or guardian; a fellow student or other friend; a mental health advocate/supporter; an Officer of the SRC Advice Centre, or a member of University staff. It should be noted that legal representation is not appropriate and therefore not permitted at this stage of proceedings.

Outcome

34.4.7 After discussion with the student, the Panel will decide on the appropriate outcome of the meeting. The student will be asked to leave the room for this process and will be invited back to hear the proposed outcome, and will then be asked to confirm whether they agree with the proposed way forward. The outcome, and the detail of any agreed Action Plan, will be sent to the student in writing within 10 working days of the meeting.

34.4.8 If it is not possible to reach a consensus on the next steps for the student, this will be noted in the written outcome. The student will be advised of their current position and any options, and whether the case is being referred to Stage 3 of this procedure.

Action Plans

34.4.9 Action Plans will set out the responsibilities of both the student and the University. Dates for completion or a review of progress will be set. Any arrangements for suspension of studies will be included in the student's Action Plan. Action Plans will also identify any anticipated consequences, should there be insufficient progress.

Suspension of Studies – Fitness to Study Leave of Absence

34.4.10 If a Leave of Absence is agreed by the Panel the proposed period of time out from study will be set out in the student's Action Plan, which will identify the earliest possible date for resumption of studies. Any conditions for return to study will also be set out; for example, required medical evidence of fitness to study or the requirement to engage with University support.

34.4.11 In order to resume studies, the student will be required to apply for resumption of studies by submitting a Return to Study Application form which will include a self-assessment, along with any professional evidence of fitness required for return. Application should be made to the Senate Office at least 20 working days prior to the proposed date of return. Later applications will be considered, but the date of return may be delayed if there is insufficient time to process the application.

34.4.12 On receipt of a Return to Study application, the Convener of the Panel will determine whether studies may be resumed by either: (i) consulting with at least one member of the relevant School or Research Institute; or (ii) by calling a meeting of the Panel, which the student will be invited to attend.

34.4.13 Some degrees and other academic awards of the University specify a maximum duration of study – that is, a maximum period within which studies must be successfully completed, *including any suspension periods*. A student will be advised where there is a risk that a suspension might lead to the maximum duration of study being exceeded.

34.5 Stage 3 – Significant or Persistent Concerns (Referral to the Code of Student Conduct)

34.5.1 Where there are concerns that a student's behaviour is having a serious impact on their ability to study or the ability of other members of the University to carry out their normal activities, it may be necessary to refer the matter to the Senate Student Conduct Committee. This is done by making a referral under the Code of Student Conduct (Regulation 33). Such a referral may happen when:

- the student's behaviour appears to be in breach of the Code of Student Conduct;
- the student has not engaged with the Fitness to Study Review Panel at Stage 2 of this procedure;
- the student has not engaged with an Action Plan agreed with the Fitness to Study Review Panel.

34.5.2 Any matters of concern should be raised with the Senate Office in the first instance. The Director of the Senate Office, or their nominee, will refer the matter to the Senior Senate Assessor for Student Conduct, who will decide whether to refer the matter to the Senate Student Conduct Committee or the Senate Assessors for Student Conduct. In cases where the student has been considered under Stage 2 of this procedure, the Director of the Senate Office will consult with the Convener of the Fitness to Study Review Panel to obtain details of the case before referring it to the Senior Senate Assessor for Student Conduct.

34.5.3 The Senate Office will advise the student in writing of any referral under the Code of Student Conduct. Thereafter the procedures of that Code will be followed. It is recognised under the Code of Student Conduct that behaviour may be affected by some health conditions, and where health or disability may be a contributing factor in the concerns raised, the Committee will take into account any reports or evidence of the student's condition.

34.5.4 The University may suspend a student from studies pending investigation under Code of Student Conduct.

34.6 Right of Appeal

The student has a right of appeal against a decision of the Senate Assessors for Student Conduct or the Senate Student Conduct Committee, this is set out in §33.44 - §33.77 of the Code of Student Conduct.

34.7 Confidentiality and Data Protection

At all stages of the procedure due consideration will be given to issues of confidentiality and data protection. Further information on the University's policy in this area is available at <https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstudents/>. In cases where a student's health and safety is considered to be at risk the University may share information with external parties such as next of kin, medical professionals or the police (see <https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/sensitivepersonaldata/>).

34.8 Appendix 1

Relevant Policies and Procedures

There are a number of policies, procedures and regulations which may also apply or be of relevance to students being considered under this Fitness to Study Procedure.

- [Equality & Diversity Policy](#)
- [Dignity at Work & Study Policy](#)
- [Student Carers' Policy](#)
- [Student Maternity, Maternity Support & Adoption Policy](#)
- [Student Mental Health Policy](#)
- [Absence Policy](#) – sets out absence reporting requirements for students
- Code of Student Conduct (Regulation 33)
- Fitness to Practise Procedure – applies to certain professional degrees and awards. Referrals under Fitness to Practise relating to concerns over student behaviour will take precedence over any review under Fitness to Study. (Regulation 36)

Assessment

- Regulations on Incomplete Assessment and Good Cause (see Regulation 16 - Code of Assessment §16.45-§16.53)
- Examination and Other Assessment Arrangements for Students with Disabilities (Regulation 24)

A 24 hour Crisis Team operates in the University to respond to critical situations involving our students and staff. In an immediate emergency dial 999 first, and then Campus Security (Gilmorehill Campus 4444; Garscube Campus 2222).

34.9 Appendix 2

Links to student support and advice services

- [Counselling & Psychological Services](#)
- [Disability Service](#)
- [Interfaith Chaplaincy](#)
- [International Student Support](#)
- [International Family Network](#)
- [Helping Distressed Students: A Guide for University Staff](#)
- [Student Learning Service](#)
- [Student Services Enquiry Team](#)
- [Pastoral support in student accommodations](#)
- [Health, Safety & Wellbeing](#)
- [SRC Advice Centre](#)

PROCEDURE FOR DETERMINING FITNESS TO PRACTISE**Regulation 36**

The Procedure for Consideration of Fitness to Practise is governed by Resolution No. 672, which at the time of publication was in draft form.

Introduction

36.0.1 Where a programme of study requires the student to act in the course of practical training in a quasi-professional role in relation to patients, children, clients or service-users or where the qualification provides a direct licence to practise, the University has a duty to ensure that the student is fit to practise. Students registered for these programmes of study are subject to separate fitness to practise procedures. The aims of the procedures are:

- a) to protect present or future patients, children, clients or service users;
- b) to comply with the requirements of professional bodies;
- c) to protect the health and wellbeing of students and to ensure that they are appropriately prepared for entry to the profession and clearly understand and demonstrate professional behaviour;
- d) to protect the institution against legal action brought by an individual, or the representative of an individual, claiming to have suffered loss as a result of a student proving during training or after qualification to be unfit to practise.

To these ends, fitness to practise is assessed not only in terms of academic attainment but is assessed in accordance with relevant professional concerns and expectations.⁴⁵

Principles**36.1 School Code of Professional Conduct and Fitness to Practise**

Schools and Research Institutes providing programmes of study leading to the degrees listed below shall prepare a School/Research Institute Code of Professional Conduct and Fitness to Practise⁴⁶ derived from any related code developed by the relevant professional or accrediting body for students, trainees or other members of the profession.

School of Education

MEduc

Postgraduate Diploma in Education

BTechEd

BTechS

MA with Teaching Qualification

Dip/MEd Community Learning & Development

BA Community Development

BA in Childhood Practice

School of Interdisciplinary Studies

MA Primary Education with Teaching Qualification

Postgraduate Diploma in Education

School of Medicine, Dentistry & Nursing

MBChB

MBChB graduates who are Foundation Year 1 doctors holding provisional registration with the GMC (the term "student" in this document also refers to these doctors)

BDS

BN

MSc (Dent Sci) (Endodontics; Oral & Maxillofacial Surgery)

Institute of Health & Wellbeing

Doctorate in Clinical Psychology

School of Veterinary Medicine

BVMS

Students will be made aware of the published guidance from professional/regulatory bodies which accredit the above degrees, and these should be read in conjunction with this procedure.

⁴⁵ The University's responsibilities under the Equality Act 2010 shall be taken into account in considering fitness to practise.

⁴⁶ From hereon referred to as the 'School Code of Professional Conduct and Fitness to Practise'.

36.2 Students and the Code

- i) A student registered for one of the programmes of study which are subject to fitness to practise procedures may be treated differently from other students of the University if there is any question as to whether they are a fit and proper person to practise their intended profession.
- ii) All new entrants to programmes of study which are subject to fitness to practise procedures shall undergo training before the end of the first semester of the first year of study, designed to explain the nature and effect of the School Code of Professional Conduct and Fitness to Practise. The training shall address the relevance of compliance and non-compliance with the Code in respect of their progress on the programme.
- iii) Continuing students on programmes of study which are subject to fitness to practise procedures shall be provided with a copy of the current School Code of Professional Conduct and Fitness to Practise within the first five weeks of each session and their attention drawn to any changes.
- iv) Where a student has failed to comply with a School Code of Professional Conduct and Fitness to Practise the student may be required to leave the programme of study.
- v) All communication between the University and the student regarding Fitness to Practise cases will generally be conducted by email, to the student's University email address, unless the student advises that they prefer written communication. Committee documentation and the Committee outcome letter will both also be available in hard copy on request.

36.3 Fitness to Practise and the Criminal Law

- i) Where the University believes that a criminal offence may have been committed, either on campus or off campus, it may report the matter to the police.
- ii) Where criminal proceedings against a student are on-going, the University may:
 - a) suspend action under this Procedure until the outcome of those proceedings is known;
 - b) postpone making a decision about whether to take action under this Procedure until the outcome of those proceedings is known; or
 - c) decide to continue with or commence action under this Procedure.
- iii) The University may still take action under this Procedure for an incident that has been considered by a criminal court, whether or not the student has been found guilty of any criminal offence by the court.
- iv) Where a student is convicted of an offence, the University may use this information as evidence in Fitness to Practise proceedings if it is directly relevant to the matter being considered.

36.4 Applicants and Publicity

- i) Where fitness to practise procedures apply to a programme of study this shall be noted in the publicity material for the programme (including the University Prospectus) and a copy of the School Code of Professional Conduct and Fitness to Practise shall be made available on request.
- ii) Applicants shall be made aware when fitness to practise procedures apply to the programme of study for which they have applied and the implications of this. A copy of the School Code of Professional Conduct and Fitness to Practise shall be provided with the final confirmation of admission.

36.5 Breaches of the Code - Overview

Informal resolution

- i) Where a concern is reported about a potential breach of the Code or where there is a pattern of behaviour or an issue of persistent ill health, which may have a bearing on fitness to practise, the School shall document the issue and agree with the student appropriate action and a deadline by which any action must take place. Where possible the matter shall be dealt with informally. The School shall ensure that the student is made aware of the support services which are available: such as Adviser of Studies or equivalent, the Barclay Medical Centre, Counselling & Psychological Services, Student Disability Service and the Students' Representative Council.

Formal procedure

- ii) If the agreed action is not carried out or there has been a repetition of the behaviour causing concern or the alleged behaviour is considered to be unprofessional and of sufficient seriousness that the informal process is inappropriate, the matter will be referred for formal consideration by the School Fitness to Practise Committee and the Head of School Administration, or nominee, shall write to the student informing them of the referral and of the reason(s) for the referral.
- iii) Any such referral shall follow the procedure set out below.

Appeal process

- iv) A student who wishes to appeal against any decision of the School Fitness to Practise Committee may appeal to the Senate Fitness to Practise Appeals Committee in accordance with the procedure set out below.

36.6 Members of Committee

- i) Schools providing a programme of study leading to any of the degrees listed in §36.1 shall establish a School Fitness to Practise Committee⁴⁷ the members of which are appointed annually. Members shall normally serve for three years and may be re-appointed after this term.
- ii) The Senate shall establish a Senate Fitness to Practise Appeals Committee, the members of which shall be appointed annually. Members shall normally serve for three years and may be re-appointed after this term.
- iii) Members of School Fitness to Practise Committees and the Senate Fitness to Practise Appeal Committee, including external members, shall be given appropriate guidance.
- iv) The membership of School Fitness to Practise Committees and the Senate Fitness to Practise Appeals Committee shall be reported to the Senate annually.

Procedure for Consideration of Fitness to Practise

36.7.1 Roles within the Procedure

- i) The Head of School shall appoint members of senior University staff with an appropriate clinical/professional background (which may include themselves) to the following roles within the procedure:

Fitness to Practise Officer;⁴⁸ considers cases in the first instance and determines which aspect of the procedure should be applied (for example informal route, or referral to School Fitness to Practise Committee); may also appoint an appropriate Fitness to Practise Investigating Officer or may undertake this role themselves (in terms of §36.7.6), and may take interim action such as temporary suspension from studies or professional placement.

Convener of School Fitness to Practise Committee.

- ii) The roles of Fitness to Practise Officer and Convener of School Fitness to Practise Committee shall be undertaken by separate individuals at all times.

36.7.2 Initial (informal) Procedure

- i) Any person(s) having a concern about the conduct or health of a student which they believe may constitute or result in unprofessional behaviour and/or a breach of a School Code of Professional Conduct and Fitness to Practise should report their concern in writing to the Fitness to Practise Officer of the School in which the student is studying. The report must be signed and dated by the person or persons responsible for making the report. In exceptional circumstances, the Fitness to Practise Officer may permit the identity of the person making the report to remain confidential where it is considered necessary to protect the interests of the person making the allegation.
- ii) On receipt of the written report referred to above, the Fitness to Practise Officer may refer the matter to the appropriate Programme Director, or Head of Subject, who shall investigate the matter, interview the student and consult such persons as it is deemed necessary to determine the facts of the case. Where possible the matter shall be resolved informally with the agreement of the student and any one affected.
- iii) At this informal stage, a student may be accompanied by a supporter such as a family member, friend, member of staff, or member of the SRC, but shall not normally be permitted to be represented by a formally appointed individual at any interview relating to fitness to practise.
- iv) A record shall be kept of any written reports received by the Fitness to Practise Officer under (i), any referral made under (ii), of any interview(s) concerning the referral and of any action subsequently taken.

36.7.3 Referral to the School Fitness to Practise Committee

- i) A student shall be referred to the School Fitness to Practise Committee in the following circumstances:
 - a) where a minor incident is repeated and is considered by the Fitness to Practise Officer to constitute a pattern of behaviour which is unprofessional and/or not compliant with the School Code of Professional Conduct and Fitness to Practise;
 - b) where a review of the progress made by the student following action agreed under the informal procedure indicates that there remains a concern about unprofessional behaviour and/or a potential breach of the School Code of Professional Conduct and Fitness to Practise;
 - c) where a reported concern is deemed by the Fitness to Practise Officer to be of sufficient seriousness to warrant immediate referral to the School Fitness to Practise Committee rather than resolution by the informal procedure.
- ii) In the event that the case has involved two or more students, the Fitness to Practise Officer has the option to recommend to the Convener of the Fitness to Practise Committee that the cases of the students be heard collectively.

⁴⁷ Schools/Research Institutes may agree to establish a joint School Fitness to Practise Committee covering more than one area. The School of Medicine, Dentistry & Nursing Fitness to Practise Committee will cover any cases from the Institute of Health & Wellbeing, and will include representatives from the Institute on its membership.

⁴⁸ The Head of School may appoint a further member of senior University staff with an appropriate clinical/professional background to deputise for the School Fitness to Practise Officer or to consider individual cases jointly with the Fitness to Practise Officer as necessary.

36.7.4 Referral to the Senior Senate Assessor for Student Conduct

- i) If on receipt of a reported concern over fitness to practise or in the course of investigating such a concern, the Fitness to Practise Officer considers that both unprofessional behaviour and a breach of the University Code of Student Conduct may have occurred, they shall advise the Senior Senate Assessor for Student Conduct accordingly, in writing. The Fitness to Practise Officer and Senior Senate Assessor for Student Conduct will then determine how the cases shall be considered. Cases based on behaviour within the professional context, such as activities on professional placement, or involving interaction with patients or clients, will normally be referred under the Procedure for Determining Fitness to Practise in the first instance. Cases concerning misconduct which could also be perpetrated by students in non-professional areas, such as academic misconduct (plagiarism, cheating in examinations), disruptive or anti-social behaviour, or behaviour which may harm the reputation of the University, would normally be referred under the Code of Student Conduct in the first instance. In all cases, the University reserves the right to consider a student's behaviour under both the Procedure for Determining Fitness to Practise and the Code of Student Conduct if it has good reason to believe that there has been or may have been both a fitness to practise concern, and a breach of the Code of Student Conduct.⁴⁹

36.7.5 Referral by the Senior Senate Assessor for Student Conduct to the Head of School

- i) If on receipt of a report of misconduct, or in the course of investigating such conduct, the Senior Senate Assessor considers that there is both a fitness to practise concern and that a breach of the Code of Student Conduct may have occurred, they shall advise the relevant School's Fitness to Practise Officer accordingly, in writing. A determination will then be made as per §36.7.4 about how the cases shall be considered.

36.7.6 Suspension of Study

- i) The Head of School or Fitness to Practise Officer may temporarily suspend the student's studies and may limit access to University facilities or to placement premises pending investigations under any of the provisions relating to the procedures for determining fitness to practise where suspension is justified to protect the interests of patients, children, clients or service users, the student concerned, other students or members of staff of the University.
- ii) The decision to suspend a student should, whenever practicable, be communicated in person to the student by the Head of School or Fitness to Practise Officer, in liaison with advising support (welfare) for the student. The student will be invited to bring a supporter or representative to the meeting. In all cases, the student shall be given written notice of the suspension.
- iii) The student shall have the right to call for a review of the suspension by the Head of School or Fitness to Practise Officer after 20 working days.⁵⁰
- iv) The review of the suspension shall be conducted by a senior member of the College who has not been involved in the referral or the investigation of the referral and who is not a member of the standing School Fitness to Practise Committee.

36.7.7 Investigation of a breach of the School Code of Professional Conduct and Fitness to Practise or other unprofessional behaviour

- i) In the event of a student being referred to the School Fitness to Practise Committee on one or more of the grounds referred to at §36.7.3, the Fitness to Practise Officer shall appoint an Investigating Officer, or may undertake this role themselves. The Investigating Officer shall be a senior member of the School and may also be a member of the School Fitness to Practise Committee, in which case, they will not sit on the panel hearing for the specific case under investigation.
- ii) The Fitness to Practise Officer shall inform the student in writing of the reasons for the referral to the School Fitness to Practise Committee and the name of the Investigating Officer and shall state the procedure for the investigation. The student shall be invited to provide a written statement to the Investigating Officer within 10 working days concerning the matters raised in the referral. The student shall have the right to representation by a member of the SRC or other formally appointed representative or to be accompanied by a family member or friend at any meeting with the Investigating Officer.
- iii) The Investigating Officer in the presence of another member of staff may interview the student and may interview any person or persons named in the referral or responsible for the referral. Details of the student's academic record and any other relevant documentation shall be made available to the Investigating Officer. The notes of the interviews shall be retained in the record of the investigation and a reference to the investigation shall be held in the student file.
- iv) The student may be required by the Investigating Officer to attend an appointment with a relevant University support service in order to ascertain their fitness to practise.
- v) Strict confidentiality shall be observed throughout the course of the investigation.

⁴⁹ A matter will not normally be referred to the second procedure until the time permitted for an appeal under the first procedure has elapsed without any appeal being lodged or until any appeal has been heard and a decision has been reached.

⁵⁰ For the purposes of this Procedure, Monday to Friday are counted as working days except when the University is closed for a Public Holiday (as listed at <https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/public/holidays/public/>). Saturdays and Sundays are not counted as working days.

- vi) The Investigating Officer shall prepare a written report of the investigation normally within 20 working days of their appointment. If it is not practicable to provide the written report within this timescale, the student shall be informed of the reason for the delay and a new timescale shall be provided.

The report shall include a recommendation relating to the continuation or otherwise of any suspension from study. The Fitness to Practise Officer shall determine, on the basis of the Investigating Officer's report, whether to refer the case to a School Fitness to Practise Hearing or to manage the case by the informal procedure or alternatively that no breach of the School Code of Professional Conduct and Fitness to Practise has occurred.

- vii) The Fitness to Practise Officer shall inform the student and their representative in writing of their decision within five working days of the availability of the Investigating Officer's report.

36.7.8 Retention of Records during the Investigation

All papers relating to an allegation under investigation shall be held in a file clearly marked 'under investigation' in the office of the Head of School Administration. A reference to the investigation shall be held in the student's file.

36.7.9 Constitution of the School Fitness to Practise Hearing

- i) A Fitness to Practise Hearing (a 'Hearing') shall take place before a panel which will be drawn from the membership of the School Fitness to Practise Committee. In particular the panel who will make up the Committee for the purposes of the Hearing shall be constituted as follows:
 - a) the Convener, as appointed by the Head of School (see §36.7.1);
 - b) four members drawn from the membership of the School Fitness to Practise Committee as appointed by the School in which the student is studying, one of whom may be a lay member of the relevant professional body or lay member of the University;
 - c) a representative member or registrant of the relevant professional body concerned who is not a member of the University.
- ii) A junior member of the relevant professional body concerned may also join the membership of the panel for the Hearing.
- iii) No person who has signed or co-signed a referral or report or who undertook the investigation of the alleged breach or was involved in an informal consideration of the alleged breach may sit on the panel hearing the case.
- iv) The Committee may have the assistance of a legal adviser.
- v) The Head of School Administration or their nominee shall act as Clerk to the Committee.

36.7.10 Arrangements for a Hearing

- i) Timing of a Hearing

Where a Hearing is required, it shall normally take place within 20 working days of the date of the letter of notification from the Fitness to Practise Officer to the student intimating the decision following the investigation.

- ii) The student will have the opportunity to meet with the Clerk to the Committee (or nominee) within five working days following the recommendation to proceed to a Hearing. The student will be invited to bring a supporter or representative to this meeting where they will receive advice regarding the procedural aspects of the Hearing and the documentation to be submitted.
- iii) Preparation of the papers

The Clerk to the Committee shall:

- a) provide the student (or their representative) with a copy of the original report submitted to the Fitness to Practise Officer subject to any action taken to protect the anonymity of the person making the report in terms of §36.7.2;
 - b) provide the student (or their representative) with a copy of the report if one has been prepared by an Investigating Officer;
 - c) invite the student (or their representative) to submit a written statement in response to the statements contained in the report(s);
 - d) invite the student (or their representative) to submit any other documentation which the student wishes the Committee to consider at the Hearing.
- iv) The student (or their representative) shall be provided no less than 10 working days in advance of the Hearing, with a copy of all papers which shall be before the Committee at the Hearing.
 - v) The Clerk to the Committee shall notify the student (or their 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 panel who will make up the Committee for the purposes of the Hearing.

36.7.11 Attendance at Hearing

- i) The student shall be required to attend the Hearing in person. Where the student is prevented from attending by ill health, the Hearing shall normally be deferred on submission of medical evidence. If the student does not attend on

the date appointed and no notification of the absence has been received, if the Convener is satisfied that the student has received due notice of the hearing, the Committee may proceed to deal with the case and to reach a decision in the student's absence.

- ii) The Fitness to Practise Officer or their appointed representative shall attend the Hearing to present the circumstances of the referral and shall have the right to name any person or persons they wish to be present to provide evidence relating to the referral.
- iii) The student shall have the right to be accompanied, assisted or represented at the hearing by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. The student shall inform the Clerk to the Committee at least five working days before the hearing of the name of any legal representative. Where the student seeks to have two individuals in attendance, one shall attend as an observer only.
- iv) The student may name any person or persons they wish to be present to provide evidence on their behalf; however any such person is under no obligation to attend the hearing or provide written evidence. The name of any person or persons, called by the student, who have agreed to provide evidence shall be provided to the Clerk to the Committee no later than 10 working days before the date of the Hearing. The student shall be responsible for arranging the attendance of such persons at the Hearing with the exception of members of staff of the University who shall be notified of the date, time and location of the Hearing by the Clerk to the Committee.
- v) If any person or persons are unable or unwilling to attend the Hearing, the Convener 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 at the date specified. In considering such written statements, the Committee shall note that it will not be possible to pursue or clarify any issues arising from them, and in such cases the weight of such evidence may be limited.
- vi) The Hearing shall be held in private. Strict confidentiality shall be observed.

36.7.12 Professional Advice

- i) 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.

36.7.13 Procedure for the Conduct of a Hearing

- i) The Committee shall rely only on the papers which have been prepared for the Hearing, and evidence presented at the Hearing. Unauthorised electronic recordings of previous meetings or events will not be admissible as evidence at the hearing.

ii) Statements

At the Hearing:

- a) the Convener shall invite the student and their representative to make a statement. If the student declines the invitation to make a statement, the Committee shall reserve the right to question the student directly;
 - b) the Fitness to Practise Officer or their nominee shall present the circumstances of the case. The Committee shall then address any questions to the relevant parties including those appearing to advise the Committee or called to provide evidence and shall afford the student and their representative an opportunity to question the persons involved through the Convener;
 - c) the Committee shall consider any request from any person present at the hearing to make a statement or to put questions through the Committee to anyone whom the Committee has examined;
 - d) the Committee shall afford the student an opportunity to make a final statement or to have one made on their behalf;
 - e) the Convener shall seek confirmation from all parties that all necessary information has been conveyed to the Committee, that, in their opinion, the questioning is complete and that in the opinion of the student, the hearing has been conducted in a fair and reasonable manner.
- iii) Thereafter all persons except the Fitness to Practise Committee, its Clerk and any legal adviser(s) 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.
 - iv) In reaching its decision the Fitness to Practise Committee shall not be bound by the rules of evidence. The Committee shall attempt to ascertain all relevant facts with a view to coming to a reasonable disposal.
 - v) At any stage the Convener may adjourn the hearing if they consider this to be necessary.
 - vi) Any unauthorised electronic recording of the hearing is expressly forbidden by the University, and may constitute a student conduct offence in terms of the Code of Student Conduct.

36.7.14 Disposal

- i) The Committee shall decide the matter at the conclusion of its consideration of the referral or as soon as possible thereafter.

- ii) The Committee may decide by a majority and the Convener will have the casting vote in any decision relating to the student if necessary.
- iii) The following outcomes are open to the Committee following a hearing:
 - a) The student receives no warning or sanction.
 - b) The student receives a warning as there is evidence of misconduct but the student's fitness to practise is not impaired to a point requiring any further sanction.
 - c) The student receives a sanction. Sanctions are as follows:

Undertaking – A promise given by the student in writing to the Committee that there will not be a repeat of the circumstances or behaviour leading to the referral.

Undertaking and Conditions – A promise given by the student in writing to the Committee that there will not be a repeat of the circumstances or behaviour leading to the referral and that they agree to the conditions or actions which may be imposed or applied. These include but are not limited to:

- remedial tuition; or
- repeat of specified part(s) of the programme of study; or
- increased supervision.

Suspension – This prevents a student from continuing on their programme for a specified time and stops them from graduating at the expected time. During the period of suspension, the student may undergo a medical assessment or medical treatment, or other form of remedy and thereafter be required to demonstrate fitness to practise to the satisfaction of the Fitness to Practise Officer.

Expulsion – The Committee can expel a student from the programme if they consider this is appropriate for ensuring the protection of the patient, or client group, or the public. It is applied where the student's behaviour is fundamentally incompatible with continuing on a professional programme.

- iv) Where a student is unable to demonstrate fitness to practise to the satisfaction of the Fitness to Practise Officer at the conclusion of a specified period of supervision or completion of medical treatment or other form of remedy, the case shall be referred to the School Fitness to Practise Committee for further consideration.
- v) The Committee's decision and the reasons for the decision, with reference to any findings of fact, shall be provided in writing to the student by email normally within 10 working days of the decision being determined. If it is not practicable to provide the decision and the reasons for the decision within this timescale, the student shall be informed of the reason for the delay and a new timescale shall be provided.

36.7.15 Records and Reports

- i) The Clerk to the Committee shall prepare a written report of the Hearing. The report and the papers presented to the School Fitness to Practise Committee shall be held in a confidential file in the office of the Head of School Administration. A reference to the report shall be held in the student's file until the conclusion of the programme of study after which the report shall be archived and retained for the anticipated professional life of the individual. The School Fitness to Practise Committee shall decide whether a report shall be submitted to the professional body.

36.7.16 Annual Review

- i) The School Fitness to Practise Committee shall review its proceedings annually and shall provide an annual report to Senate.

Review by the Senate Fitness to Practise Appeals Committee

36.8.1 Jurisdiction of the Senate Fitness to Practise Appeals Committee

- i) The Senate Fitness to Practise Appeals Committee ("the Appeals Committee") shall consider appeals by students against a decision of a School Fitness to Practise Committee which falls within the scope of grounds for an appeal to Senate.

36.8.2 Lodging an appeal

Time within which an appeal is to be lodged and late appeals

- i) Where an appeal lies against a decision of the School Fitness to Practise Committee in terms of §36.8.3, the appeal or an intimation of intention to appeal shall be submitted in writing to the Director of the Senate Office within 10 working days of the intimation to the student of the decision against which the student is appealing. Where an intention to appeal is submitted, the full appeal shall be submitted within 20 working days of the date of the letter intimating the intention to appeal.
- ii) An application for an extension of time for submitting an appeal beyond 20 working days shall be made in writing to the Director of the Senate Office for the attention of the Clerk of Senate and shall include sufficient information concerning the nature of the appeal, shall state the grounds on which an extension of time is sought and be accompanied by such evidence of medical or other adverse personal circumstances as are relevant to the application.

- iii) An application for extension of time for submitting an appeal shall not be granted unless the Clerk of Senate is satisfied that the student 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.

36.8.3 Grounds for an appeal

- i) An appeal may be made to the Appeals Committee against a decision of a School Fitness to Practise Committee only on the grounds that:
- new evidence has emerged which could not reasonably have been produced to the School Fitness to Practise Committee;
 - there has been defective procedure at School level;
 - the disposal by the School Fitness to Practise Committee was manifestly unreasonable.
- ii) In the case of a claim of unfair or defective procedure, evidence in the form of written statements or formal documents must be provided. Advice on a subject data access request can be obtained from the Data Protection Office at:
- <https://www.gla.ac.uk/myglasgow/dpfooffice/a-ztopics/subjectaccessrequestsar/>
- iii) Where the student claims that the disposal at School level was unreasonable; the student must state in writing the respects in which they believe that the School Fitness to Practise Committee erred in coming to its decision or was mistaken in that decision.

36.8.4 Content of a letter of appeal

- i) The letter of appeal shall state:
- the name and address of the student and the telephone number and email address;
 - the decision appealed against;
 - all the grounds for the appeal: additional grounds may be admitted subsequently only at the discretion of the Convener; additional grounds presented at the hearing may lead to adjournment of the hearing;
 - the remedy or remedies which the student seeks;
 - the name and address of any person whom the student has appointed as a representative or who will accompany the student at the hearing.

36.8.5 Constitution of the Senate Fitness to Practise Appeals Committee

- i) The Appeals Committee shall be constituted as follows:
- the Clerk of Senate as Convener;
 - the Senior Senate Assessor for Student Appeals or their deputy;
 - two members drawn from a panel made up of two nominees from each School with a fitness to practise procedure;
 - two representative members of the profession concerned who are not members of the University.
- ii) These six members shall constitute the quorum.
- iii) A representative of the student body may attend the hearing in the role of observer unless the subject of the referral has expressed the wish that no such representative shall be present.
- iv) No member of a School Fitness to Practise Committee shall be entitled to serve on the Appeals Committee. Where a member of the Appeals Committee has participated directly in the decision appealed against, that member shall not sit for that appeal.
- v) The Appeals Committee may have the assistance of a legal adviser.
- vi) The Director of the Senate Office or their nominee shall act as Clerk to the Appeals Committee.

36.8.6 Consideration of appeals

Power to give directions

- Upon receipt of a letter of appeal, the Convener may direct the student (or their representative) or any party to the proceedings, to furnish additional evidence, information or explanation as may be thought to be appropriate.
- A direction to the student (or their representative) shall state the period of time by which the student shall respond in writing following which the appeal may be dismissed by the Convener.

Preliminary Disposal

- The Convener after consultation with two members of the Appeals Committee may make a preliminary disposal in order to accelerate a decision. The Convener may:
 - dismiss the appeal because the subject-matter of the appeal does not fall within the scope of §36.8.3;

- b) dismiss the appeal because no competent grounds have been stated or because the appeal is frivolous or vexatious or because the appeal is out of time or because the student failed to comply with a direction made in terms of §36.8.6(i) and (ii);
 - c) dismiss the appeal because it does not establish a *prima facie* case that disposal at School level involved defective or unfair procedure, or a failure to take relevant evidence of medical or other adverse personal circumstances into account or was manifestly unreasonable;
 - d) dismiss the appeal because the new evidence submitted by the student could reasonably have been presented to the School Fitness to Practise Committee;
 - e) refer the appeal to the School Fitness to Practise Committee with whatever guidance or direction it considers appropriate, which may include a direction that the case is heard again by a Committee which is not constituted by any member who was involved in the first decision;
 - f) refer the appeal to the Senate Fitness to Practise Appeals Committee for a full hearing.
- iv) The Convener may also take such other interim action by way of direction as they deem appropriate.
 - v) The Clerk to the Appeals Committee shall state in the letter to the student (or their representative) intimating the outcome of the preliminary disposal the reasons for the decision and shall provide the papers which were considered by the Appeals Committee.
 - vi) An appeal which has been dismissed under preliminary disposal may be reinstated if the student (or their representative) makes representation stating that the Appeals Committee overlooked an aspect of the original appeal. The representation and the reasons shall be made in writing within 10 working days of the date of the letter intimating the outcome of preliminary disposal. An appeal can only be reinstated if it is shown that the Appeals Committee did not consider one or more aspects of the original appeal.

36.8.7 Arrangements for a Hearing before a Senate Fitness to Practise Appeals Committee

i) Timing of the hearing

When a full hearing is required, the Appeals Committee shall meet within 20 working days of receipt of the letter of appeal or as soon thereafter as is practicable.

ii) Preparation of the papers

The Clerk to the Appeals Committee shall:

- a) request a copy of the papers which were before the School Fitness to Practise Committee and a report of the hearing including information relating to the manner in which the decision appealed against was reached;
- b) request any other reports or information relevant to the appeal;
- c) request the Convener of the School Fitness to Practise Committee to provide a written response to the statements made in the letter of appeal and to name any person or persons whom they wish to appear to provide evidence;
- d) provide the Appeals Committee and the student normally 10 working days before the hearing with a copy of all papers relevant to the appeal;
- e) notify the student no less than five working days before the hearing of the date, time and location of the hearing and the names of the members of the Appeals Committee who will consider the case.

36.8.8 Attendance at Hearing

- i) The student shall be required to attend the hearing in person. Where the student is prevented from attending by ill health, the hearing shall normally be deferred on submission of medical evidence. If the student does not attend on the date appointed and no notification of the absence has been received, if the Convener is satisfied that the student has received due notice of the hearing, the Appeals Committee may proceed to deal with the case and to reach a decision in the student's absence.
- ii) The student shall have the right to be accompanied, assisted or represented at the hearing by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. The student shall inform the Clerk to the Appeals Committee at least five working days before the hearing of the name of any legal representative. Where the student seeks to have two individuals in attendance, one shall attend as an observer only.
- iii) The student may name any person or persons they wish to be present to provide evidence on their behalf. The name of any person or persons called by the student to provide evidence shall be provided to the Clerk to the Appeals Committee no later than 10 working days before the date of the hearing. The student shall be responsible for arranging the attendance of such persons at the hearing with the exception of members of staff of the University who shall be notified of the date, time and location of the hearing by the Clerk to the Appeals Committee.
- iv) If any person or persons are unable or unwilling to attend the hearing, the Convener shall be responsible for deciding if the hearing shall 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 who is not available at the date specified. In considering such

written statements, the Appeals Committee shall note that it will not be possible to pursue or clarify any issues arising from them, and in such cases the weight of such evidence may be limited.

- v) The hearing shall be held in private. Strict confidentiality will be observed.

36.8.9 Expert Advice

- i) Where the Appeals 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.

36.8.10 Procedure for the Conduct of a Hearing

- i) The Appeals Committee shall rely only on the papers that have been prepared for the hearing and evidence presented at the hearing. Unauthorised electronic recordings of previous meetings or events will not be admissible as evidence at the hearing.
- ii) Any unauthorised electronic recording of the hearing is expressly forbidden by the University, and may constitute a student conduct offence in terms of the Code of Student Conduct.

36.8.11 Statements

- i) The procedure shall be as follows:
- a) at the hearing, the Convener shall invite the student and their representative to make a statement. If the student declines the invitation to make a statement, the Appeals Committee shall reserve the right to question the student directly;
 - b) the Appeals Committee shall then address any questions to the relevant parties including those appearing to advise the Appeals Committee and shall afford the student and their representative an opportunity to question the persons involved through the Convener;
 - c) the Appeals Committee shall consider any request from any person present at the hearing to make a statement or to put questions through the Appeals Committee to anyone whom the Appeals Committee has examined;
 - d) the Appeals Committee shall afford the student an opportunity to make a final statement or to have one made on their behalf;
 - e) the Convener shall seek confirmation from all parties that all necessary information has been conveyed to the Appeals Committee, that the questioning is complete and that in the opinion of the student, the hearing has been conducted in a fair manner.
- ii) Thereafter all persons except the Appeals Committee, its Clerk and any legal adviser appointed to advise the Appeals Committee shall retire while the Appeals Committee considers its decision. The Appeals Committee shall reach its decision or defer the decision pending further investigations.
- iii) In reaching its decision, the Appeals Committee shall not be bound by the rules of evidence. The Appeals Committee shall attempt to ascertain all relevant facts with a view to coming to a reasonable disposal.
- iv) At any stage the Convener may adjourn the hearing if they consider this to be necessary.

36.8.12 Disposal

- i) The Appeals Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter.
- ii) The Appeals Committee may decide by a majority and the Convener will have the casting vote in any decision relating to the student if necessary.
- iii) The Appeals Committee may:
- a) dismiss the appeal because the subject matter does not fall within the scope of §36.8.3;
 - b) dismiss the appeal because the new evidence produced by the student could reasonably have been produced to the School Fitness to Practise Committee;
 - c) dismiss the appeal because the disposal by the School Fitness to Practise Committee did not involve defective or unfair procedure or was not manifestly unreasonable;
 - d) refer the appeal to the School Fitness to Practise Committee with whatever guidance or direction it considers appropriate;
 - e) uphold the appeal and grant whatever remedy it considers reasonable and practical in the circumstances.
- iv) Where an appeal is upheld, the University shall defray reasonable and proportionate expenses.
- v) The Appeals Committee's decision and the reasons for the decision, with reference to any findings of fact, shall be provided in writing to the student by email normally within 10 working days of the decision being determined. If it is not practicable to provide the decision and the reasons for the decision within this timescale, the student shall be informed of the reason for the delay and a new timescale shall be provided.

36.8.13 Reference back to a School

- i) The Appeals Committee may refer a case back to a School Fitness to Practise Committee where it considers:
 - a) that evidence made available to the Appeals Committee had not been presented to the School Fitness to Practise Committee; or
 - b) that there had been defective procedure at the School level.
- ii) In the first case, the Appeals Committee may decide to refer the matter to the School Fitness to Practise Committee as originally constituted to hear the appeal in order to permit that Committee to hear the case *afresh*.
- iii) In the second case, the matter shall be considered by a newly constituted School Fitness to Practise Committee.
- iv) Where an appeal is made to the Appeals Committee against the decision of the School Fitness to Practise Committee following a reference back, it shall be competent for the Convener, in consultation with at least two other members of the original Appeals Committee, either to dismiss the appeal or to recall the Appeals Committee to hear the case.

36.8.14 Reports to Senate and Annual Review

- i) The Clerk to the Appeals Committee shall report the outcome of a hearing to the Senate at the Senate's next regular meeting. The report shall not identify the student. It shall detail the nature of the appeal. In the report, the Appeals Committee may if it desires include any recommendations related to the matter which has given rise to the appeal.
- ii) The Appeals Committee shall review its proceedings annually and shall provide an annual report to Senate.
- iii) This shall conclude the internal processes of the University.

Independent External Review

- i) If the appellant is dissatisfied with the outcome of an appeal to the Appeals Committee, they shall have the right to an external review,⁵¹ details of which shall be available from the Senate Office.

REGULATIONS AND CODE OF CONDUCT FOR THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY FACILITIES IN THE UNIVERSITY OF GLASGOW Regulation 30

Introduction

30.1 These Regulations apply to the use of all University ICT by all staff, students, consultants, contractors, visiting and Honorary staff, affiliates, volunteers and others granted access. This includes use of any University ICT accessed over the campus data network or remotely via the Joint Academic Network (JANET) or otherwise whether through University supplied, third party supplied or the User's own personal devices (including personal computers, smartphones and tablets).

- Part A describes the University's policy for the acceptable use of University ICT.
- The Regulations in Part B contain general rules applicable to all Users of University IT. It is the responsibility of Users to become familiar with the Rules that apply to the particular Systems or Facilities that they utilise for University purposes.
- The Regulations in Part C relate to the permitted uses of digital content and software and includes the 'Code of Practice for the use of Software' described therein. They also include provisions relating to the use and protection of personal data.
- Part D relates to misuse of University ICT and the sanctions and disciplinary procedures that apply. Any Users of University ICT who breach these Regulations may be dealt with under the appropriate Disciplinary Procedures in force within the University of Glasgow.

Definitions

In these regulations (including the Introduction) the following words and expressions have the meaning given to them below:

'University ICT'

information and communication technology systems (including software, hardware, data networks and digital content) made available by the University for use by staff, students, consultants, contractors, visiting and Honorary staff, affiliates, volunteers and others;

'Appropriate Authority'

an individual or organisational unit under whose control an ICT System or Facility is placed;

⁵¹ External review will be provided by the [Scottish Public Services Ombudsman](#).

'User'

any person or persons granted authority to use an ICT System or Facility. Authority will only be granted to a person where that person agrees to be bound by these Regulations;

'UserID'

a form of unique identifier which is given to a User by the Appropriate Authority which, together with a personal password of the User, is used to identify and authenticate the User when accessing any University ICT.

Part A: Acceptable Use

30.2 The use of University ICT is subject to the following conditions of acceptable use.

1. The University ICT is provided for bona fide University business, teaching, research and study purposes. Incidental personal use of the University's campus data network, file store, email and Internet access is permitted only so long as it is reasonable and in full compliance with these Regulations. Personal use is a privilege and not a right. It must not be overused or abused. We may withdraw permission for it at any time or restrict access at our discretion. Permission to access and use University ICT Systems is given on the understanding that it is used only for approved purposes and only by the person or persons authorised to use them.
2. All staff use of University ICT must be consistent with all terms and conditions in contracts of employment and with the University Human Resources Policies that are to be found on the Human Resource web site. All student use of ICT Systems and Facilities must be consistent with the Code of Student Conduct (Regulation 33). Your use should not involve access to or publication of material of a nature which might bring discredit to you or the University.
3. Before you can have access to and use any University ICT you must be registered as a User. Whether you are a student or member of staff of the University or you are a visitor or guest, you are required to adhere to the University's Policies, Guidelines and procedures. If your status is properly recorded in the relevant administrative databases you can be registered as a User by a standard process. If you are not a student or a member of staff, as part of the registration process you will give an undertaking that you have read these Regulations and agree to be bound by them. Copies of these regulations may be posted on notice boards and are published in the University Calendar.
4. When you are registered to use University ICT, you will be given a UserID and a password, referred to as a 'GUID'. This UserID is your personal identification and along with your password serves to authenticate you to the system and to grant access to the Systems and Facilities that you are authorised to use.
5. Your use of University ICT should not interfere with or cause difficulties for other users, nor may you by any wilful or deliberate or negligent act endanger the integrity of networks, equipment, system programs or stored information.
6. As a User you may have access to University electronic mail (email) facilities. These are provided to improve communications among staff and students for matters relating to their roles within the University. Staff must use a University email account for University work. Staff may only use a consumer email account where this is provided by the staff member for personal identity verification as part of first registration or password reset security processes. It should be noted that sending email to a mailing list or to a specific list of recipients constitutes publishing and the University as well as the individual(s) concerned may be held responsible for the content of any such publication.
7. There are many ways that as a User you will be able to make information available to other users and contribute to relevant discussion and debate, both internally and with other Users of the University's network and externally with users of other networks (including the Internet). In particular, you may publish material on web sites or by contributing to collaboration facilities or social networking sites. It should be noted that these activities constitute publishing the contents or contribution and the University as well as the individual(s) concerned may be held responsible for the content of any such publication.
8. Access to or publication of material of a pornographic, criminal or offensive nature including material promoting terrorism is not permitted. The University has a statutory duty to have due regard to the need to prevent people being drawn into terrorism. If you need to work with any questionable material that is essential as part of your particular University work, research or study you must clear this use in advance with your Head of College/ School/Research Institute/Service and the Director of IT Services must be notified.
9. Users may conduct work that involves the use of systems, facilities or data belonging to other organisations, including NHS Scotland, local and national government departments and commercial organisations. It is the User's responsibility to ensure that they are aware of and comply with the policies, rules and regulations of both the University of Glasgow **and** these external organisations, so as to protect the User's own, the University's and the external organisation's interests.
10. The University may monitor communications, files and emails but this is always in the context of what is permitted by relevant legislation and University policies. For more information see [IT Monitoring Policy](#). Whilst the University operates on the basis of trust, if there are reasonable grounds for suspecting that an individual is engaging in activities which are in breach of any of the Regulations or of the various guidelines, the University reserves the right to investigate fully. In the event that misuse is suspected, the University will take appropriate action to investigate the matter which may include direct monitoring of the use made by the User. Such monitoring will require the permission of the University Court or their nominee. If misuse is established, disciplinary action will be taken, including referring the matter to the Police should the University consider that an offence may have been, or may be, committed.

Part B: General Rules

11. The Appropriate Authority controlling any element of the University ICT has the power to set out the conditions of use of that element by a User and to modify these from time to time.
12. The conditions of use will include identifying and authenticating the User when accessing any University ICT, through appropriate UserIDs and passwords or other verification mechanisms. The authority granted to a User to use any University ICT is limited to the User to whom authority has been granted, in particular:
 - a) authority given to a User may not be extended or transferred to any other person or persons;
 - b) a User will not allow any other person (whether another User or otherwise) to access any University ICT by way of their personal UserID and personal password and is required to keep that password secret;
 - c) a User will not use or attempt to use any University ICT using someone else's UserID and password, nor attempt to find out another user's UserID or password;
 - d) a User must not use or access any University ICT for any illegal or unauthorised purpose, nor attempt to gain access to information or facilities to which they have not been granted authorisation;
 - e) a User must not store or to make publicly accessible any data, text, image or programme which is unlawful or does not accord with the aims or objectives of the University;
 - f) a User's permissions to access University ICT will terminate when they cease to be a member of staff, student, consultant or otherwise following the expiry of the period in which that User (e.g. a visitor) has been permitted access.
- 'Hacking' and other unauthorised use of University ICT, whether situated on University premises or elsewhere, is explicitly forbidden and may constitute an offence under the Computer Misuse Act 1990.
13. Users must ensure that their use of University ICT complies with all applicable UK and International laws and relevant University policies.
14. Users of University ICT using computing equipment owned, leased or operated by the University must comply with the conditions as set down by any Appropriate Authority within the University. Users must ensure that network connections are not utilised for unauthorised access to University or external systems. Users with requirements for network usage extending beyond the normal teaching, research and administrative activities of the University should consult the Director of IT Services before any commitments are made. Special rules may apply which will cover payments due to the University for the use of its equipment and will protect the University from any claims for damages etc. which may arise from such use.
15. Users may be permitted to access and use certain elements of the University ICT through devices that are their personal property (such as computers, tablets and smart phones) but these Regulations and all policies concerning data, communications and security apply to any such use.
16. In managing University ICT, IT Services will take reasonable care to prevent the corruption or loss of information and data held on the University's own servers. It cannot however guarantee the integrity of information stored on its equipment. It is therefore the responsibility of the User to satisfy themselves that there are adequate backup arrangements for valuable information. IT Services will only accept responsibility for attempting to recover data that has been stored on a system that is backed up by the University. University ICT is managed to ensure high availability, but the University cannot accept responsibility for inconvenience caused to Users by breakdown or unavailability of equipment.
17. Any commercial exploitation of programs developed using University ICT must be carried out according to regulations issued by the University from time to time. Information on these regulations can be obtained from Research, Strategy & Innovation Office.

Part C: Rules Concerning Data, Digital Content and Software

18. When using software, information, images and other digital content such as music or films, it should be understood that virtually all of this material is subject to copyright. Copies of material may not be made or stored without the approval of the copyright owner. Users must ensure that all the requirements of the agreements or contracts under which licensed software or other content is made available to and by the University (including Public Domain 'Shareware' or Fair Dealing conditions of use) are met and must comply with any published usage restrictions. In particular, users must also comply with the Code of Practice for the Use of Software, given below.

Code of Practice for the Use of Software

30.3 Most of the software supplied to Users through the University is licensed for Educational Use only. Those Users wishing to use software or systems for consultancy or commercial activity should ensure that either the University licenses permit this type of activity or that they arrange to licence a copy/copies of the appropriate software specifically for the activities concerned. If in doubt, users should consult the IT Helpdesk.

- a) Software will be used for educational purposes only, unless explicit arrangements have been made for other purposes. A definition of 'Educational Use' is provided below.

- b) The University will maintain a record of software available centrally for use in the University together with details of licensing arrangements. (Records of centrally licensed software are maintained by IT Services, whilst Colleges and Schools are responsible for maintaining lists of software currently held and for establishing the legality of all their holdings.)
- c) All Users of software are expected to make themselves aware of the conditions under which it may be used before starting to use a particular product.
- d) Software may not be copied for use on machines or by people, within or outwith the University, where such use is not covered by an appropriate licence.
- e) In the event of termination of the licence, Users will be notified and must endeavour to remove all active copies of the software and take steps to ensure that archive copies are not used.

Definition of 'Educational Use'

30.4 The Educational Use of a Software Product or other Digital Content is the use by any person authorised under the terms of the Licensee for the purposes of the normal business of an Educational Establishment. Such use includes the following:

- a) Teaching;
- b) Research;
- c) Personal educational development;
- d) Administration and management of courses and the educational policy of the Educational Institution;
- e) Development and/or support activities associated with any of the above.

30.5 The following are excluded:

- a) Consultancy or services where the Software or Digital Content is commercially exploited.
 - b) Work of significant benefit to the employer of students on industrial placement or part-time courses.
19. The protection of personal data (that is data that can be used to identify a living individual) is governed by the General Data Protection Regulation and any holdings of personal data must be registered internally with the University's Data Protection Office. Users processing, storing or transmitting personal data are responsible for ensuring that this is carried out in accordance with the Regulation. The control of students using such data is the responsibility of the member of staff supervising them. All Users must comply with the University's [Data Protection Policy](#) and Guidelines and must treat as privileged any personal information concerning others which may become available to them through their use of University ICT; no part of such information may be copied, modified, disseminated or used without the permission of the appropriate person or authority.
20. Users of personal or other confidential data must take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, that data and against its accidental loss or destruction. The [Guidelines for handling Confidential Data](#) are designed to provide a secure framework within which confidential material may be protected and must be followed.

Part D: Misuse of ICT Systems and Facilities

- 21. The Director of IT Services or their nominee shall have the power to remove from the University data network, any system or facility which is interfering with the operation of the network or which is being used for purposes which contravene these Regulations.
- 22. The University Secretary or their nominee shall have the power to withdraw access to any or all University ICT from any person deemed to be in breach of these Regulations, any applicable legislation or relevant University policy, and to require the modification or deletion of personal data in order to ensure compliance.
- 23. In the event of an apparent breach of these Regulations by a User, the Director of IT or Services or their nominee has the authority summarily to withdraw access to the facilities allowed to the User.
- 24. Where a student violates these Regulations, minor infringements shall be dealt with by the Director of IT Services or their nominee. The Director of IT Services may report major breaches of these Regulations to the Clerk of Senate for action under the Code of Student Conduct where there was prima facie evidence of intention to breach these Regulations, and where sanctions beyond those set out in these Regulations might be invoked.
- 25. Where a member of staff violates the Regulations, the matter will be dealt with via the Disciplinary Procedures defined by Human Resources and available via their web site.

POLICY STATEMENT ON STUDENTS' RECORDING OF LECTURES

Regulation 31

31.1 Students will normally have the opportunity to make **audio** recordings of course lectures for study purposes where official recordings are not available.

31.2 The lecturer's consent to record will not normally be refused without good reasons. Any recording is for the student's use in relation to their studies but it may be shared, in a similar way that lecture notes are shared, with other students on the same course. In no circumstances, however, should a recording be made available to other parties.

- Once the recording has served its study purpose, it should be erased.
- Students may be asked to turn off their recording device when other students do not want their personal contribution recorded.
- Students may be asked to turn off their recording device during parts of a lecture when deemed appropriate by the lecturer.
- Acceptable grounds for not allowing student recording of all or part of a lecture include:
 - The provision of an official University recording;
 - Where the lecture is likely to have repeated or substantial student speech or interactions;
 - Where the lecture includes sensitive content;
 - Where the lecture is delivered by a visiting lecturer.
- The making, use or retention of recordings in contravention of this policy statement - for example, where consent to record has not been granted, or a recording has been uploaded to the internet - will be considered as a breach of the Code of Student Conduct, and may also be subject to legal action.

The University's Lecture Recording Policy is available in full at: https://www.gla.ac.uk/media/media_359179_en.pdf.

PLAGIARISM STATEMENT

Regulation 32

Introduction

32.1 The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

32.2 Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using their own previous work (termed auto-plagiarism or self-plagiarism). Self-plagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

32.3 The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.

32.4 Plagiarism is considered to be an act of fraudulence and an offence against the University Code of Student Conduct. Alleged plagiarism, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

32.5 The University reserves the right to use systems, such as similarity checking software, to assist with the detection of plagiarism in the interests of improving academic standards when assessing student work. Such systems may be externally based.

Referral

32.6 Where a student is suspected of plagiarism⁵² the member of staff shall refer the case to the Head of School or Director of Research Institute⁵³ or their nominee (hereinafter referred to as Head of School) along with all appropriate

⁵² If a student suspects a fellow student of plagiarism then they should speak to a member of staff in the School concerned. The identity of the student making the report shall remain confidential.

documentary evidence (the piece of work in question duly marked-up, a copy of the original source of the plagiarism, information on the contribution of the piece of work to the overall assessment, etc.). Any further consideration of that piece of work by the School shall be held in abeyance until the procedures set out below have been completed. The student shall be informed in writing that their marks have been withheld pending an investigation of suspected plagiarism. As part of any such investigation the University may review previously assessed material and rescind published marks or grades if necessary.

32.7 The Head of School shall assess the extent of the suspected plagiarism and, if necessary, consult with the Senate Office. The Head of School will deal with suspected cases concerning non-Honours undergraduate students that are first offences and not considered to be severe. The Head of School will refer all Honours and postgraduate level cases, all suspected second offences, and cases of severe plagiarism directly to the Senate Office for investigation under the provisions of the Code of Student Conduct.

32.8 Whilst there is no definitive list, examples of cases which would be regarded as severe plagiarism include:

- i) any case of serious and or blatant plagiarism when considered in relation to the student's level of study and length of exposure to the procedures, practices and regulations of the University;
- ii) a first offence where a reduction in marks would put at risk the student's degree or direct progression;
- iii) any case, regardless of extent, where it is inappropriate to deal with it within a School.

Procedure before the Head of School

32.9 At all times the principles of natural justice shall be observed.

32.10 With respect to undergraduate non-Honours cases that are first offences and not considered to be severe, the Head of School shall interview the student concerned. They can also interview any students who have allegedly allowed their work to be copied. As soon as practicable, the student will be informed in writing of the alleged offence and of the requirement to attend for interview. The student will also be provided with a copy of the marked-up piece of work in advance of the interview.

32.11 The student shall have the right to be accompanied, assisted or represented at the interview by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any person. At the beginning of the interview, the Head of School will ascertain who is to be the spokesperson for the student (the student or a representative). The foregoing notwithstanding, the Head of School shall have the right to question the student directly, where necessary.

32.12 The Head of School shall have a member of support staff present to keep a record of the meeting.

32.13 At the interview, the student will be shown a copy of their work, duly marked-up and be given a clear explanation of what they have allegedly done. The student will be given the opportunity to justify the work and be invited to admit or deny responsibility.

32.14 If the Head of School is satisfied beyond all reasonable doubt that an offence has occurred they may impose an academic penalty, which will take account of the extent of the plagiarism. The Head of School may reduce the marks or results up to the point where the academic rating for the piece of work in question is reduced to grade H. Consideration will also be given to resubmission opportunities; the maximum mark that can be awarded to any resubmission is the pass mark appropriate to the degree programme being followed. The student shall be given instruction about plagiarism and the necessity of properly acknowledging and referencing sources.

If it is judged that the case is of a more serious nature than first believed, the Head of School may refer the case onwards for consideration by the Senate Assessors for Student Conduct.

32.15 If the Head of School is not satisfied that an offence has occurred but considers that the student has engaged in poor academic practice then the student should receive a warning, instruction about plagiarism and the necessity of properly acknowledging and referencing sources.

32.16 The student will be notified in writing of the outcome by the School. The School will send a copy of this letter to the Senate Office to be kept on record. The existence of a record for a particular student will be made known to any other School seeking to assess the seriousness of other issues (see §32.6 and §32.7).

32.17 If it is judged that there is no case for the student to answer, the student will be informed in writing and the piece of work in question will be marked in accordance with normal arrangements, without penalty. The Senate Office does not need to be notified of such instances.

32.18 The Head of School shall inform the Board of Examiners of any reduction in marks. The Board of Examiners shall not have the authority to revisit or alter academic penalties imposed by this process.

⁵³ Where the Head of School has a potential conflict of interest (e.g. teaches or examines on the course concerned) then they should pass the case to another senior member of academic staff in the School. In the case of small Schools, where it may not be possible to pass the case to another senior member of academic staff, the case should be passed to the Head of a cognate School.

Right of Appeal

32.19 The student shall have the right of appeal to the Senate Assessors for Student Conduct in respect of any penalty imposed by the Head of School. A student who wishes to appeal must do so in writing to the Director of the Senate Office within 10 working days of the date of the issue of the written decision of the Head of School.

32.20 The Senate Assessors for Student Conduct will consider an appeal against the penalty imposed by a Head of School only on the grounds that:

- i) new evidence has emerged which could not reasonably have been produced to the Head of School;
- ii) there has been defective procedure at the Head of School level;
- iii) the penalty imposed by the Head of School was clearly unreasonable.

The letter of appeal must clearly specify the details of any new evidence, the manner in which the procedures were defective or in what respects they believe the Head of School has erred or been mistaken in imposing a penalty. The letter should also specify the remedy that the student seeks.

Plagiarism in the Work of a Graduate

32.21 The University will investigate any suspected case of plagiarism in the work of a graduate, which has already been assessed for an award of the University, to determine if the nature and extent of the plagiarism had been material to the award of the degree, diploma or certificate, or class within the degree.

32.22 All such cases will be considered as severe plagiarism. The Head of School will conduct an investigation and refer the case to the Senate Office in accordance with §32.7.

CODE OF STUDENT CONDUCT

Regulation 33

The Code of Student Conduct ('the Code') is governed by Resolution No. 670 of the University Court, which at the time of publication was in draft form.

What this Code covers

33.1 All students of the University are required to behave acceptably and adhere to the University's rules at all times. Students attending Associated Institutions are also expected to abide by the conduct rules of those Institutions (which are published separately), but students will not be subject to the rules of both Institutions for the same offence.

33.2 All students are subject to this Code in relation to:

- a) the activities they engage in as students of the University; or
- b) the services or facilities they access due to being students of the University; or
- c) their presence in, or access to, premises owned, leased or managed by the University; or
- d) any activity not covered by (a), (b) or (c), but which might harm the safety, interests or reputation of the University and its community, or impact on the student's suitability to remain a registered student.

33.3 The University may take action under this Code even where the student concerned is no longer registered at the University, if the matter under consideration happened when the student was registered at the University.

33.4 This Code is separate from matters of criminal law and does not aim to make findings on matters of law. However, the Code will be applied in a way that deals with cases fairly and justly.

Student Conduct Offences

33.5 It is understood that students' behaviour may be affected by some health conditions. However, the University must ensure that students and staff are not subjected to unacceptable behaviour, so concerns relating to inappropriate behaviour will be addressed by the University and may be considered under this Code. Health or disability will be taken into account where it might be relevant to the concern raised. Where behaviour is found to be unacceptable because of a health condition or disability, the University will try to offer appropriate support to help the student manage their condition.

33.6 Misconduct means behaviour that falls short of the standard of behaviour expected of a student of the University. There is no definitive list of student conduct offences but the following examples would be regarded as misconduct. "Person" means any student, employee, contractor, visitor or representative of the University.

- i) Cheating or gaining an unfair advantage in an assessment, or attempting to do so, or helping another student to do so. This includes:
 - plagiarism from published or online materials, other students' work, or one's own work previously submitted for assessment at this or another institution;
 - purchasing work or having it produced by any other person or commercial service;
 - providing one's own work to another student to use for assessment, or producing work for another student;

- bringing material or items to, or using material or items in, an examination that could give an unfair advantage, such as notes;
 - bringing material or items into an examination that are not permitted and could potentially cause the examination to be compromised (including but not limited to mobile phones or tablets, smart watches, notes, unauthorised types of calculator, subject-specific dictionaries, or annotations on any material or item), regardless of whether these are brought intentionally or are used during the examination. Examination invigilators will make clear at the start of each examination what is and is not permitted and Schools will also advise students in advance about specific instructions.
- ii) Engaging in misconduct in research;⁵⁴
 - iii) Disrupting, or interfering with, any academic, administrative, sporting, social or other University activity;
 - iv) Preventing, hindering or obstructing any Person from carrying out their duties or activities;
 - v) Behaving in a disorderly, threatening, offensive, indecent or violent manner (including sexual violence or abuse) or using threatening, offensive or indecent language (whether expressed orally, in writing, or electronically);⁵⁵
 - vi) Behaving in a way that risks the safety of any Person, or could cause injury;
 - vii) Discriminating against any Person on grounds such as age, disability, gender, gender identity, political or religious beliefs, race, ethnic or national origin, sexual orientation or socio-economic background;
 - viii) Harassing any Person;
 - ix) Behaving dishonestly by engaging in fraud, deception, misrepresentation, or personation (including the falsification or misuse of University documents);
 - x) Damaging or vandalising University property or the property of any Person;
 - xi) Stealing or misappropriating University property (including funds) or the property of any Person;
 - xii) Misusing or making unauthorised use of University premises or property, including misusing IT facilities or safety equipment;
 - xiii) Deliberately doing, or failing to do, anything that thereby causes the University to be in breach of a statutory obligation;
 - xiv) Possessing, using or supplying a controlled drug as defined by the Misuse of Drugs Act 1971 (as amended from time to time);
 - xv) Making false, frivolous, malicious or vexatious complaints (without removing the right to make complaints and raise concerns through formal procedures);
 - xvi) Conduct that may harm the University's reputation;
 - xvii) Behaviour that is likely to render a student unfit to practise the profession to which their degree leads;
 - xviii) Failing to comply with any previously imposed penalty under this Code.

33.7 Other regulations and policies exist separately that cover, for example, the use of IT facilities, student unions, Halls of Residence, and so on. Minor breaches of those regulations may be dealt with under those policies, but major breaches may be dealt with under this Code.

Misconduct and the Criminal Law

33.8 Where the University believes or is informed that a criminal offence may have been committed, either on campus or off campus, it may report the matter to the police, regardless of the stage of any investigation or conduct procedure under this Code.

33.9 Where criminal proceedings against a student are ongoing, the University may:

- a) suspend action under this Code until the outcome of those proceedings is known;
- b) postpone making a decision about whether to take action under this Code until the outcome of those proceedings is known;
- c) decide to continue or commence action under this Code.

33.10 The University may still take action under this Code for an incident that has been considered by a criminal court, whether or not the student has been found guilty of any criminal offence in court.

⁵⁴ The University's [Code of Policy and Procedures for Investigating Allegations of Misconduct in Research](#) may be referred to during Student Conduct proceedings.

⁵⁵ This is based on the principle that people have the right to their own beliefs, but not to engage in activities or acts which interfere with the rights or beliefs of others (for further information see the University's [Equality & Diversity Policy](#)).

33.11 Where a student is convicted of an offence, the University may use this information as evidence in conduct proceedings if it is directly relevant to the matter being considered.

33.12 Any sentence or order imposed by a criminal court will be taken into account in deciding on any penalty to be applied under this Code.

Precautionary Suspension

33.13 The Clerk of Senate, or nominee, has the authority to suspend a student from all or part of the University, with immediate effect, pending further investigation under this Code. Suspension may be considered necessary as a precautionary measure:

- to protect members of the University (students and/or staff) or the public;
- pending the outcome of any criminal investigation or proceedings.

33.14 Precautionary suspension pending an investigation is not a finding of guilt, nor a formal conduct penalty. Depending on the circumstances of the case, the Clerk of Senate, or nominee, may decide that a student can:

- i) continue with their studies off campus; and/or
- ii) submit assessments or attend examinations under prescribed conditions. Any costs associated with alternative examination arrangements must be met by the student. Boards of Examiners shall not consider any assessment results for any student suspended under §33.13 of this Code.

33.15 A precautionary suspension may be reviewed if there is evidence that the suspension was imposed on the basis of factual error. A student seeking such a review should submit their case (including evidence) in writing to the Director of the Senate Office.

Conduct Procedures

Referral

33.16 Allegations of misconduct can be submitted by any student or staff member and this may be done via a student representative or other staff member. Reports should be made in writing to the Senate Office which will refer the allegation to the Senior Senate Assessor for Student Conduct.

Failure to Appear

33.17 If a student does not attend a conduct hearing or meeting on the scheduled date, and has not advised of medical or other grounds that prevent attendance, the matter may be dealt with in the student's absence if it is clear that the student has received adequate notice of the meeting. If the allegation is found to be established, an appropriate penalty will be applied.

Senate Assessors for Student Conduct

33.18 The Senate shall appoint a minimum of five Senate Assessors for Student Conduct ('the Assessors') to consider cases and take disciplinary action. The Assessors take the role for four years, and the Senate appoints a Senior Assessor from amongst the Assessors. None of the Assessors are members of the Senate Student Conduct Committee. The duties of the Senior Assessor can be performed by any of the Assessors, if required.

Level 1

Allegation that a student has engaged in misconduct

33.19 Before interviewing a student accused of misconduct, the Assessors are entitled to carry out appropriate investigation into the allegation(s). This might include interviews with the person who reported the allegation(s), other students and staff, and members of the public. The Assessors may decide, after investigation, not to take the matter further.

Procedure at Level 1

33.20 The student may be required to attend a meeting with the Assessors to discuss the allegation(s) and to give the student the opportunity to respond. Alternatively, in straightforward cases, the student may be asked by letter to confirm whether or not they admit to the offence, and will be advised of the likely penalty. If they admit to the offence, they may submit a written statement and the matter may be dealt with in the student's absence. If the student prefers to attend a meeting, this will be permitted.

33.21 If the allegation(s) is considered very serious, the Senior Senate Assessor can decide with another Assessor that there is a *prima facie* ('at first sight') case that the student has engaged in serious misconduct, and can make a preliminary disposal to refer the case directly to Level 2, the Senate Student Conduct Committee, for a full hearing.

33.22 The student will be informed of the allegation(s) in writing as soon as possible. Full details of the allegation(s), any evidence collected and the arrangements for the meeting will be provided.

33.23 In exceptional cases additional to those described in §33.20, (for example, if the student is overseas or is unwell), the Assessors may agree to accept a written statement from the student instead of the student meeting with them. The Assessors shall consider any written statement in the same way as an oral statement.

33.24 The student has the right to be accompanied, assisted or represented at the meeting by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. At the interview, the Assessors will confirm whether the student or the representative will speak, although the Assessors retain the right to question the student directly if they wish. If the student decides to speak, any supporter may be invited by the Assessors to contribute.

33.25 Any unauthorised electronic recording of the meeting is expressly forbidden by the University. Unauthorised electronic recordings of previous meetings or events are not admissible as evidence at the meeting.

33.26 At the meeting, the detail of the allegations are stated and the student is given the opportunity to respond, and to admit or deny responsibility. The Assessors are assisted by a clerk who will take a record of the meeting.

Outcome at Level 1

At the conclusion of the meeting the Assessors may:

- a) dismiss the allegation of misconduct and advise that no further action should be taken;
- b) carry out further investigation as permitted in §33.19;
- c) impose a penalty or condition in accordance with §33.27(b) or (c);
- d) refer the matter to the Senate Student Conduct Committee.

33.27 If responsibility is admitted by the student, or if it is judged to be beyond reasonable doubt that a minor offence has been committed:

- a) The Assessors will ask the student or supporter to make a statement explaining the behaviour or offering information that might be relevant in deciding on a penalty.
- b) Then, the Assessors may:
 - i) issue a verbal warning;
 - ii) issue a written warning;
 - iii) require the student to cover the cost of damage to property, or costs incurred as a result of the behaviour, with no financial limit;
 - iv) impose a fine of up to £200;
 - v) require the student to carry out up to 24 hours of community service, with no more than two hours to be undertaken consecutively. The Assessors may require this to be supervised;
 - vi) overturn the result of an assessment or examination diet;
 - vii) impose an academic penalty, in the case of an academic offence. An academic penalty may include one or more of the following: a reduction in marks for an individual assessment (including an award of zero marks); a reduced course grade (up to the lowest grade, H); capping of subsequent course grades or assessment results; prohibition of any reassessment opportunity; refusing credit for a course (CR); reducing grades or refusing credit for an entire assessment diet or semester of courses;
 - viii) suspend the student from all or part of the University for up to 12 weeks, or impose conditions on the student continuing with studies;
 - ix) select any combination of the above.
- c) The Assessors may require the student to write a letter of apology to any wronged person.
- d) The Assessors will tell the relevant Board of Examiners of any academic penalty imposed. The Board of Examiners cannot review or change the penalty imposed by the Assessors.
- e) Where a fine or costs are to be paid, the timing and method of payment are decided by the Assessors and indicated to the student.
- f) If the Assessors consider that the penalties available to them are inadequate for the allegation being considered, they may refer the matter to the Senate Student Conduct Committee.
- g) The student has the right of appeal against any penalty or condition imposed by the Assessors. The procedures are set out under §33.44 - §33.60.

33.28 The Assessors will tell the student the outcome of the interview at the end of the meeting, and the outcome will be confirmed in writing within 10 working days.⁵⁶

⁵⁶ For the purposes of this Code, Monday to Friday are counted as working days except when the University is closed for a Public Holiday (as listed at <https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/public/holidays/public/>). Saturdays and Sundays are not counted as working days.

Level 2: Senate Student Conduct Committee

33.29 The Senate Student Conduct Committee ('the Committee') is appointed by the Senate. The Committee membership is:

Convener (appointed by Senate);

College representatives (members of Senate);

Student member (the President of the Students' Representative Council or their nominee).

At least five members of the Committee must be present at any hearing, including the Convener and at least three College members. All reasonable steps will be taken to include a student member on the Committee. No member of the Committee will have had direct or previous involvement with the student or work directly within the area where any alleged offence took place.

Procedure at Level 2

33.30 A case may be referred to the Committee:

- a) due to the seriousness of the allegation (following a preliminary disposal by the Assessors); or
- b) because the student denies responsibility; or
- c) where responsibility has been admitted at Level 1 but the Assessors consider the penalties or actions available to them are inadequate.

33.31 The Assessors will give the Committee a written report of the case, and a copy will be sent to the student before the hearing.

33.32 At least 10 working days before the hearing, the Clerk of the Committee will send the student notice of the hearing and details of the allegation.

33.33 The student is entitled to be accompanied, assisted or represented at the hearing by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. The student must inform the Clerk of the Committee at least five working days before the hearing of the name of any legal representative.

33.34 The Committee may accept a written statement from the student as evidence instead of the student or representative attending the Committee. The Committee considers a written statement in the same way as an oral statement.

33.35 Other persons may attend meetings of the Committee, with members' permission.

33.36 Any unauthorised electronic recording of the hearing is expressly forbidden by the University. Unauthorised electronic recordings of previous meetings or events are not admissible as evidence at the hearing.

33.37 If the student has denied responsibility at the Level 1 Assessors' interview, but later wishes to accept responsibility, this can be done in writing to the Clerk of the Committee before the hearing takes place. The case will then be referred back to the Assessors to consider under §33.27.

33.38 At the hearing:

- a) The Convener of the Committee will introduce all present;
- b) The Convener will confirm the names of any witnesses that either the student or the Assessors propose to call. The Convener will confirm who is to be the spokesperson for the student (either the student or their representative) during the hearing. Where applicable, the Convener will confirm, for the record, that a student has chosen not to be accompanied;
- c) The Assessor will present the case, and will confirm the allegation(s) against the student. The Assessor will present the findings of any investigation calling witnesses as appropriate;
- d) The student or supporter will be invited to respond to the case presented by the Assessor and may call witnesses, as appropriate. The student will be invited to state whether they admit or deny the allegation(s);
- e) The Committee may ask questions of the student, the student's representative or supporter, the Assessor and any witnesses;⁵⁷
- f) Through the Convener, the student (or their representative) may ask questions of the Assessor and witnesses;
- g) Through the Convener, the Assessor may ask questions of the student and witnesses;
- h) The Convener will invite the Assessor and the student (or supporter) to sum up;
- i) If the student admits the allegation they will be invited to give an explanation of the misconduct and advise the Committee of any information that might be relevant in deciding on a penalty;

⁵⁷ The Convener will ensure that any questioning by any party is appropriate and will not permit any questioning which is deemed to be vexatious, harassing, or irrelevant to the case.

- j) Everyone except the Committee and its Clerk will leave the room while the Committee considers its decision, and will return to hear the decision;
- k) The Committee will decide whether the case is established (whether the student has committed the alleged misconduct). This decision will be made on the balance of probabilities;
- l) If the case is established, the Committee will agree on any penalty or condition to impose. Where a student has denied responsibility, the student (and supporter) will be invited back into the room and will be advised that the case has been established and invited to give an explanation of the misconduct and to present any information that might be relevant in deciding on a penalty. The Committee will then decide on any appropriate penalty or condition;
- m) The Committee will reach its decision by majority vote, the Convener having the casting vote in the event of an equal division of votes;
- n) The Committee may at any time seek additional evidence or information from other parties;
- o) The Committee may adjourn the hearing and delay making a decision where it is decided that further investigation into the allegation(s) is needed.

Outcome at Level 2

33.39 If the case is established, the Committee can impose any penalty or condition it considers appropriate, including suspension or expulsion. In making its decision, the Committee decides whether to recommend to the Clerk of Senate that any of its penalties or conditions should be put on hold if the student appeals against the Committee's decision (see §33.66 of this Code).

33.40 The student has the right of appeal against any penalty or condition imposed by the Committee. The procedures are set out under §33.61 - §33.77.

33.41 The decision of the Committee is normally given verbally to the student at the end of the hearing. The student will also receive the decision in writing within 10 working days.

Failure to Comply with the Code of Student Conduct

33.42 Where a student has failed to comply, without good reason, with the Code (such as by failing to attend a meeting with the Assessors or the Committee, or by failing to comply with a penalty or condition imposed), the Clerk of Senate, or nominee, may refuse to allow the student to re-register or graduate until the matter is resolved.

Appeals Procedures

The appeals procedures for Level 1 and 2 conduct decisions are set out below along with the appeal process for penalties imposed under other regulations.

33.43 The University reserves the right to suspend procedures for appeal within this Code if the student behaves inappropriately during the Conduct process. In such cases the Clerk of Senate or nominee will suspend procedures and advise the student of this. Further misconduct may be considered an additional breach of the Code and may lead to further conduct proceedings.

Appeal Against Decisions of the Senate Assessors for Student Conduct (Level 1)

33.44 A student may appeal to the Senate Student Conduct Committee against a penalty or condition imposed by the Assessors. The Committee will be convened by the Clerk of Senate. The rest of the membership of the Committee, and the quorum, is as specified in §33.29.

33.45 The student must appeal in writing to the Director of the Senate Office within 10 working days of the date of the letter advising of the Assessors' decision.

33.46 The Committee shall consider an appeal only on the following grounds:

- a) new evidence has emerged that could not reasonably have been produced at the Assessor stage;
- b) there has been defective procedure at the Assessor stage;
- c) the penalty or condition imposed by the Assessors, or the disposal of an appeal at the Assessor stage, was clearly unreasonable.

33.47 The letter of appeal must provide details of the penalty or condition imposed by the Senate Assessors and clearly specify any new evidence, describe how the procedure was defective or explain why the outcome was unreasonable and the Assessors have been mistaken in their decision. If new evidence is submitted, it must be explained why this could not have reasonably been produced at the first stage. The letter should also specify the outcome the student seeks.

33.48 Additional grounds for the appeal (within those permitted in §33.46) may be allowed with the prior permission of the Convener. If additional grounds are introduced at a hearing, it may lead to the hearing being adjourned.

33.49 An appeal against the Assessors' decision normally means that the penalty or condition imposed is not imposed while the appeal is being considered. However, the Clerk of Senate has the right to maintain the penalty or condition, if the Assessors recommend this. In such cases the Clerk of Senate will inform the student of this decision and the reasons for it. This provision does not apply to a suspension under §33.13 of this Code.

33.50 The Senate Assessor receives a copy of the letter of appeal and provides the Committee with a written statement of the circumstances of the case.

Preliminary Disposal (Level 1 Appeal)

33.51 The Convener of the Committee may make a preliminary disposal in consultation with two members of the Senate Student Conduct Committee, and may:

- i) dismiss the appeal because it does not meet any of the grounds specified in §33.46(a)-(c), or because the appeal is frivolous or vexatious, or because the appeal is out of time;
- ii) dismiss the appeal because it does not demonstrate that there was defective or unfair procedure in the Assessors' disposal of the appeal, that they did not take relevant medical evidence or adverse personal circumstances into account, or that their decision was clearly unreasonable;
- iii) dismiss the appeal because the new evidence submitted by the student could reasonably have been presented to the Assessors;
- iv) refer the appeal to the Committee for a full hearing. Referral to a hearing does not suggest that a *prima facie* ('at first sight') case has been established.
- v) uphold the appeal and set aside or change the decision and/or penalty imposed by the Assessors.

33.52 The Convener may also seek further information as appropriate.

33.53 The student will receive a letter providing the outcome of the preliminary disposal and the reasons for the decision. All papers considered by the Committee will be included.

33.54 An appeal which has been dismissed under preliminary disposal may be reinstated if the Committee has overlooked an aspect of the original appeal. The student (or their representative) is required to submit an application for the appeal to be reinstated by explaining what aspects of the appeal were overlooked. The submission must be made in writing within 10 working days of the date of the letter giving the outcome of preliminary disposal.

Procedure for a full Hearing (Level 1 Appeal)

33.55 The papers will be sent to the student at least 10 working days before the hearing to allow reasonable time for the student to prepare for the hearing.

33.56 The student is entitled to be accompanied, assisted or represented at the hearing by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. The student must inform the Clerk of the Committee at least five working days before the hearing of the name of any legal representative.

33.57 If the student does not attend on the scheduled date, and has not advised of medical or other grounds that prevent attendance, the Conduct Committee may deal with the matter in the student's absence, if they are satisfied that the student has received adequate notice of the meeting. The Conduct Committee may make its judgement in the student's absence.

33.58 At the hearing:

- a) the Convener will introduce all present;
- b) the Convener will confirm the names of any witnesses which either the student or the Assessors propose to call. The Convener will confirm who is to be the spokesperson for the student (either the student or their representative) during the hearing. Where applicable, the Convener will confirm, for the record, that a student has chosen not to be accompanied;
- c) the Convener invites the student or supporter to make a statement;
- d) the Committee may question the student, or where appropriate their representative, the Assessor and any witnesses;
- e) the Convener invites the Assessor to comment;
- f) everyone except the Committee and its Clerk will leave the room while the Committee considers its decision;
- g) The Committee will reach its decision by majority vote, the Convener having the casting vote in the event of an equal division of votes;
- h) all parties will return to the room to hear the decision, which will also be provided to the student in writing within 10 working days of the meeting.

Outcome (Level 1 Appeal)

33.59 The appeal will be decided on the balance of probabilities and in this process the Committee may:

- a) take into account any previous breaches of this Code by the student;
- b) set aside, change, or uphold the penalty imposed by the Assessors.

33.60 The decision of the Conduct Committee is final and there is no further opportunity for appeal against that decision within the University.

Appeal Against Decisions of the Senate Student Conduct Committee (Level 2)

33.61 A student may appeal to the Conduct Appeal Committee against a decision of the Senate Student Conduct Committee, except in cases under §33.44 - §33.60 of this Code where the decision relates to a Level 1 appeal against a penalty or decision of the Assessors.

33.62 The Clerk of Senate convenes the Conduct Appeal Committee, which comprises members of the Senate Student Conduct Committee (see §33.29). The quorum is five, and no member who has had any previous involvement with the case will be included. If the Clerk of Senate has had prior involvement with the case, an alternative convener of equivalent seniority (i.e. a Vice Principal) will be appointed. The Conduct Appeal Committee has full powers to decide the appeal and will report its decision to Senate. Decisions of the Conduct Appeal Committee are by a majority, with the Convener having the casting vote, if necessary.

33.63 The student must appeal in writing to the Director of the Senate Office within 10 working days of the date of the letter advising of the Committee's decision.

The Conduct Appeal Committee shall consider an appeal only on the following grounds:

- i) new evidence has emerged which could not reasonably have been presented to the Conduct Committee;
- ii) there has been defective procedure by the Conduct Committee;
- iii) the penalty or condition(s) imposed by the Conduct Committee was clearly unreasonable.

33.64 The letter of appeal must provide details of the penalty or condition imposed, and clearly specify any new evidence, describe how the procedure was defective or explain why the penalty was clearly unreasonable. If new evidence is submitted, it must be explained why this could not have reasonably been produced at the Conduct Committee stage. The letter should also specify the outcome the student seeks.

33.65 Additional grounds for the appeal (within those permitted in §33.63) may be allowed with the prior permission of the Convener. If additional grounds are introduced at a hearing, it may lead to the hearing being adjourned.

33.66 An appeal against the Conduct Committee's decision normally means that the penalty or condition is not imposed while the appeal is being considered. However, the Clerk of Senate has the right to maintain the penalty or condition, if the Conduct Committee recommends this. In such cases the Clerk of Senate will inform the student of this decision and the reasons for it. This provision does not apply to a suspension under §33.13 of this Code.

33.67 The Convener of the Conduct Committee receives a copy of the letter of appeal and provides the Conduct Appeal Committee with a written statement of the circumstances of the case.

Preliminary Disposal (Level 2 Appeal)

33.68 The Convener of the Conduct Appeal Committee may make a preliminary disposal in consultation with two members of the Conduct Appeal Committee, and may:

- i) dismiss the appeal because it does not meet any of the grounds specified in §33.63;
- ii) dismiss the appeal because the appeal is frivolous or vexatious or because the appeal is out of time;
- iii) dismiss the appeal because it does not demonstrate that there was defective or unfair procedure by the Conduct Committee, that it did not take relevant medical evidence or adverse personal circumstances into account or that its decision was clearly unreasonable;
- iv) dismiss the appeal because the new evidence submitted by the student could reasonably have been presented to the Conduct Committee;
- v) refer the appeal to the Conduct Appeal Committee for a full hearing. Referral to a hearing does not suggest that a *prima facie* ('at first sight') case has been established;
- vi) uphold the appeal and set aside or change the decision and/or penalty imposed by the Conduct Committee.

33.69 The Convener may seek further information as appropriate.

33.70 The student will receive a letter providing the outcome of the preliminary disposal and the reasons for the decision. All papers considered by the Conduct Appeal Committee will be included.

33.71 An appeal which has been dismissed under preliminary disposal may be reinstated if the Conduct Appeal Committee has overlooked an aspect of the original appeal. The student or their representative is required to submit an application for the appeal to be reinstated by explaining what aspects of the appeal were overlooked. The submission must be made in writing within 10 working days of the date of the letter giving the outcome of preliminary disposal.

Procedure for a full Hearing (Level 2 Appeal)

33.72 The papers will be sent to the student at least 10 working days before the hearing to allow reasonable time for the student to prepare for the hearing.

33.73 The student is entitled to be accompanied, assisted or represented at the hearing by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from the Students' Representative Council Advice Centre; a member of University staff, or any other person. The student must inform the Clerk of the Committee at least five working days before the hearing of the name of any legal representative.

33.74 If the student does not attend on the scheduled date, and has not advised of medical or other grounds that prevent attendance, the Conduct Appeal Committee may deal with the matter in the student's absence, if they are satisfied that the student has received adequate notice of the meeting. The Conduct Appeal Committee may make its judgement in the student's absence.

33.75 At the hearing:

- a) the Convener will introduce all present;
- b) the Convener will confirm the names of any witnesses which either the student or the Convener of the Conduct Committee propose to call. The Convener will confirm who is to be the spokesperson for the student (either the student or their representative) during the hearing. Where applicable, the Convener will confirm, for the record, that a student has chosen not to be accompanied;
- c) the Convener will invite the student or supporter to make a statement;
- d) the Committee may question the student, the Convener of the Conduct Committee, and any witnesses;
- e) the Convener will invite the Convener of the Conduct Committee to comment;
- f) everyone except the Committee and its Clerk will leave the room while the Committee considers its decision;
- g) all parties will return to the room to hear the decision, which is also provided to the student in writing within 10 working days of the meeting.

Outcome (Level 2 Appeal)

33.76 The appeal will be decided on the balance of probabilities and in this process the Committee Appeal Committee may:

- a) take into account any previous breaches of this Code by the student;
- b) set aside, change, or uphold the penalty imposed by the Conduct Committee.

33.77 The decision of the Conduct Appeal Committee is final and there is no further opportunity for appeal against that decision within the University.

Appeal Procedure for Penalties Imposed for Misconduct under the Plagiarism Statement or other Regulations set out in §33.7

33.78 A student may appeal to the Assessors against a penalty or condition imposed by a Head of School under the Plagiarism Statement, or by another university officer as set out in §33.7.

33.79 The student must appeal in writing to the Director of the Senate Office within 10 working days of the date of the letter advising of the penalty being appealed against.

33.80 The Assessors will consider an appeal only on the following grounds:

- a) new evidence has emerged which could not reasonably have been produced at the first stage;
- b) there has been defective procedure at the first stage;
- c) the penalty imposed was clearly unreasonable.

The letter of appeal must provide details of the penalty or condition that is being appealed, and clearly specify any new evidence, describe how the procedure was defective or explain why the penalty was clearly unreasonable. If new evidence is submitted, it must be explained why this could not have reasonably been produced at the first stage. The letter should also specify the outcome the student seeks.

33.81 After receiving the appeal, the Senior Senate Assessor will consult with one other Assessor, and they may decide to:

- a) dismiss the appeal because it does not meet any of the grounds specified in §33.80(a)-(c), or because the appeal is frivolous or vexatious, or because the appeal is out of time;
- b) refer the appeal for consideration, if the appeal meets at least one of the grounds specified in §33.80(a)-(c).

33.82 Where grounds for appeal are met, the student has the right to meet with the Assessors, and can be accompanied, assisted or represented at the interview by one of the following: a parent or guardian; a fellow student or other friend; an Adviser from Students' Representative Council Advice Centre; a member of University staff, or any other person.

33.83 The Head of School or other officer responsible for the penalty being appealed against attends the hearing.

33.84 The procedure will be:

- a) at least two Assessors will be present at the meeting;
- b) the Assessors will ask the student or supporter to make a statement;
- c) the Assessors may ask questions to the student directly;

- d) the Assessors will invite the Head of School or other officer to give a response to the appeal;
- e) everyone except the Assessors and the Clerk will leave the room while the Assessors make their decision;
- f) all parties will return to the room to hear the decision, which is also provided to the student in writing within 10 working days of the meeting;
- g) in deciding on the appeal, the Assessors may:
 - i) take into account any previous breaches of this Code by the student;
 - ii) set aside, change, or uphold the penalty imposed by the Head of School or other officer.

33.85 The decision of the Assessors is final and there is no further opportunity for appeal against that decision within the University.

Independent External Review

33.86 In accordance with the Further and Higher Education (Scotland) Act the Scottish Public Services Ombudsman (SPSO) has responsibility for investigating student complaints. This can include complaints about student conduct procedures. The SPSO provides a route for any student who has exhausted the conduct appeals procedures to refer their case for independent review.

The SPSO's contact details are:

Post: Freepost SPSO

Freephone: 0800 377 7330

Online contact: www.spso.org.uk/contact-us

Website: <https://www.spso.org.uk/>

Mobile site: <http://m.spso.org.uk>

Records and Reports

Student Conduct Records

33.87 The Senate Office keeps records of student conduct meetings and hearings. These records are kept for at least six academic sessions after the incident under investigation, and for the remaining duration of the student's registration with the University, if this is longer.

33.88 Details of penalties imposed by the Assessors or the Committee are held confidentially in the Senate Office. Details of conduct outcomes, including penalties will be circulated to relevant University officers on a need to know basis. Subject to compliance with its obligations under applicable data protection legislation, the University may share information with respect to conduct outcomes, penalties, and the events giving rise to the relevant conduct procedure, to the police or other relevant third parties (by way of example only, applicable regulators and professional bodies) where it is deemed necessary by the University for reasons of public interest or safety or where it is obliged by law to do so. Details of conduct breaches or penalties will not be published on the student's degree transcript (Higher Education Achievement Report).

Reports to Senate

33.89 An Annual Report, stating the number and types of misconduct committed, and the outcomes, will be submitted to the Senate at its first meeting of each session. Senate will also receive an annual report on the cases of misconduct and appeals heard by the Conduct Committee which will be anonymised.

CODE OF PRACTICE ON UNACCEPTABLE BEHAVIOUR

Regulation 37

37.1 Introduction

This Code sets out the University's approach to dealing with behaviour it deems unacceptable. All students and staff, their representatives, and members of the public with whom the University communicates, are covered by this Code, including those engaged with one or more of the University's other codes and procedures (e.g. Student Conduct, Complaints, Appeals or Fitness to Practise). Incidents of unacceptable behaviour are relatively infrequent, but where staff, students, or the work of the University are adversely affected, appropriate and relevant action will be taken.

37.2 Aims of the Code of Practice

37.2.1 To ensure the fair, honest and consistent treatment of all individuals with whom the University interacts, through any means of contact and communication.

37.2.2 To make the University community and members of the public aware of what constitutes unacceptable behaviour and the action that will be taken to manage this.

37.2.3 To ensure that University students and staff do not suffer as a result of the unacceptable behaviour of others and are not placed at risk.

37.3 Definition of Unacceptable Behaviour

35.3.1 It is understood that, in upsetting or distressing circumstances, and in certain forms or stages of ill health, people may act out of character and may become persistent, angry or upset. However, where it leads to aggressive behaviour or unreasonable demands, it is considered unacceptable. Similarly, behaviour which disrupts normal University activities, intentionally or not, is considered unacceptable. Members of the University community are entitled to be treated with respect and courtesy.

The University also has procedures for students and staff who consider that they are being harassed (see §37.7).

37.3.2 Aggressive/Abusive Behaviour

Any behaviour or language (spoken or written) which causes staff or students to feel unduly concerned, afraid, threatened or abused is not acceptable. Aggressive/abusive behaviour might include any of the following:

- demeaning, abusive, indecent or offensive language or comments (including those in writing);
- threatening behaviour or language, or actual threats;
- written, verbal or physical harassment;
- comments that discriminate on the basis of sex, sexual orientation, race and ethnicity, age, disability, religion and belief or other irrelevant distinction;
- unsubstantiated allegations;
- use of aggressive or inappropriate gestures.

37.3.3 Unreasonable Demands and Undue Persistence

The University will always aim to provide assistance where required, and will not refuse reasonable requests. However, where unreasonable demands are made, this will be considered to be unacceptable behaviour. Examples of unreasonable demands could include:

- demanding responses within inappropriate timescales;
- expecting staff to discuss complaints or grievances in a public context (such as lectures or seminars);
- persistent emails or mass circulation of emails;
- making lengthy or repeated phone calls and expecting attention from staff outside normal office hours;
- approaches to other members of staff, other people or agencies when due process has already commenced or has been completed.

Where demands impact on the work of the University, by taking up excessive amounts of time and therefore disadvantaging other areas of work, the University will consider this to be unacceptable.

Similarly, undue persistence will be viewed as unacceptable. The nature of the request may be reasonable, but the persistent behaviour in pursuing it may not be. This might include refusal to accept that the University can no longer assist, or the pursuit of a closed complaint, appeal or other matter with no new evidence. Again, this takes up excessive amounts of University time and resources.

37.3.4 Disruptive Behaviour

Behaviour which disrupts or interferes with any academic, administrative, sporting, social or other University activity is not acceptable. This may include:

- persistently interrupting others;
- behaviour which distracts others from the main activity, or disrupts the good order of the event;
- engaging in antisocial behaviour;
- aggressive or abusive behaviour (see above);

37.4 Management of Unacceptable Behaviour

37.4.1 The manner in which the University deals with unacceptable behaviour will depend on the nature and extent of the behaviour. This may range from asking the person to modify their behaviour or restricting contact with them, to invoking its disciplinary and conduct procedures or, in the most serious cases, the involvement of the police.

37.4.2 Where violent behaviour is actual or threatened, the incident will normally be reported to the police. All personal contact with the person who acted in, or threatened, violence will be ended and further communication will take place only through a specific third party, or be restricted to written communication. The individual may also be suspended from the University, or prohibited from entering the University campus. The matter will also be dealt with under the Code of Student Conduct if the person is a registered student of the University, or under the University's staff disciplinary procedures if the person is an employee.

37.4.3 Where abusive language is used, either spoken or written, the person concerned will be asked to modify their language. The University will not respond to ongoing abusive correspondence and, it may also exercise its right to end personal communication with the individual concerned and require any future communication to take place through a third party. The matter is likely to be referred under the Code of Student Conduct if the person is a registered student of the University or to the University's staff disciplinary procedures if the person is an employee.

37.4.4 Persistent sending of email messages may result in suspension of the sender's University email account and blocking of incoming emails from external accounts. Disciplinary processes will be invoked for staff or students under the IT Code and the relevant disciplinary and conduct procedures.

37.4.5 The University has the right to end telephone calls where the caller is abusive, aggressive, threatening or uses offensive language. The caller will be asked to stop; it will be explained that this behaviour is not acceptable, and the call will be ended if the caller does not stop. The matter may be referred under the Code of Student Conduct if the person is a registered student of the University, or to the University's staff disciplinary procedures if the person is an employee.

37.4.6 Where unsubstantiated allegations against staff are made to, or in the presence of, a third party (for instance, in an email sent to a group of people, or at a meeting), the University may exercise its right to invoke disciplinary procedures against a student or member of staff and/or to initiate legal proceedings against any person.

37.4.7 Where unreasonable demands are made and/or undue persistence is used, the University may decide to restrict contact to certain days/times and with a nominated person, or to restrict communication to that made through a third party. This may happen where contact or demands are so excessive that they adversely affect the opportunity to carry out normal duties and provide a service to others.

37.4.8 Restrictions may subsequently be relaxed and normal relations re-instated if an agreement is reached with all parties and any conditions imposed continue to be met.

37.4.9 Where a complaint has been submitted under the University Complaints Procedure or a student has submitted a formal appeal against an academic decision, the University reserves the right to suspend the case until after any disciplinary or police procedure has been completed.

37.4.10 The University will always advise the person in writing of the action it intends to take, and the reason for it.

37.5 Appealing Against a Decision to Restrict or End Contact

Anyone with whom we restrict or end contact under this Code has the right to appeal against this decision. In the case of a student, the appeal should be made, in writing, to the Clerk of Senate; and for staff, through the Staff Grievance Procedure.

37.6 Recording Unacceptable Behaviour

Incidents of unacceptable behaviour may be recorded and kept on file for a minimum of six academic sessions, thereafter it shall be retained for the remaining duration of an individual's registration as a student or term of employment with the University. Any restrictions on contact made in accordance with §37.4.7 will also be noted.

37.7 Other Relevant Information

[Dignity at Work & Study Policy](#)

Fitness to Practise Procedure (Students) (Regulation 36)

Code of Student Conduct (Students) (Regulation 33)

[SRC Advice Centre](#)

Complaints Procedure (Regulation 29)

[Equality & Diversity Policy](#)

[Disciplinary Procedures](#) (Staff)

[Staff Guidelines for Handling Student Mental Health Difficulties](#)

CODE OF POLICY AND PROCEDURES FOR INVESTIGATING ALLEGATIONS OF MISCONDUCT IN RESEARCH

Regulation 38

The University Court has approved a [Code and Procedure](#) for dealing with allegations of misconduct in research.

NO SMOKING POLICY STATEMENT

Regulation 42

42.1 Position Statement

42.1.1 Smoking is not permitted in any University building or vehicle. The University's definition of smoking extends beyond traditional cigarettes to also cover e-cigarettes, which are also not permitted to be smoked in any University

building or vehicle. For the avoidance of doubt, e-cigarettes include personal vaporizers and electronic nicotine delivery systems.

42.1.2 Anyone wishing to smoke is asked to minimise the risk of passive smoking by smoking away from doorways, open windows, air intakes and high pedestrian traffic areas/thoroughfares.

42.2 Scope

42.2.1 This policy applies to all staff, students, visitors and contractors and will be applied fairly and uniformly throughout all University locations.

42.2.2 The University's No Smoking Policy is available in full at:
<https://www.gla.ac.uk/myglasgow/humanresources/all/health/smoking/>

STATEMENT ON ALCOHOL, DRUGS AND SUBSTANCE MISUSE

Regulation 41

41.1 Alcohol, drug or substance misuse is defined as the intermittent or continual use of alcohol or any drug or other substance which causes detriment to an individual's health, social functioning or work performance and which affects their efficiency, productivity, safety, attendance, punctuality or conduct. While the University recognises that such misuse is rare, it will not condone nor will it otherwise approve of excessive and inappropriate use of alcohol or the misuse of drugs either illicit or prescribed.

41.2 The University has a responsibility to ensure a safe and healthy working environment for all of its staff and students. This objective is put at risk by staff or students who misuse alcohol or other drugs. Students should be aware of the University's Code of Student Conduct and the University's Code of Behaviour for Students in Residences which may be applied to students as a result of alcohol, drug or substance misuse.

41.3 The University wishes to promote the health and well-being of its staff and students and to minimise problems arising from misuse of alcohol and drugs by encouraging safe and sensible drinking habits and a drug free lifestyle. The University will offer guidance and support and actively encourage members or employees known to have alcohol or drug related problems to seek appropriate help. However, the University will report to the Police all incidents involving the supply or taking of illegal drugs on its premises, as required by the *Misuse of Drugs Act, 1971*.

List of Agencies for Advice or Guidance

Own General Practitioner
Glasgow Council on Alcohol Tel: 0141 353 1800
National Drugs Helpline Tel: 0300 123 6600

COMPLAINTS PROCEDURE

Regulation 29

29.1 Introduction

29.1.1 The University has a duty to maintain and enhance the quality of its provision and to provide an effective system for handling complaints. Complainants should have a full opportunity to raise individually or collectively, matters of proper concern to them without fear of disadvantage and in the knowledge that privacy and confidentiality will be respected.

29.1.2 This procedure operates in accordance with the University's Equality & Diversity Policy which requires that complainants will be treated fairly and consistently without discrimination.

29.1.3 Students should be aware that the Complaints Procedure is not the only means of raising concerns with the University. For instance, concerns about the quality or organisation of programmes of study might most effectively be referred in the first instance to the appropriate Staff/Student Committee through the Class/Year Representative or the Students' Representative Council (SRC) representative for the relevant area. Students can also discuss matters informally with the Head of School, Head of the Administrative Department or Support Service, an Adviser of Studies, Supervisor, Course Co-ordinator, College Administrator or other member of staff without invoking the Complaints Procedure.

29.2 Definition of a complaint

29.2.1 For the purpose of this procedure, a complaint may be defined as:

'An expression of dissatisfaction by one or more individuals about the standard of service, action or lack of action by or on behalf of the University.'

29.2.2 A complaint may relate to:

- the quality and standard of service;
- failure to provide a service;
- the quality of facilities or learning resources;

- treatment by or attitude of a staff member, student or contractor;
- inappropriate behaviour by a staff member, student or contractor;
- the failure of the University to follow an appropriate administrative process;
- dissatisfaction with University policy, although it is recognised that policy is set at the discretion of the University.

29.2.3 The definition of a complaint is very broad and the list above is not exhaustive. However, not every concern raised with the University is a complaint. For example, the following **are not complaints**:

- a routine, first-time request for a service;
- a request under the Data Protection legislation;
- a request for information or an explanation of policy or practice;
- a response to an invitation to provide feedback through a formal mechanism such as a questionnaire⁵⁸ or committee membership⁵⁹ will generally not be treated as a complaint;
- an insurance claim;
- an issue which is being, or has been, considered by a court or tribunal;
- an attempt to have a complaint reconsidered where the University's Complaints Procedure has been completed and a decision has been issued;
- a grievance by a member of staff which is eligible for handling through the Grievance Procedure;
- a challenge to an academic judgement or an appeal against a decision concerning progress, assessment or award. (However, if the complaint concerns the quality of supervision or teaching which the complainant considers contributed to a failure to achieve a required academic standard, the matter should be considered under the Complaints Procedure.)

29.2.4 These issues will be dealt with under the alternative appropriate processes rather than under the Complaints Procedure. It should be noted, however, that some situations can involve a combination of issues, some are complaints and others are not, and each should be assessed on a case by case basis.

29.3 Who can make a complaint?

29.3.1 The Complaints Procedure covers complaints from anyone who receives, requests or is affected by the University's services. This includes, although is not limited to:

- a student's experience during their time at the University (all referred to as 'students' through the remainder of this document);
- members of the public, where they have a complaint about matters which are (or which were at the time the issue arose) the responsibility of the University;
- members of the public who are applying for admission to the University and whose complaint does not relate to academic judgement;
- members of staff, where they are users of services provided by the University.

29.3.2 The basic processes for investigating complaints are the same for students, members of staff, members of the public and applicants to the University.

29.3.3 Sometimes individuals may be unable or reluctant to make a complaint on their own. The University will accept complaints brought by third parties, as long as the individual affected is under the age of 18 or has given their personal consent under the requirements of the Data Protection legislation. The giving of personal consent usually means that the individual affected must give clear written authority for the third party to act on their behalf. Complaints made by a third party will be dealt with according to the same timescales.

Joint Complaints

29.3.4 In the case of a complaint raised jointly, a lead person shall be identified who will represent those raising the complaint.

Anonymous Complaints

29.3.5 Complaints submitted anonymously will be considered if there is enough information in the complaint to enable the University to make further enquiries. If, however, an anonymous complaint does not provide enough information to enable the University to take further action, the University may decide not to pursue it further. However, the University may give consideration to the issues raised, and will record the complaint so that corrective action can be taken if appropriate.

29.3.6 Any decision not to pursue an anonymous complaint will be authorised by the Deputy Secretary. If an anonymous complaint contains serious allegations, it should be referred to the Deputy Secretary immediately.

⁵⁸ For example, annual monitoring, or a formal consultation.

⁵⁹ For example, Staff-Student Liaison Committee, or student representation on a School Learning & Teaching Committee.

29.4 Complaints involving more than one department

29.4.1 If a complaint relates to the actions of two or more service departments / Schools / Colleges,

- a) in the case of a Stage One complaint: the staff member receiving the complaint must confer with the other area(s) to decide who will take the lead on the complaint.
- b) in the case of a Stage Two complaint: the Deputy Secretary will determine who will act as the Complaint Investigator.

The complainant will be told to whom the complaint is being passed and given their contact details. Coordination may still be required between different areas of the University to ensure that the complaint is fully addressed in a single response. The nature of the complaint may also require parallel procedures to be initiated (such as an academic appeal or disciplinary procedures).

29.5 Complaints involving other organisations or contractors who provide a service on behalf of the University

29.5.1 If an individual complains to the University about the service of another organisation, but the University has no involvement in the issue, the individual should be advised to contact the appropriate organisation directly.

29.5.2 Where a complaint relates to a University service and the service of another organisation the University will investigate its own involvement in the matter in accordance with the Complaints Procedure. When entering into a formal agreement relating to the provision of services (such as with partner institutions and contractors) the University will, where reasonable, include the requirement that the other organisation will investigate complaints – or co-operate with University complaints investigations – in accordance with the principles of this procedure. Where there is no formal agreement between the University and the other organisation, the University will make the other organisation aware of the terms of the Complaints Procedure and request the other organisation's cooperation in addressing complaints in accordance with the principles of the Complaints Procedure.

29.5.3 If enquiries to an outside organisation in relation to the complaint are required, care will be taken to comply with Data Protection legislation and the guidance on handling personal information. Such complaints may include, for example:

- A complaint made in relation to provision of third-party services, for example IT systems.
- A complaint made about a service that is contracted out, such as catering services.
- A complaint made to the University about a student loan where the dissatisfaction relates to both the service the University has provided and the service the Student Awards Agency for Scotland has provided.

29.6 Time limit for making complaints

29.6.1 Complaints should be raised with the University as soon as problems arise to enable prompt investigation and swift resolution. The time limit for raising a complaint with the University is six months, starting from when the complainant first became aware of the problem, unless there are special circumstances for requesting consideration of a complaint beyond this time.

29.6.2 Beyond the six-month time limit, the University will exercise discretion in the way that the time limit is applied. This will take account of the time limit within which a member of the public can normally ask the SPSO to consider complaints, which is 12 months from when the person first became aware of the issue about which they are complaining. An extension to the six-month time limit shall be granted only where the Deputy Secretary accepts as reasonable, the explanation for the delay in presenting the complaint.

29.7 The Complaints Procedure

29.7.1 The Complaints Procedure is intended to provide a quick, simple and streamlined process with a strong focus on early resolution by empowered and well-trained staff.

29.7.2 The procedure involves up to two stages:

- a) **Frontline resolution** seeks to resolve straightforward complaints swiftly and effectively at the point at which the complaint is made, or as close to that point as possible.⁶⁰
- b) **Investigation** is appropriate where a complainant is dissatisfied with the outcome of frontline resolution, or where frontline resolution is not possible or appropriate due to the complexity or seriousness of the case.

29.8 Stage One: frontline resolution (to be completed within five working days⁶¹)

29.8.1 Anyone who has a complaint is encouraged to raise it initially at the point of, or as close to the point of, becoming aware of it as possible and to raise it with the department in which the issue arose. Complaints at this stage may be

⁶⁰ For clarity, the term 'frontline resolution' refers to the first stage of the complaints process. It is not intended to reflect any job description within the University; rather it refers to the process which seeks to resolve complaints as soon as possible.

⁶¹ For the purposes of this Procedure, Monday to Friday are counted as working days except where the University is closed for a public or other Holiday (as listed at <https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/public/holidays/public/>). Saturdays and Sundays are not counted as working days.

made face-to-face, by phone, in writing or by email. However, when the complainant is in possession of documentation that is relevant to the complaint a copy should be provided at the point that the complaint is made.

29.8.2 The purpose of frontline resolution is to attempt to resolve as quickly as possible complaints which are straightforward and require little or no investigation. Complaints at this stage of the process may be addressed by any relevant member of the University's staff and may be handled by way of a face-to-face discussion with the complainant, or by asking an appropriate member of staff to deal with the complaint.

29.8.3 Members of staff to whom complaints are made will consider some key questions:

- Is this a complaint or should the individual be referred to another procedure?
- What specifically is the complaint (or complaints) about and which area(s) of the University is/are involved?
- What outcome is the complainant hoping for and can it be achieved?
- Is this complaint straightforward and likely to be resolved with little or no investigation?
- Can the complaint be resolved on the spot by providing an apology / explanation / alternative solution?
- Can another member of staff assist in seeking a frontline resolution?
- What assistance can be provided to the complainant in taking this forward?

29.8.4 If responsibility for the issue being complained about lies in the staff member's area of work, every attempt will be made to resolve the problem at source. If responsibility lies elsewhere, the staff member receiving the complaint will liaise with the relevant area rather than simply passing the complainant on to another office.

29.8.5 Where the complaint relates to the conduct of a particular member of staff, the member of staff will be given the opportunity to provide to the complaint handler a response to the complaint.

29.8.6 Resolution may be achieved by providing an on-the-spot explanation of why the issue occurred and/or an apology and, where possible, information about what will be done to stop any identified service failure happening again in the future.

Extension to the five day timeline

29.8.7 Frontline resolution should normally be completed within five working days, though a resolution may be achieved more quickly. In exceptional circumstances a short extension of time may be necessary to increase the possibility of resolving the complaint at the frontline resolution stage (for example, by obtaining information from other areas where no single area of the University is responsible for the issue(s) being complained about). Requests for an extension will be agreed if the Complaints Resolution Office accepts as reasonable the grounds presented by the complaint handler. The complainant will be told of the reasons for extending the deadline and advised of the new timescale for resolution. The maximum extension which can be granted is five working days (i.e. not more than 10 working days in total from the date of receipt of the complaint).

Closing the complaint at the frontline resolution stage

29.8.8 The outcome will be communicated to the complainant. This may be face-to-face, by phone, in writing or by email. There is no requirement to send out further written communication to the complainant, although where the outcome has been communicated in person, it would normally be expected that the outcome would be confirmed in writing. The response to the complainant must address all the topics for which the University is responsible, and explain the reasons for the decision.

29.8.9 Once a decision has been issued, the record of the complaint will be forwarded to the Complaints Resolution Office, including details of the decision reached.⁶² The complaint should then be closed.

29.8.10 Where a complaint is upheld, the University should defray reasonable and proportionate incidental expenses necessarily incurred by the complainant in the process of pursuing the complaint.

29.9 Stage Two: investigation (straightforward cases to be completed within 20 working days)

29.9.1 These complaints may already have been considered at the frontline resolution stage, or they may be complaints identified upon receipt as appropriate for immediate investigation.

29.9.2 A complaint will be addressed under the investigation stage when:

- frontline resolution was attempted, but the complainant remains dissatisfied. This may be after the case has been closed following the frontline resolution stage. In such a case the complainant must make the complaint, explaining in what respect(s) they remain dissatisfied;
- the complainant refuses to recognise or engage with the frontline resolution process and is insistent that the issue be addressed by a more senior member of staff, except where the Deputy Secretary determines that this view is unreasonable and that frontline resolution must be attempted in the first instance;

⁶² The complaint handler should complete and submit the form at www.gla.ac.uk/staff/logstage1complaint.

- the issues raised are complex and will require detailed investigation. In such cases the complainant may choose to submit the complaint to Stage 2, stating the reasons for not having initially pursued the complaint under Stage 1. Alternatively, a member of staff receiving a Stage 1 complaint may consider that the matter should be immediately referred to the Complaints Resolution Office for consideration as a Stage 2 investigation;
- the complaint relates to issues that have been identified by the University as high risk or high profile.

29.9.3 Special attention will be given to identifying complaints considered high risk or high profile, as these may require particular action or may raise critical issues requiring direct input from senior management. Potential high risk/high profile complaints may:

- involve a death or serious injury;
- involve serious service failure, for example major delays in service provision or repeated failures to provide a service;
- generate significant and on-going press interest;
- pose a serious operational risk to the Institution;
- present issues of a highly sensitive nature.

29.9.4 Stage 2 complaints must be raised through the Complaints Resolution Office:

By email: complaints@glasgow.ac.uk

In writing: The Complaints Resolution Office, The University of Glasgow, Glasgow, G12 8QQ.

By telephone: 0141 330 6441.

In person: The Complaints Resolution Office, Gilbert Scott Building, University of Glasgow.

29.9.5 For a complaint that will be considered at the investigation stage, the complainant will be asked to complete the complaint form to provide full details of the complaint and any relevant documentation. If they choose not to write it down and would prefer to complain in person, the complaint form can be completed with them and a letter to confirm the scope of the complaint issued to them.

29.9.6 Information and documentation material to the complaint should be provided by the complainant and by the University while taking account of the privacy, confidentiality and reasonable interests of any relevant third parties. Unauthorised electronic recordings of previous meetings or events will not be admissible as evidence for the complaint.

29.9.7 The purpose of conducting an investigation is to establish all of the facts relevant to the points made in the complaint and to provide a full, objective and proportionate response to the complainant that represents the University's definitive position.

What the University will do when it receives a complaint for investigation

29.9.8 The University will allocate the complaint to an Investigating Officer. It is important to be clear from the start of the investigation stage exactly what is being investigated, and to ensure that both the complainant and the Investigating Officer understand the scope of the investigation. In discussion with the complainant, three key questions should be considered:

1. What specifically is the complaint (or complaints)?
2. What does the complainant want to achieve by complaining?
3. Do the complainant's expectations appear to be reasonable and achievable?

29.9.9 If the complainant's expectations appear to exceed what the University can reasonably provide or are not within the University's power to provide, the complainant will be advised of this as soon as possible in order to manage expectations about possible outcomes.

29.9.10 Where the complainant does not engage with reasonable attempts by the Investigating Officer to clarify the scope of the investigation it will not be possible for the University to pursue the complaint investigation.

29.9.11 The Investigating Officer will seek a response from the department(s) to which the complaint relates. Where the complaint relates to the conduct of a particular member of staff, the member of staff will be asked to provide to the Investigating Officer a response to the complaint.

29.9.12 Details of the complaint will be recorded on the system for recording complaints. Where the complaint has been through the frontline resolution stage this will be shown in the complaints log. At the conclusion of the investigation the log will be updated to reflect the final outcome and any action taken in response to the complaint.

Timelines

29.9.12 The following deadlines will be used for cases at the investigation stage of the Complaints Procedure:

- complaints will be acknowledged in writing within three working days;⁶³
- the University will provide a full response to the complaint as soon as possible, and for straightforward cases not later than 20 working days from the time that the complaint was received for investigation.

Extension to the timeline

29.9.13 Not all investigations will be able to meet this deadline; for example some complaints are so complex that they will require careful consideration and detailed investigation beyond the 20 working days timeline. Where there are clear and justifiable reasons for extending the timescale (e.g. volume of documentation to be considered, number of responses to the complaint to be obtained), the Deputy Secretary will exercise judgement and will set time limits on any extended investigation, with the agreement of the complainant. If the complainant does not agree to an extension but it is unavoidable and reasonable, then the Deputy Secretary must consider and confirm the extension. In such circumstances, the complainant must be kept updated on the reason for the delay and given a revised timescale for bringing the investigation to a conclusion. However, the University will always strive to deliver a definitive response to the complaint within 20 working days where this is practicable.

29.9.14 Where an extension has been agreed, this will be recorded appropriately and the proportion of complaints that exceed the 20 working day-limit will be evident from reported statistics.

Mediation

29.9.15 Some complex complaints (where, for example, the complainant and/or other involved parties have become entrenched in their position) may benefit from a different approach to resolving the complaint. Using mediation can help both parties to understand what is driving the complaint, and may be more likely to result in a mutually satisfactory conclusion being reached. Whilst the University does not have a formal mediation service, parties wishing to consider alternatives to a complaint investigation should enquire about this with the investigating officer. Where other means of dispute resolution are attempted, the complaint investigation will be suspended. If the matter is not resolved through mediation revised timescales will be agreed.

Closing the complaint at the investigation stage

29.9.16 The outcome of the investigation will be communicated to the complainant and to the subject of the complaint in writing together with details of the investigation, an explanation of the grounds for the decision and copies of relevant documentation. Where a complaint is upheld, the University should defray reasonable and proportionate incidental expenses necessarily incurred by the complainant in the process of pursuing the complaint.

29.9.17 The decision, and details of how and when it was communicated to the complainant, will be recorded on the system for recording complaints. The complainant will also be advised about:

- their right to ask the SPSO to review the complaint;
- the time limit for doing so;
- how to contact the SPSO.

29.10 Independent external review (SPSO)

29.10.1 Once the investigation stage has been completed, the complainant is entitled to ask the SPSO to look at their complaint. The SPSO considers complaints from people who remain dissatisfied at the conclusion of the University's Complaints Procedure. The SPSO looks at issues such as service failure and maladministration (administrative fault) as well as the way the University has handled the complaint.

29.10.2 The SPSO requires the University to use standard wording to inform complainants of their right to ask the SPSO to review the complaint.

Information about the SPSO

29.10.3 The Scottish Public Services Ombudsman (SPSO) is the final stage for complaints about public services in Scotland. This includes complaints about Scottish universities. Complainants who remain dissatisfied with the University after its complaints process can ask the SPSO to look at the complaint. The SPSO cannot normally look at complaints:

- which have not been all the way through the university's complaints handling procedure;
- more than 12 months after the complainant became aware of the matter complained about; or
- that have been or are being considered in court.

29.11 Governance of the Complaints Handling Procedure

Roles and Responsibilities

29.11.1 All staff will be aware of:

- the Complaints Procedure;

⁶³ For the purposes of this Procedure, Monday to Friday are counted as working days except where the University is closed for a public or other Holiday (as listed at <https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/public/holidays/public/>). Saturdays and Sundays are not counted as working days.

- how to handle and record complaints at the frontline resolution stage;
- who they can refer a complaint to if they are unable to handle the matter personally;
- the need to try and resolve complaints early and as locally (within their department) as possible and;
- their clear authority to attempt to resolve any complaints they may be called upon to deal with.

29.11.2 Senior management will ensure that:

- the University's final position on a complaint investigation is signed off by the Deputy Secretary in order to provide assurance that this is the definitive response of the University and that the complainant's concerns have been taken seriously;
- it maintains overall responsibility and accountability for the management and governance of complaints handling within the University;
- it has an active role in, and understanding of, the Complaints Procedure (although not necessarily involved in the decision making process of complaints handling);
- mechanisms are in place to ensure a consistent approach to the way complaints handling information is managed, monitored, reviewed and reported at all levels in the University; and
- complaints information is used to improve services, and this is evident from regular publications.

29.11.3 **Principal:** The Principal provides leadership and direction to the University. This includes ensuring that there is an effective Complaints Procedure with a robust investigation process which demonstrates that organisational learning is in place. The Principal may delegate responsibility for the procedure, but must receive assurance of complaints performance by way of regular reporting. They should also ensure that complaints are used to identify service improvements, and that these improvements are implemented, and learning fed back to the wider organisation as appropriate.

29.11.4 **Deputy Secretary:** As a senior officer they may be responsible for signing response letters to complainants and therefore must be satisfied that the investigation is complete and that the response addresses all aspects of the complaint.

29.11.5 **Senate Assessors for Complaints:** At least two Senate Assessors for Complaints will be appointed by the Senate to assist the Principal and the Deputy Secretary in the discharge of their responsibilities in relation to the Complaints Procedure, including taking an overview of, and advising on, the Complaints Procedure and, where appropriate, acting as Investigating Officer.

29.11.6 **Complaints Investigating Officer:** The Complaints Investigating Officer is a suitably trained staff member responsible for the conduct of complaints investigations, who has no material interest in the complaint and who is involved in the investigation and the co-ordination of all aspects of the response to the complainant. This may include preparing a comprehensive written report, including details of any recommended procedural changes to service delivery. Complaints Investigators must have a clear remit to investigate effectively and reach robust decisions on more complex complaints. This also requires clear direction and support from senior management on the extent and limits of discretion and responsibilities in investigating and resolving complaints, including the ability to identify failings, take effective remedial action and apologise, where it is appropriate to do so.

29.11.7 **All staff:** A complaint may be made to any member of staff. All staff must, therefore, be aware of the Complaints Procedure and how to handle and record complaints at the frontline resolution stage. They should also be aware of who to refer a complaint to, in case they are not able to personally handle the matter. The University encourages all staff to try to resolve complaints early, as close to the point of service delivery as possible, and quickly to prevent escalation.

29.11.8 **SPSO liaison officer** (or officer with this responsibility): This staff member's role may include providing complaints information in an orderly, structured way within requested timescales, providing comments on factual accuracy on behalf of the University in response to SPSO reports, confirming recommendations have been implemented, and providing evidence to verify this.

Complaints about senior staff

29.11.9 Complaints about senior staff can be difficult to handle as there may be a conflict of interest for the staff investigating the complaint. When serious complaints are raised against senior staff it is particularly important that the investigation is conducted by an individual who is independent of the situation. The University will ensure that there are strong governance arrangements in place that set out clear procedures for handling such complaints.

29.12 Recording, reporting, publicising and learning

29.12.1 Valuable feedback is obtained through complaints. One of the objectives of the Complaints Procedure is to identify opportunities to improve provision of services across the University. Staff must record all complaints so that the University can use the complaints data for analysis and management reporting. By recording and using complaints information in this way, the causes of complaints can be identified, addressed and, where appropriate, training opportunities can be identified and improvements introduced.

Recording complaints

29.12.2 To collect suitable data, it is essential that all complaints are recorded in sufficient detail. The minimum requirements are as follows:

- name and contact details of the complainant and student matriculation number (if applicable);
- date of receipt of the complaint;
- how the complaint was received;
- category of complaint;
- staff member responsible for handling the complaint;
- department to which the complaint relates;
- action taken and outcome at frontline resolution stage (if applicable);
- date the complaint was closed at the frontline resolution stage (if applicable);
- date the investigation stage was initiated (if applicable);
- action taken and outcome at investigation stage (if applicable);
- date the complaint was closed at the investigation stage (if applicable);
- underlying cause and remedial action taken (if applicable);
- response times at each stage.

29.12.3 The University has a structured system for recording complaints, their outcomes and any resulting action so that the complaint data can be used for internal reporting as indicated below.

Reporting of complaints

29.12.4 The University has a system for the internal reporting of complaints information, managed by the Complaints Resolution Office. Regularly reporting the analysis of complaints information helps to inform management of where improvements are required. Information reported internally will include:

- performance statistics, detailing complaints volumes, types and key performance information, for example on time taken and stage at which complaints were resolved;
- the trends and outcomes of complaints and the actions taken in response including examples to demonstrate how complaints have helped improve services.

29.12.5 This information will be reported at least quarterly to the Senior Management Group and at least annually to Court and Senate.

Publicising complaints performance information

29.12.6 The University will publish on a quarterly basis a summary of complaints outcomes, trends and actions taken to improve services, with a focus on case studies and examples of how complaints have helped improve services. This may also include positive feedback from students and members of the public.

29.12.7 This demonstrates the University's approach to improving services on the basis of complaints and shows that complaints can influence the University's services. It also helps ensure transparency in the University's complaints handling service and will help to demonstrate to students and members of the public that the University values their complaints.

29.12.8 The University will report on complaints handling performance annually in line with SPSO requirements. This includes performance statistics showing the volume and type of complaints and key performance details, for example on the time taken and the stage at which complaints were resolved. Information will be made available on the Complaints Resolution Office website.

Learning from complaints

29.12.9 The Complaints Investigator will always try to ensure that all parties involved understand the findings of the investigation and any decisions made. Senior management will ensure that the University has procedures in place to act on issues that are identified. These procedures facilitate:

- using complaints data to identify the root cause of complaints;
- taking action to reduce the chance of any identified failings happening again;
- recording the details of corrective action in the complaints file;
- systematically reviewing complaints performance reports to improve performance.

29.12.10 The analysis of management reports detailing complaints performance will help to ensure that any trends or wider issues which may not be obvious from individual complaints are quickly identified and addressed. Where the University identifies the need for service improvement:

- an officer (or team) will be designated the 'owner' of the issue, with responsibility for ensuring that any identified action is taken;
- a target date will be set for the action to be implemented, and followed up on to ensure delivery within this timescale;
- where appropriate, performance in the academic or service area will be monitored to ensure that the issue has been resolved.

29.13 Maintaining confidentiality

29.13.1 Confidentiality is an important factor in conducting complaints investigations. The University will always have regard to any legislative requirements; for example, data protection legislation and also internal policies on confidentiality and the use of complainant information. Complaints will be handled with an appropriate level of confidentiality and information released only to those who need it for the purposes of investigating or responding to the complaint. No third party will be told any more about the investigation than is strictly necessary in order to obtain the information required from them. Complainants will also be advised of the confidential information in their case and will be required to respect and preserve the confidentiality of such information.

29.13.2 While privacy and confidentiality will be respected, it will be necessary (except in the case of anonymous complaints) to reveal the identity of the complainant in the course of the investigation and the complainant should be informed at the outset that the details of the complaint and their identity will be revealed to individuals from whom a response is required in the process of investigating the complaint.

29.13.3 Where a complaint has been raised against a student or member of staff and has been upheld, the complainant will be advised of this. However, it would not be appropriate to share specific details affecting specific students or staff members, particularly where disciplinary action is taken.

29.14 Managing unacceptable behaviour

29.14.1 It is recognised that people may act out of character in times of trouble or distress. The circumstances leading to a complaint may result in the complainant acting in an unacceptable way. Complainants who display difficult behaviour may still have a legitimate grievance, and the University will therefore treat all complaints seriously and assess them properly.

29.14.2 The actions of complainants who are angry, demanding or persistent may result in unreasonable demands on time and resources or unacceptable behaviour towards the University's staff. The University therefore has in place the Code of Practice on Unacceptable Behaviour to protect staff from such unacceptable behaviour. This includes the requirement for the University to inform the complainant in writing of any action it intends to take under the Code, the complainant's right of appeal, and any procedures for reviewing any decision to restrict contact.

29.14.3 The University reserves the right to suspend the Complaints Procedure if the complainant behaves inappropriately. In such cases the Deputy Secretary or their nominee shall suspend procedures and advise the complainant accordingly.

29.14.4 The University is not under obligation to investigate frivolous, vexatious or malicious complaints or complaints previously dealt with or to enter into further correspondence if a reasonable response has been provided.

29.15 Supporting the complainant

29.15.1 Anyone who receives, requests or is directly affected by the services the University provides has the right to access the Complaints Procedure. Complainants who do not have English as a first language may need help with interpretation and translation services. Other complainants may have specific needs which the University will seek to address to ensure easy access to the Complaints Procedure by making reasonable adjustments to help the complainant. There are a number of support services available which can provide helpful support to those who wish to pursue a complaint with the University.

29.15.2 The SRC Advice Centre is an advice, information and representation service provided by the Students' Representative Council (SRC) for all Glasgow University students. The Advice Centre offers free and confidential advice.

29.15.3 Information on harassment and bullying is provided in the Dignity at Work & Study Policy. International students may seek advice from the International Student Adviser. Research students may seek advice from the Graduate School Administrator.

29.16 Supporting the subject of the complaint

29.16.1 Where the complaint is against a student, the student complained against may be represented by the Students' Representative Council or by any other appointed representative.

29.16.2 Where the complaint is against a member of staff, the member of staff may be represented by a Union official or any other representative.

GOVERNING LAW**Regulation 39**

39.1 If, after the conclusion of all appropriate procedures under the applicable Regulation(s) for the determination of appeals or complaints or matters of discipline and after consideration by the Scottish Public Services Ombudsman for Higher Education, a student still wishes to seek redress in respect of any claim or dispute (whether or not contractual), then proceedings may be brought. Such proceedings must be raised under Scots Law in the Scottish Courts. The submission to such jurisdiction shall not (and shall not be construed so as to) limit the right of the University to take proceedings against the student in any other Court of competent jurisdiction, nor shall the taking of proceedings in any one or more jurisdiction preclude the taking of proceedings by the University in any other jurisdiction, whether concurrently or not, to the extent permitted by the law of such other jurisdiction.

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University
of Glasgow

Calendar 2018-19

COLLEGE OF ARTS

VICE-PRINCIPAL AND HEAD OF COLLEGE: Professor Roibeard Ó Maolalaigh

Dean of Graduate Studies: Professor Nick Fells

Dean of Internationalisation: Dr Anselm Heinrich

Dean of Learning & Teaching: Professor Wendy Anderson

Dean of Research: Professor Catherine Steel

DATES OF SEMESTERS

Semester 1: 17th September 2018 - 14th December 2018

Christmas Vacation: 17th December 2018 - 4th January 2019

Semester 2: 7th January 2019 - 24th May 2019

Spring Vacation: 25th March 2019 - 12th April 2019

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GENERIC UNDERGRADUATE REGULATIONS

The Generic Undergraduate Regulations are governed by Resolution No. 582 of the University Court which came into effect on 1 September 2008, as subsequently amended, with the following provisions:

1. All undergraduate degrees of the University of Glasgow except those listed in §20 of the section entitled 'Regulations' may be governed by common regulations (the Generic Undergraduate Regulations) and by supplementary regulations specific to each degree.
2. The Senate may make such Generic Undergraduate Regulations, which are subject to the approval of the University Court - these are stated in §1 – §19 of the section entitled 'Regulations'.

REGULATIONS

1. Introductory and Definitions

These regulations must be read together with each degree's supplementary regulations, programme specification, and associated programme and course documentation (handbooks) which, in some cases, will contain further requirements associated with the award. The definitions set out in the [Glossary of Terms](#) apply to these regulations.

2. Scope of Regulations

These regulations apply to all undergraduate degrees offered by the University of Glasgow other than those listed in §20.

3. Duration of Study

A candidate for a degree shall, subject to §4, normally attend the University of Glasgow either full-time or part-time for at least the number of academic sessions indicated as a minimum in the table below. The candidate must normally complete their studies for the award of a degree within the number of sessions indicated as a maximum in the degree's supplementary regulations.

Type of degree	Minimum duration of study (academic sessions)	
	Full-time	Part-time
Ordinary/designated degree ¹	3	4
Honours degree	4	5
MA Honours language degree ²	5	7
Integrated Masters degree	5	6
BVMS, MBChB, BDS	5	N/A

4. Recognition of Prior Learning

- 4.1 Credit may be awarded towards the completion of a degree programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution or, where indicated in the degree's supplementary regulations, for other examinations satisfactorily completed. Such credit may permit a candidate entry to the second or subsequent year of the degree programme. The maximum limit for the award of such credit is, other than in exceptional circumstances and with the approval of the Clerk of Senate, 50% of the credits associated with the degree programme. Candidates must normally attend courses offered by the University of Glasgow during their final year of study.
- 4.2 Although appropriate prior learning may be recognised for the award of credit, all such credit is ungraded for the purposes of the University except that credit obtained in earlier study at the University of Glasgow may be graded. Guidance on the inclusion of ungraded APL credit in the application of degree regulations is set out in the University's [APL policy](#).
- 4.3 Graded credit may be awarded for study undertaken at an institution other than the University of Glasgow where this is done while registered for a degree programme at the University of Glasgow.

5. Recognition of Prior Experiential Learning

Where indicated in the degree's supplementary regulations, a candidate may be awarded credit for prior experiential learning. The procedure for approval of such credit is set out in the University's [APL policy](#).

¹ The minimum duration of study for the ordinary degrees of Bachelor of Technical Education and MA Religious & Philosophical Education with Secondary Teaching Qualification is four academic sessions.

² Exceptionally, where exemption is granted from the requirement to complete a Language Year Abroad, the minimum durations for the Honours degree may be applied.

6. Composition of Degree Programmes

- 6.1 Each 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. Each course shall convey either 10, 15, 20, 30, 40, or 60 credits, or exceptionally a different number of credits where approved by the College.
- 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.
- 6.3 The structure of a degree programme, including the compulsory and optional courses of which it is composed, is shown in the degree's supplementary regulations and the programme specification.

7. Pre-requisites, Co-requisites and Excluded Combinations

- 7.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:
- i) 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.
 - ii) The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 7.2 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.

8. Approval of Curriculum

The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of each session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies or the Advising Team.

9. Assessment

For each academic session, assessment and re-assessment are governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.

10. Progress

- 10.1 The progress of candidates shall be reviewed annually.
- 10.2 In the case of an Honours programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average³ of at least 9 (equivalent to grade D3) across all third year courses contributing to the programme will be permitted to progress from Junior Honours to Senior Honours.⁴
- 10.3 In the case of an Integrated Masters programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all third year courses contributing to the programme will be permitted to progress to year 4; and a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all fourth year courses contributing to the programme will be permitted to progress to year 5.
- 10.4 The requirements for a full-time candidate to progress, other than those covered in §10.2 and §10.3, are set out in the degree's supplementary regulations.
- 10.5 For a part-time candidate, the minimum achievement required to progress will be determined for and communicated to the candidate at the start of each session by the Chief Adviser for the degree on which the candidate is enrolled. A candidate who fails to meet this progress requirement must apply for re-admission to the Chief Adviser.

11. Administration of Progress

- 11.1 Decisions on progress shall be taken by the College Progress Committee or a sub-committee thereof. The committee shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress.

³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

⁴ Alternative requirements may be set for candidates undertaking their third year of study in another Higher Education Institution as part of a Study Abroad programme. Such requirements will be set by the Chief Adviser of Studies.

11.2 The College shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements. The College shall notify such candidates of the date of the meeting of the committee and the procedures to permit a candidate to make representations at or prior to the committee meeting.

11.3 Appeal against decisions of the College Progress Committee may be made following the Codes of Procedure set out in the 'University Fees and General Information for Students' section of the *University Calendar*.

12. Award of a Certificate of Higher Education

12.1 A candidate who has completed courses totalling at least 120 credits with a grade point average³ of at least 7 shall be eligible to receive a Certificate of Higher Education, unless the candidate proceeds immediately to a diploma or 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.

12.2 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.

12.3 Where the candidate has accumulated more than 120 credits, the credit counted in the calculation of the grade point average shall be reduced to 120 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

13. Award of a Diploma of Higher Education

13.1 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 average³ 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 in subsequent completion of a degree programme of credit counted towards the award of a Diploma of Higher Education.

13.2 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.

13.3 Where the candidate has accumulated more than 240 credits, the credit counted in the calculation of the grade point average shall be reduced to 240 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14. Award of an Ordinary/Designated Degree

14.1 Subject to further requirements contained in the degree's supplementary regulations, the candidate, to be eligible for the award of an ordinary/designated degree, must have obtained at least 360 credits and achieved an overall grade point average³ of 9. Within these 360 credits:

- a) at least 120 must be at level 2 or higher, **and**
- b) at least 280 must be at grade D or better including at least 60 at level 3 or higher.

14.2 Subject to further requirements contained in the degree's supplementary regulations, the ordinary/designated degree 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.

14.3 Where the candidate has accumulated more than 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14.4 The ordinary/designated degree may be awarded to candidates on Honours programmes who fail to meet the requirements of the Honours degree, including any progress requirements, provided that the requirements of §14.1 are met. The supplementary regulations for a degree programme shall specify any provision for candidates who have been assessed at level H to be reassessed at level 3.

15. Entry to an Honours or Integrated Masters Degree Programme

15.1 In order to obtain entry to an Honours or Integrated Masters degree programme at the end of the second year of full-time study,⁵ a candidate must:

- a) achieve 240 credits at levels 1 and 2 with a grade point average³ of at least 9; at least 140 of these credits must be derived from the list of recognised courses for the degree; and
- b) achieve a grade D or better in 200 credits; and
- c) achieve a minimum of 40 credits at level 2 at a grade point average of 12 in the subject of the Honours programme⁶ at the first attempt; and
- d) meet any further requirements set out in the degree's supplementary regulations; and

⁵ This regulation only applies to degree programmes which select for entry to Honours at the end of second year.

⁶ For entry to a Joint Honours degree, this requirement applies to each Joint Honours Subject.

- e) meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.
- 15.2 In order to obtain entry to an Integrated Masters degree programme, a candidate must normally, in addition to meeting the requirements in §15.1:
- meet the requirements set out in the degree's supplementary regulations; and
 - meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.
- 15.3 Exceptionally, a candidate who does not meet all of the requirements in either §15.1 or §15.2 may be offered admission to Honours, or an Integrated Masters programme, if the Head of School (or their nominee) judges that in other respects the candidate's previous performance offers a reasonable prospect of the candidate reaching the minimum standard required for the award to which admission is granted.
- 15.4 The College and School will provide all candidates with written information on the specific level of performance required to obtain entry to each Honours and Integrated Masters degree programme in the School. This information will be made available to candidates at the start of the session preceding that in which Honours study normally commences.
- 15.5 Admission to an Honours or Integrated Masters degree programme does not guarantee admission to a particular course. A candidate must apply for admission to a particular course in accordance with the instructions issued by the School. Admission to a particular course cannot be guaranteed even for a candidate who satisfies the minimum admission requirements. Where there are more applicants for a particular course than there are places available, selection of candidates will be based on criteria published in course documentation and/or School web pages.

16. Award of an Honours Degree

- 16.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480⁷ credits, including at least 120 at level H, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.
- 16.2 A Joint Honours degree is awarded following successful completion of an Honours programme in years three and four in which two subjects are studied in depth. At least 120 credits but no more than 140 credits are studied in each subject, and the subjects are normally equally weighted in the calculation of the final classification.¹⁰
- 16.3 A Principal with Subsidiary Honours degree is awarded following successful completion of an Honours programme in years three and four where 180 credits will normally be in one subject with 60 in another, the weighting of the programme's scheme of assessment reflecting the respective credit values of the two subjects.¹⁰
- 16.4 A scheme of assessment may permit a candidate for Honours in a single subject to be assessed in not more than 25% of the total assessment for Honours from the scheme of assessment in one other subject.
- 16.5 Courses at level 3 or above which form a candidate's Honours programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 course registration continues:

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

17. Award of an Integrated Masters Degree

- 17.1 To be eligible for the award of an Integrated Masters degree, the candidate must have obtained at least 600 credits, including at least 120 credits at level M, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.
- 17.2 Courses at level 3 or above which form a candidate's Integrated Masters programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 course registration continues:

- on the date on which the first summative assessment for that course is to be submitted; or

⁷ For the award of the MA Honours degree in modern language subjects, the candidate must normally have obtained at least 600 credits.

⁸ Any penalty imposed for the late submission of the piece of independent work will be ignored when determining whether this requirement has been met.

⁹ The credits for the piece of independent work must contribute to the candidate's Honours classification.

¹⁰ The overall total number of credits undertaken in the Honours programme for programmes involving Law will be less than 240, as further described in programme documentation.

b) on such other date as may be specified in the course document for that course.

18. Award of an MBChB, BVMS or BDS Degree

Eligibility for the award of an MBChB, BVMS or BDS degree is defined in the degree's supplementary regulations.

19. Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of the University of Glasgow, or of another institution of tertiary education recognised for this purpose by the Senate, may be permitted by a School in consultation with the College Head of Academic & Student Administration (or equivalent) to enrol in a course, complete the assessment elements of the course, and receive certification of the outcome of the assessment.

20. Degree Programmes not Subject to these Regulations

College of Arts

Degree of Bachelor of Science in Medical Science (Medical Humanities)

College of Medical, Veterinary & Life Sciences

Degree of Bachelor of Science in Dental Science

Degree of Bachelor of Science in Medical Science

Degree of Bachelor of Science in Veterinary Science

All University of Glasgow degrees offered at the following institutions:

Edinburgh Theological Seminary

The Glasgow School of Art

SRUC (Scotland's Rural College)

SUPPLEMENTARY UNDERGRADUATE REGULATIONS

DEGREE OF MASTER OF ARTS

RESOLUTION

The Degree of Master of Arts is governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 583, are as follows:

1. The Degree of Master of Arts (MA) may be awarded by the Senate of the University of Glasgow in the College of Arts (the College) as a Degree in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 583 - "Degree of Master of Arts". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The Degree may be awarded either as a Degree of Master of Arts (General Humanities), or as a General Degree, or as a Degree with Honours in such single subjects or pairs of subjects as may be prescribed by Regulation. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

- 1.1 Certain non-university examinations may permit entry with advanced standing as follows: a candidate who, at first presentation, has gained grade A in three different A-levels or Advanced Highers, and who intends to proceed to an MA Honours degree, may enter the second year of study if the three A-levels or Advanced Highers correspond to subjects available in the College of Arts and if the candidate is permitted by Heads of School to enter appropriate level 2 courses in at least two of them. These provisions may also obtain for a candidate holding overseas qualifications, provided that the College deems it appropriate.
- 1.2 A graduate of this University holding an MA ordinary degree or a designated MA General Humanities degree may, if they have fulfilled the requirements for admission to Junior Honours in a subject or subjects recognised for the study of the degree of Master of Arts with Honours, and at the discretion of the Head(s) of the School(s) concerned, be admitted to Junior Honours in that subject or those subjects.
- 1.3 A graduate with another degree of the University of Glasgow or with a degree of another University or institution of tertiary education recognised for this purpose may with the approval of the College be admitted to the curriculum for Honours in a subject or subjects and may be exempted from not more than two years thereof, provided always

that they shall have studied the Honours subject or subjects for at least three years, of which the Junior and Senior Honours years must be in this University, and that the College is satisfied that the content of the course or courses and standard of the graduate's assessed performance in the subject or subjects in the other University or institution are equivalent to that of a corresponding course or corresponding courses and to the assessment standard in this University.

- 1.4 Generic Undergraduate Regulation §4.1 applies, except that a graduate of this University, or of another University or institution of tertiary education recognised for this purpose, who is admitted to the College of Arts to complete an MA General Humanities degree may be permitted to count towards a minimum graduating curriculum courses which have formed part of the curriculum for their previous degree and which are deemed by the College of Arts to equate to a maximum of 120 credits.
- 1.5 A student who is admitted to study, either full-time or part-time, and has previously completed credit-bearing courses in Open Studies within the University of Glasgow may transfer in a maximum of 240 credits towards a degree programme. Only credits for courses which have been awarded A-D may be included in a transfer of credits, and credits from the Access programme will not be transferred.

Transferred credit may be in any one subject as follows:

- up to 140 credits if these include level 3 credits;
- up to 120 credits if these include level 2 credits;
- up to 80 credits if these include only level 1 credits.

At least 120 further credits must be completed from courses taught by Schools within the College of Arts.

2. Maximum Period of Study

- 2.1 A full-time candidate for the MA degree with Honours shall normally complete courses of study in the single subject or pair of subjects over no more than six academic sessions (or seven, if there is a requirement for a year abroad) and shall include study at the Honours level in a Junior Honours year and a Senior Honours year.
- 2.2 A part-time candidate for the MA degree with Honours shall complete courses of study in the single subject or pair of subjects extending over at least five academic sessions normally including at least three sessions and no more than five sessions of study at the Honours standard. The overall maximum period of study for a part-time candidate for the MA degree with Honours shall normally be 11 academic sessions (or 12 if there is a requirement for a year abroad). Where both full-time and part-time study is involved, two sessions of part-time study shall be deemed equivalent to one session of full-time study.
- 2.3 The maximum period of study for the completion of the MA General Humanities degree by a full-time candidate shall be five academic sessions. A candidate may continue with their studies provided that they comply with the progress regulations set out in §3.
- 2.4 The maximum period of study for the completion of the MA General Humanities degree by a part-time candidate shall normally be 10 academic sessions. Where both full-time and part-time study is involved, two sessions of part-time study shall be deemed equivalent to one session of full-time study.

3. Progress

Further to Generic Undergraduate Regulations §10 and §11, the following applies:

- 3.1 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 80 credits, of which at least 60 must be at grade D or better and achieved a grade point average ¹¹ of at least 9.
After two sessions:	The candidate must have obtained at least 180 credits of which at least 100 must be at grade D or better and achieved a grade point average of at least 9. At least 40 credits must be at level 2.
After three sessions:	The candidate must have obtained: <ul style="list-style-type: none"> 240 credits with a minimum grade point average of 9; 160 credits at grade D or better; 80 credits at level 2 or above.

¹¹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

3.2 Further Rules about Progress for Full-time Candidates at Non-Honours Level

- 3.2.1 Unless in any one session a full-time candidate obtains grade points from courses totalling at least 40 credits, they will normally be excluded from further attendance in the College.
- 3.2.2 A full-time candidate who has failed to complete the minimum requirements for any one session, and who has not been excluded, shall normally be suspended from full-time attendance but shall be automatically permitted to enrol as a part-time candidate. A candidate thus suspended from full-time attendance shall thereafter be permitted to resume full-time attendance provided that they have fulfilled the relevant minimum requirements for progress. For the purpose of this regulation two sessions of part-time study shall be deemed equivalent to one session of full-time study.
- 3.2.3 In exceptional circumstances and after consideration of all the relevant evidence, it shall be open to the College Progress Committee to permit a candidate to re-enrol as a full-time candidate for a repeat year of study, in which case they shall be subject to the minimum requirements for progress of the particular year of the degree curriculum which has been repeated.
- 3.2.4 Modern Languages Degree Language Year Abroad: a candidate will not normally be permitted to undertake a Modern Languages Language Year Abroad before they have met the Subject and University requirements for Honours entry given in Generic Undergraduate Regulation §15.1, and §3.3.1.

3.3 Entry to Honours

The following requirements apply in addition to those set out in Generic Undergraduate Regulation §15.1:

- 3.3.1 Completion of at least 80 credits at level 2 or above representing at least two subjects.
- 3.3.2 Completion of 120 credits from courses offered within the College of Arts.
- 3.3.3 In the case of a candidate who transfers from another College to enter the curriculum of the Degree of Master of Arts at Honours level, qualifying courses will normally include at least 80 credits from courses offered within the College of Arts, of which at least 40 credits should be at level 2.
- 3.3.4 Exceptionally, a candidate who does not meet all of the requirements may be offered admission to Honours if the Head of School (or their nominee) judges that in other respects the candidate's previous performance offers a reasonable prospect of the candidate reaching the minimum standard required for the award to which admission is granted. A candidate admitted to Honours under these circumstances may be required by the Head of College to complete the missing requirements before being permitted to proceed to Senior Honours.
- 3.3.5 Entry into the Modern Languages Honours programme is normally conditional on satisfactory completion of a Language Year Abroad. In exceptional circumstances, students may be granted exemption from this requirement by the Head of School in SMLC.

3.4 Progress within Honours

A full-time candidate must complete the requirements of Generic Undergraduate Regulation §10.2. A part-time Honours candidate must complete a minimum of 40 credits of assessment in each of the part-time Honours years of study to be allowed to progress, but progression may be refused, as for a full-time candidate, where performance in the preceding Honours year(s) has been unsatisfactory.

4. Recognised Qualifying Courses

- 4.1 Subject to the approval of Senate, the College of Arts shall approve and recognise courses qualifying towards MA degree programmes, and courses qualifying as core courses for specifically designated General Humanities MA degrees. These qualifying courses shall be published online annually by the College of Arts.
- 4.2 A non-Honours 20-credit qualifying course in the College of Arts shall normally consist of not fewer than 30 scheduled hours for each candidate attending, in the form of either meetings of the full class, or meetings of one or more candidates for tutorials or other instruction or both. The minimum number of scheduled hours for a 40-credit course shall normally be 60.
- 4.3 An Honours 20-credit qualifying course in the College of Arts shall normally consist of not fewer than 20 scheduled hours for each candidate attending, in the form of either meetings of the full class, or meetings of one or more candidates for seminars or other instruction, or both. The minimum number of scheduled hours for a 30-credit Honours course shall normally be 30. The minimum number of scheduled hours for a 40-credit Honours course shall normally be 40. The only exception to this regulation is any Honours course which fulfils the requirement for independent study as part of an Honours degree.

5. Requirements for the Award of MA (Honours), MA Designated Degrees, the Diploma of Higher Education and the Certificate of Higher Education

- 5.1 Diplomas of Higher Education and designated MA General Humanities degrees shall carry a designation reflecting the broad subject area in which a minimum number of the required credits have been gained, in accordance with stated schemes for specifically designated awards as set out in §5.3 and §5.4.

5.2 Degree of MA (Honours)

- 5.2.1 The degree of MA (Honours) is available in the single subjects and combinations of subjects set out in the Appendix to these regulations.
- 5.2.2 To be eligible for the award of an Honours degree including a Modern Language, in addition to satisfying the University generic undergraduate regulations for award of an Honours degree, the candidate must normally have obtained a total of at least 600 credits, including at least 120 credits of approved Language Study Abroad, usually completed as Year 3 of study.
- 5.2.3 At least 120 credits over the candidate's first two years of study must be from courses offered within the College of Arts. Only courses listed in the *Course Catalogue* which are offered by Schools in the College of Arts are qualifying courses for the fulfilment of this regulation.
- 5.2.4 In the case of a candidate who transfers from another College to enter the curriculum of the MA (Honours) in Year 3, qualifying courses in Years 1 and 2 will include at least 80 credits in courses taught by the Schools in the College of Arts, of which at least 40 credits should be at level 2.

5.3 Designated MA General Humanities Degrees

- 5.3.1 Further to Generic Undergraduate Regulation §14.1, within the 360 credits required for an MA designated degree:
- At least 180 credits shall be derived from the stated group of core subjects from which a particular MA degree derives its designation.
 - Overall at least three subjects shall be represented, with at least 40 credits being derived from each.
 - In the case of at least two of these three subjects there shall be, in each, courses (which may include recognised cognate subjects) carrying a total of at least 80 credits including at least 40 at level 2. Of these two subjects at least one must be drawn from the group of core subjects.
 - Of the 60 credits required from courses at level 3, at least 20 credits shall be derived from the group of core subjects. It shall be possible for a maximum of 20 credits at level 3 to be derived from an extended essay or a project undertaken in the third year of study.
 - 120 credits of Language Year Abroad study undertaken in accordance with Honours regulations for Modern Languages degrees will not count towards satisfying the requirements of this degree.
- 5.3.2 Generic Undergraduate Regulation §14.2 shall not apply. Instead the award of Merit shall require a grade point average¹¹ of at least 12 both overall and in the core; and the award of Distinction shall require a grade point average of at least 15 both overall and in the core. The core subjects for each designated degree and any further specific requirement relating to it are listed in the programme specification for the relevant programme.

5.4 Diploma of Higher Education

- 5.4.1 Further to Generic Undergraduate Regulation §13.1, where at least 160 credits have been gained at grade D or better from courses belonging to the group of core subjects for a designated MA degree, the candidate shall be eligible to receive the Diploma of Higher Education bearing the designation of that degree. Otherwise the candidate shall be awarded the Diploma of Higher Education with the designation 'General Humanities'.
- 5.4.2 Further to Generic Undergraduate Regulation §13.2, where the Diploma of Higher Education is being awarded with a designation corresponding to the designation of a particular MA degree, it shall be awarded with Merit where the grade point average is 12 both overall and in the courses governing the particular designation, and with Distinction where the grade point average is 15 both overall and in the courses governing the particular designation.

6. Other Information on Awards

- 6.1 Further to Generic Undergraduate Regulation §16.1, a candidate for a Joint Honours degree in the College of Arts shall not be permitted to complete a piece of independent work in each of the subjects of the Joint Honours degree as part of the Honours curriculum. Such a candidate may, however, with the permission of the Head of each subject area concerned, complete a single piece of independent work drawing on and counting towards both subjects from the Joint Honours degree.

6.2 Waiving of Prerequisites [see Generic Undergraduate Regulation §7]

- 6.2.1 In the case of a candidate who, at first presentation, has gained grade A at A-level or Advanced Higher in an appropriate subject, the relevant Head of School or representative has discretion to grant the candidate permission to enter a level 2 course, or, in the case of a candidate holding grade A or B at A-level or Advanced Higher, permission to enter a level 1 course, although the candidate has not completed the requisite preceding course(s). The holding of a grade A or B at A-level or Advanced Higher does not confer credit or shorten the duration of study for the purposes of the minimum graduating curriculum. However in the case of a candidate who, at first presentation, has gained grade A in three different A-levels or Advanced Highers or holds equivalent overseas qualifications, see §1.1.

- 6.2.2 Exceptionally, and where there is good academic reason, a Head of School or representative, in consultation with the Chief Adviser of Studies, may admit to a course a candidate who has not fulfilled the normal prerequisites for the course if the candidate has satisfactorily completed courses at the University in another related subject or other related subjects, or if the candidate provides other evidence of suitability for admission to the course.

Appendix: Honours Subjects

The recognised single subjects and pairs of subjects of study for Honours are given in the following lists:

i) Single Honours

Single Honours may currently be taken in the subjects listed below. Other subjects available at Honours level in the College, for example, Celtic Civilisation, must be combined with another subject for Joint Honours.

Ancient History	Hispanic Studies
Archaeology	History
Celtic Studies	History of Art
Classics	Italian
Digital Media & Information Studies	Latin
English Language & Linguistics	Mathematics
English Literature	Music
Film & Television Studies	Philosophy
French	Psychology
Gaelic	Scottish Literature
Geography	Spanish
German	Theatre Studies
Greek	Theology & Religious Studies

ii) Joint Honours

Permitted combinations for Joint Honours are published on the University Website: <https://www.gla.ac.uk/undergraduate/degrees/>.

However, it may be possible for Joint Honours to be taken in a combination of subjects which is not advertised, provided the timetable permits this. Enquiries from current students should be addressed to arts-advising@glasgow.ac.uk.

iii) Part-time

Part-time study at Honours level may not be available in all subjects. Any candidate wishing to undertake a part-time Honours Degree should establish from the relevant Head(s) of School whether part-time provision is available and shall submit to the relevant Head(s) of School an outline of the entire proposed Honours curriculum and timescale for provisional approval.

DEGREE OF BACHELOR OF DIVINITY

RESOLUTION

The Degree of Bachelor of Divinity is governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 585 are as follows:

1. The Degree of Bachelor of Divinity (BD) may be awarded by the Senate of the University of Glasgow in the College of Arts (the College) as a Degree in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 585 - "Degree of Bachelor of Divinity". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The Degree may be awarded as a General Degree in Theology & Religious studies and as a Degree with Honours in such subjects as may be prescribed by Regulation. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

A graduate of this University holding a BD general Degree, BD (Min) general Degree or MA in Theology & Religious Studies ordinary degree may, if they have fulfilled the requirements for admission to Honours, and at the discretion of the Head of School of Critical Studies, be admitted to Junior Honours.

2. Maximum and Minimum Periods of Study

- 2.1 A full-time candidate for the BD with Honours shall normally complete courses of study in the relevant subject over no more than six academic sessions and shall include study at the Honours level, normally completed in two academic sessions, in a Junior Honours year and a Senior Honours year.
- 2.2 A part-time candidate for the BD Degree with Honours shall complete no more than five academic sessions of study at the Honours standard.

3. Progress

- 3.1 Further to Generic Undergraduate Regulations §10 and §11, the following applies:

After one session:	The candidate must have obtained at least 80 credits, of which at least 60 must be at grade D or better and achieved a grade point average ¹² of at least 9.
After two sessions:	The candidate must have obtained at least 180 credits of which at least 100 must be at grade D or better and achieved a grade point average of at least 9. At least 40 credits must be at level 2.
After three sessions:	The candidate must have obtained: 240 credits with a minimum grade point average of 9; 160 credits at grade D or better; 80 credits at level 2 or above.

3.2 Entry to Honours

In addition to the requirements set out in Generic Undergraduate Regulation §15.1, students wishing to progress to Honours must have completed:

- a) twelve standard courses (or equivalent) including five at level 1 and five at level 2 from the list of qualifying courses in Theology & Religious Studies;

4. Courses Available to Candidates

- 4.1 A full list of the courses which qualify for the degrees of BD is to be found in the relevant Programme Specifications.
- 4.2 Details of the courses on offer in any given year are provided in the relevant School handbooks.

5. Programme Requirements for the Award of the Degree

The following requirements apply in addition to those set out in Generic Undergraduate Regulations §14 and §16:

5.1 Degree of BD

In the first and second year of study the candidate must complete 12 standard courses which must include five at level 1 and five at level 2 from the list of qualifying courses in Theology & Religious Studies.

5.2 Degree of BD with Honours

- 5.2.1 Each candidate for the Honours Degree will complete 240 credits from the range of Honours courses offered in Theology & Religious Studies which will include a dissertation.
- 5.2.2 A candidate admitted to Junior Honours may take a subject additional to the Honours curriculum with the approval of the Head(s) of the Honours School(s) concerned. Any additional courses will not be included in the calculation of the Honours classification.

DEGREE OF BACHELOR OF DIVINITY (MINISTRY)

RESOLUTION

The Degree of Bachelor of Divinity (Ministry) is governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 586 are as follows:

1. The Degree of Bachelor of Divinity (Ministry) (BD (Min)) may be awarded by the Senate of the University of Glasgow in the College of Arts (the College) as a General Degree and as a Degree with Honours, in such designations as may be prescribed by Regulations.

¹² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 586 - "Degree of Bachelor of Divinity (Ministry)". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

A graduate of this University holding a BD (Min) general degree, may, if they have fulfilled the requirements for admission to Honours, and at the discretion of the Head of the School of Critical Studies (or their nominee), be admitted to Junior Honours. Thereafter, if the graduate is awarded Honours by the examiners, they shall receive a certificate to that effect.

2. Minimum and Maximum Period of Study

Generic Undergraduate Regulation §3 does not apply to this programme and is replaced by the following:

- 2.1 A full-time candidate for the BD (Min) (general and with Honours) shall normally complete courses of study in the relevant subject over no less than four and no more than six academic sessions and a candidate for the BD (Min) with Honours shall include study at the Honours level, completed within two academic sessions, in a Junior Honours year and a Senior Honours year.
- 2.2 A part-time candidate for the BD (Min) degree with Honours shall complete courses of study in the relevant subject extending over at least five academic sessions normally including at least three academic sessions and no more than five academic sessions of study at the Honours standard.

3. Progress

Further to Generic Undergraduate Regulations §10 and §11, the following apply:

- 3.1 The minimum requirements for progress to a succeeding year of study are as follows:

After one session:	The candidate must have obtained at least 80 credits, of which at least 60 must be at grade D or better and achieved a grade point average ¹³ of at least 9.
After two sessions:	The candidate must have obtained at least 180 credits of which at least 100 must be at grade D or better and achieved a grade point average of at least 9. At least 40 credits must be at level 2.
After three sessions:	The candidate must have obtained: 240 credits with a minimum grade point average of 9; 160 credits at grade D or better; 80 credits at level 2 or above.

3.2 Entry to Honours

The following requirement applies in addition to those set out in Generic Undergraduate Regulation §15.1:

- a) completion of 12 standard courses (or equivalent) including five at level 1 and five at level 2 from the list of qualifying courses in Theology & Religious Studies.
- b) A candidate in possession of a prior degree or equivalent qualification may be permitted to complete the Degree of BD (Ministry) Honours in three years on condition (i) that they have completed the first year of the normal curriculum with a grade-point average of at least 12 without resits, with at least one course completed at grade B or above, and with none falling below D, and (ii) that they have satisfied any specific prerequisites (other than those requiring the completion of a level two course) for Honours options they propose to take.

4. Courses Available to Candidates

- 4.1 A full list of the courses which qualify for the degrees of BD (Min) is to be found in the relevant Programme Specifications.
- 4.2 Details of the courses on offer in any given year are provided in the relevant School handbooks.

¹³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

5. Programme Requirements for the Award of the Degree

The following requirements apply in addition to those set out in Generic Undergraduate Regulations §14 and §16:

5.1 *BD (Min) General Degree*

- 5.1.1 In the first and second year of study the candidate must complete 12 standard courses which must include five at level 1 and five at level 2 from the list of qualifying courses in Theology & Religious Studies.
- 5.1.2 In the third and fourth years of the general degree the candidate shall take sufficient courses at levels 2/3 drawn from the list of qualifying courses in Theology & Religious Studies to make up a graduating curriculum of a total of 480 credits. At least 60 of the credits taken in the third and fourth years must be at level 3.

5.2 *Degree of BD (Min) with Honours*

- 5.2.1 Each candidate for the Honours Degree will complete 240 credits from the range of Honours courses offered in Theology & Religious Studies which will include a dissertation.
- 5.2.2 A candidate admitted to Junior Honours may take a subject additional to the Honours curriculum with the approval of the Head(s) of the Honours School(s) concerned. Any additional courses will not be included in the calculation of the Honours classification.

DEGREE OF BACHELOR OF MUSIC

RESOLUTION

The Degree of Bachelor of Music is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 584 are as follows:

1. The Degree of Bachelor of Music (BMus) may be awarded by the Senate of the University of Glasgow in the College of Arts (the College) as a General Degree and as a Degree with Honours, in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 584 - "Degree of Bachelor of Music". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The Degree shall not be conferred upon persons who have not satisfied the terms of these Regulations, and shall not be conferred *honoris causa* except in the conditions contained in Ordinance of the University Court No. 109 (Glasgow No. 28).
4. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

2. Maximum Period of Study

The maximum period of study is normally four sessions for the general degree and six sessions for the degree with Honours.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

3.1 The minimum requirements for progress to a succeeding year of study are:

- | | |
|-----------------------|--|
| After one session: | The candidate must have obtained a grade D or better in 120 credits from qualifying courses including Musicianship. |
| After two sessions: | The candidate must have obtained a grade D or better in 240 credits from qualifying courses. |
| After three sessions: | The candidate must have obtained a grade D or better in 360 credits from qualifying courses. In addition, the candidate must have achieved grade C or better in the requisite courses for their chosen advanced course in Composition, Dissertation, Edition or Performance. If a candidate does not meet the minimum requirements for progress to Year 4 of the BMus (Hons) degree, then they may be eligible to graduate with a general BMus degree, provided that they have fulfilled the requirements for that degree. |

3.2 A candidate who fails to satisfy the progress regulations will not be permitted to take more than 120 credits in any following session, or to repeat a year, without the approval of the Chief Adviser in Arts.

3.3 A candidate who has met the conditions for progress after three sessions is guaranteed entry to the final year of the Honours programme. Any other candidate may be offered entry to Honours if, in the judgement of the Head of Subject, their performance offers a reasonable prospect of them achieving the standard required in the Honours programme.

4. Courses Available to Candidates

The courses available to candidates, including those designated as compulsory core courses and are set out in the programme specification.

5. Programme Requirements for the Award of the Degree

5.1 Degree of BMus General

The following requirement applies in addition to those set out in Generic Undergraduate Regulation §14:

The candidate must include within the required 360 credits:

- a) 160 credits of compulsory core courses; and
- b) 200 credits of further courses of which up to 40 credits may be taken outwith Music.

5.2 Degree of BMus with Honours

The following requirement applies in addition to those set out in Generic Undergraduate Regulation §16:

The candidate must include within the required 480 credits:

- a) 200 credits of compulsory core courses; and
- b) 280 credits of further courses of which up to 60 credits may be taken outwith Music.

NON GENERIC UNDERGRADUATE REGULATIONS

DEGREE OF BACHELOR OF SCIENCE (MEDICAL SCIENCE) in MEDICAL HUMANITIES

RESOLUTION

The Degree of Bachelor of Science (Medical Science) in Medical Humanities is governed by Resolution No. 637 of the University Court which came into effect on 1 September 2012 with provision that:

1. The Degree of Bachelor of Science (Medical Science) (BSc (MedSci)) in Medical Humanities may be awarded by the University of Glasgow in the College of Arts as a Degree with Honours. The Degree shall not be recognised as a primary qualification conferring the right of registration on the Medical Register.
2. The Senate may, with the consent of the University Court, make regulations governing the award of the Degree.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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

- 1.1 A candidate for the Degree, unless granted a concession or exemption under §2 for the Degree of MB ChB, must have attended the University of Glasgow for no fewer than three academic sessions, undertaking the course of study prescribed as the first three years of the curriculum for the Degree of MB ChB, and have achieved a grade D3 or better in all courses in the years preceding admission, normally at the first attempt.
- 1.2 A student admitted as a candidate for the Degree must also be a candidate for the Degree of MB ChB.
- 1.3 The candidate must apply to the School(s) responsible for the courses to which they seek admission with a statement of their results achieved to date. Admission is at the discretion of the Head(s) of School concerned but a candidate refused entry may submit for the consideration of the relevant College any special circumstances bearing on their case.

2. Duration of study

The minimum period of study for the award of the Degree is one academic session of full-time study. The Degree programme must normally be completed within one academic session of admission to the programme. The maximum period permitted for study is two academic sessions of registered study.

3. Programme Components

- 3.1 In order to qualify for the Degree a candidate must complete 120 credits as specified in the relevant Programme Document.
- 3.2 The year of study for the Degree shall be intercalated after the third year of study for the Degree of MB ChB.

- 3.3 The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of the session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies.
- 3.4 During the period of study on the programme a candidate may not undertake any professional training or other occupation without the approval of the College of Arts.
- 3.5 A candidate may not attend courses outwith their curriculum without the permission of the College of Arts.

4. Assessment

- 4.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 4.2 Courses for which the candidate has registered must be counted towards the calculation of their grade point average for the purposes of §4.3 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.
- 4.3 The Honours degree classification shall be calculated as set out in §16.36 and §16.37 of the Code of Assessment except that the relevant grade point average shall be that achieved in relation to the 120 credits of the Programme.

5. Requirements for the Award of Honours Degree

To be eligible for the award of the Honours degree, in addition to the requirements set out at §1.1, the candidate must have obtained at least 120 credits which must include a dissertation with a grade of at least D3, and complied with any other requirements set out in the Programme Document.

DEGREE OF MASTER OF ARTS in HISTORY OF ART AND ART-WORLD PRACTICE

Students admitted to this programme before 2018-19 should refer to the *University Calendar* appropriate to the session in which they entered.

GRADUATE DIPLOMA in HISTORY OF ART AND ART-WORLD PRACTICE

Students admitted to this programme before 2018-19 should refer to the *University Calendar* appropriate to the session in which they entered.

RESEARCH STUDENTS

Ordinance 350 (General No 12), which came into force in October 1961, governs the admission of Research Students and the appointment of Research Fellows. The following are the provisions of that Ordinance relevant to the admission of Research Students:

- II. The Senate, with the approval of the University Court, shall have power to make regulations under which any person who has given satisfactory evidence of their fitness to engage in special study or research may be admitted to the University as a Research Student.
- IV. Research Students shall have access to and the use of the University laboratories, libraries and museums, subject to the provisions of any Ordinances and under such other conditions as the University Court, after consultation with the Senate, may determine.

REGULATIONS

The following are the Regulations made under Section II:

1. Applications for admission to the status of Research Student must be made to the relevant College Graduate School in accordance with published procedures.
2. Each application for admission will be referred to the appropriate College Graduate School for evaluation. Applications will be assessed by at least one member of the School or Research Institute within which the proposed line of study or research falls. The College Graduate School shall accept no applicant who has not satisfied them by examination or otherwise: (a) that their proposed line of study or research is a fit and proper one, and that they are qualified to prosecute it; (b) that they are of good character; and (c) that they propose to prosecute their studies or research during a period to be approved by the Senate.
3. Subject to the regulations of the Senate, the College or the Committee shall provide for the supervision of the work of each applicant admitted by the Senate to the status of Research Student, and shall report to the College Graduate School at least once a year as to their progress and conduct. The College may suspend or exclude from any course any Research Student whose conduct or progress is unsatisfactory.
4. Every Research Student must register each year, paying the ordinary Registration Fee.
5. A Research Student may be required at the discretion of the Head of the School or Research Institute concerned to report their attendance to the supervisor of their research, or to the Clerk of Senate, at least once a week in term-time, except during periods when, with the permission of the *Senate*, they are prosecuting special study or research elsewhere than in the University or in a College affiliated thereto.
6. A Research Student may be required by their supervisor(s) to attend classes in the University related to their research topic, and may also be required by their supervisor(s) to perform the class exercises and take class examinations; but they shall not be eligible for prizes in classes so attended and their attendance shall not qualify for graduation.
7. All papers arising out of work done in a School or Research Institute shall be submitted before publication to the Dean of Graduate Studies, and in all such papers, when they are published, a due recognition of the University shall be inserted.

GENERIC REGULATIONS FOR POSTGRADUATE CERTIFICATES AND DIPLOMAS – COLLEGE OF ARTS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the awards listed in §9.
- 1.2 These regulations apply also to the awards listed in §10 subject to alternative requirements described in the relevant Programme Document. The requirements for these awards may vary only in respect of duration of study (§3), requirements for the award (§7) to reflect the requirements of professional or statutory bodies, or progress to a Masters degree (§8).

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

3. Duration of Study

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

4. Programme Components

4.1 In order to qualify for an award in respect of the programmes specified in §9 – §10, a candidate must complete minimum credits¹⁴ as follows:

- a) For the award of a Postgraduate Diploma: 120 credits of taught courses.
- b) 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 Document.

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 For each academic session assessment and reassessment 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* published for that session.

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 §7¹⁵ 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.

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

7.1 The requirement for the award of a Postgraduate Diploma is a grade point average¹⁶ of 9 (equivalent to D3) or above in 120 credits, with not less than 80 of these credits at grade D or above.

7.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to D3) or above in 60 credits, with not less than 40 of these credits at grade D or above.

7.3 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 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

7.4 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.

8. Progress to a Masters Degree

A candidate may be permitted to progress to study for a Masters degree if a Masters programme in the same subject is available and only if the candidate has obtained a grade point average¹⁶ of 12 (equivalent to C3) in the taught courses described in §4 with at least 75% of these credits at grade D or above and all credits at grade F or

¹⁴ 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: 90 credits for a Postgraduate Diploma, 40 credits for a Postgraduate Certificate.

¹⁵ Except for §7.2, §7.3 and §7.4 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

¹⁶ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 award and progress, no further rounding is permitted. For example, a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

9. Awards to which these Regulations Apply

The following awards are governed by the above regulations:

College of Arts

Certificate in Information Management & Preservation
Certificate in Translation Studies: Translation & Professional Practice
Certificate in War Studies
Diploma in Celtic & Viking Archaeology
Diploma in History
Diploma in Information Management & Preservation
Diploma in Material Culture & Artefact Studies
Diploma in Translation Studies: Translation & Professional Practice

10. Awards which Include Variations to Clauses 3, 7 and 8

None recognised by Senate for session 2018-19.

GENERIC REGULATIONS FOR MASTERS DEGREES

GENERIC REGULATIONS FOR TAUGHT MASTERS DEGREES – COLLEGE OF ARTS

The Masters degrees listed in §11 and §12 are governed by Resolution No. 552 of the University Court which came into effect on 1 October 2005, as subsequently amended, with provision that:

1. The Masters Degrees listed in §11 – §12 of the section entitled 'Regulations' may be awarded by the University of Glasgow in the Colleges with which these Degrees are identified in these Regulations. Degrees listed in these clauses under the title 'SRUC (Scotland's Rural College)' may be awarded by the University on the recommendation of that College.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees - these are stated in §1 – §10 of the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the degrees listed in §11.
- 1.2 These regulations apply also to the degrees listed in §12 subject to alternative requirements described in the relevant Programme Document. The requirements for these degrees may vary only in respect of duration of study (§3) or progress (§7) 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 a degree or equivalent.

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 maximum period within which all candidates must complete the programme is five years from the date of initial registration.¹⁷

¹⁷ For programmes with a minimum period of study of three years, the maximum period within which candidates must complete the programme is six years from the date of initial registration.

Where a candidate has progressed to study under §8 of the Generic Regulations for Postgraduate Certificates and Diplomas that candidate's duration of study for the Masters degree shall be counted as the period since first registration for the Postgraduate Certificate or Diploma.

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 credits¹⁸ as follows:
- i) For the award of a Masters degree: 180 credits, which includes both taught courses and a 60 credit (or more) substantial independent work which should be appropriately supervised and may take the form of a dissertation or project.
 - ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.
 - iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.
- 4.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. The length and nature of the substantial independent work is as specified in the relevant Programme Document.

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 For each academic session assessment and reassessment 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* published for that session.
- 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 §10¹⁹ 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 substantial independent work required by the degree, only if they have obtained a grade point average²⁰ of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. 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 substantial independent work where it is judged²¹ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the substantial independent work, only if they have 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 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 substantial independent work where it is judged²¹ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

¹⁸ 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.

¹⁹ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

²⁰ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

²¹ 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.

7.3 A candidate may be required to commence work on the substantial independent work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:

- If the substantial independent work has been submitted, it will be marked and a grade published.
- If the substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
- If the substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of the Substantial Independent Work

8.1 Where a candidate requires a higher grade in the substantial independent work to satisfy the requirements set out in §9.1, reassessment of that 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 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 substantial independent work or to undertake further practical work.

8.2 Where at the time of publication of the grade achieved on the substantial independent work a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard required in relation to the taught courses specified in §9.1 for the award of the degree, a resubmission of the substantial independent work will only be permitted where the Board determines that no further supervisory input is required.

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 average²⁰ of 12 (equivalent to C3) or above in the taught courses described in §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 substantial independent work.

9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

- a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
- b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
- c) a grade of at least C1 in the substantial independent work.

9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
- b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
- c) a grade of at least B1 in the substantial independent work.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

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

10.1 The requirement for the award of a Postgraduate Diploma is a grade point average²⁰ 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 A candidate who has achieved at the first attempt a grade point average of 15 or 18 will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

10.4 Where a candidate has achieved at the first attempt a grade point average of between 14.1 and 14.9 or between 17.1 and 17.9 the Exam Board shall have discretion to make the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

11. Degrees²² to which these Regulations Apply

The following degrees are governed by the above regulations:

College of Arts

Master of Letters (MLitt) Ancient Cultures
 Master of Letters (MLitt) Art History
 Master of Letters (MLitt) Art History: Art: Politics: Transgression: 20th Century Avant-Gardes
 Master of Letters (MLitt) Art History: Dress & Textile Histories
 Master of Letters (MLitt) Art History: Inventing Modern Art, 1768-1918
 Master of Letters (MLitt) Art History: Technical Art History: Making & Meaning
 Master of Letters (MLitt) Art History: The Renaissance in Northern Europe & Italy
 Master of Letters (MLitt) Celtic & Viking Archaeology
 Master of Letters (MLitt) Celtic Studies
 Master of Letters (MLitt) Classics
 Master of Letters (MLitt) Comparative Literature
 Master of Letters (MLitt) Conflict Archaeology & Heritage
 Master of Letters (MLitt) Creative Writing
 Master of Letters (MLitt) Creative Writing (Distance Learning)
 Master of Letters (MLitt) Early Modern History
 Master of Letters (MLitt) English Literature
 Master of Letters (MLitt) English Literature: Fantasy
 Master of Letters (MLitt) English Literature: Medieval and Early Modern English Literature and Culture
 Master of Letters (MLitt) English Literature: Modernities – Literature, Culture, Theory
 Master of Letters (MLitt) English Literature: Romantic Worlds
 Master of Letters (MLitt) English Literature: Victorian Literature
 Master of Letters (MLitt) Film & Television Studies
 Master of Letters (MLitt) History
 Master of Letters (MLitt) History (with an emphasis on the History of Medicine)
 Master of Letters (MLitt) Medieval History
 Master of Letters (MLitt) Modern History
 Master of Letters (MLitt) Philosophy
 Master of Letters (MLitt) Playwriting & Dramaturgy
 Master of Letters (MLitt) Popular Music Studies
 Master of Letters (MLitt) Religion, Literature & Culture
 Master of Letters (MLitt) Scottish History
 Master of Letters (MLitt) Theatre History
 Master of Letters (MLitt) Theatre & Performance Practices
 Master of Letters (MLitt) Theatre Studies
 Master of Letters (MLitt) War Studies
 Master of Music (MMus) Composition & Creative Practice
 Master of Music (MMus) Musicology
 Master of Science (MSc) Art History: Collecting & Provenance Studies in an International Context
 Master of Science (MSc) Art History: Modern Material Artefacts
 Master of Science (MSc) Creative Industries & Cultural Policy
 Master of Science (MSc) English Language & Linguistics
 Master of Science (MSc) Film Curation
 Master of Science (MSc) Film-Making & Media Arts
 Master of Science (MSc) Gender History
 Master of Science (MSc) Information Management & Preservation
 Master of Science (MSc) Material Culture & Artefact Studies
 Master of Science (MSc) Media Management
 Master of Science (MSc) Museum Studies (Artefacts & Material Cultures)
 Master of Science (MSc) Museum Studies (History of Collecting & Collections)
 Master of Science (MSc) Museum Studies (Theory & Practice)
 Master of Science (MSc) Philosophy

²² Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see §10).

Master of Science (MSc) Sound Design & Audiovisual Practice
Master of Science (MSc) Speech, Language & Sociolinguistics
Master of Science (MSc) Translation Studies: Translation & Professional Practice
Master of Theology (MTh) Religion, Literature & Culture

12. Degrees²² which include Variations to Regulations 3 and 7

None recognised by Senate for session 2018-19.

DEGREE OF MASTER OF LETTERS

RESOLUTION

The Degree of Master of Letters is governed by Resolution No. 576 of the University Court which came into effect on 1 September 2006, as subsequently amended, with provision that:

1. The Degree of Master of Letters (MLitt) may be awarded by the Senate of the University of Glasgow in the Colleges of Arts and Social Sciences.
2. a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule A²³ as set out in the Regulations. Such research shall be prosecuted in the University of Glasgow or in another institution recognised for the purpose.
b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate either as a supervisor or as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Each candidate for the Degree, before being admitted to research qualifying therefor, must have:
 - a) 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) satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of research in the University or another institution recognised for the purpose for not less than two years.

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 College may on special cause shown

- a) extend the prescribed period of study for any full-time candidate by not more than one year; or,
- b) reduce the prescribed period of study by up to one year.

Full-time candidates for the degree are normally required to attend classes in the University and to be available in the relevant School(s) during the summer vacation for both work on, and supervision of, the dissertation.

5. A member of the teaching staff of the University, or a person who holds an appointment as Research Assistant or Research Fellow of the University of Glasgow and is paid through the Finance Office or directly by a grant-aiding body approved by the University Court, may notwithstanding offer themselves for the Degree of Master of Letters if they have prosecuted a course of research on a part-time basis for a period of not less than two years.
6. Each candidate for the Degree by research shall submit a thesis on a subject falling within their special study. 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. The College shall designate a professor or lecturer in the University to supervise the study of each candidate for the Degree. The supervisor shall report on the progress of the candidate at appropriate intervals as determined by the College.

²³ Schedule B, pertaining to the award of the degree following a prescribed course of study, has been deleted from the Regulations.

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 in the conditions contained in Ordinance of the University Court No. 109, Glasgow No. 28.

REGULATIONS

Schedule A - Master of Letters by Research

1. Admission to study for the Degree will normally be granted only from the beginning of the academic year.
2. a) The following institution is recognised for the purpose of Section 1 of the Resolution:

The Glasgow School of Art.
- b) On the recommendation of the College concerned, and of the Senate, the University Court may recognise, in the case of individual candidates, other institutions for the purpose of Section 2 of the Resolution, where satisfactory arrangements can be made for the supervision of a candidate.
- c) A full-time member of staff of a recognised institution may be nominated to Senate as a supervisor or as an internal examiner or a member of a Special Committee. In such cases, a member of staff from an appropriate subject area in the University shall be appointed also.
3. The time limit for submission of theses is two years from first registration for full-time students and three years from first registration for part-time students. Students who have reached the time limit without submitting a thesis may apply annually to the Higher Degrees Committee or equivalent for an extension of one year, giving reasons for the delay and/or evidence of progress. Any such submissions must be supported by the supervisor or Head of School. On completion of the research the candidate shall present a thesis; normally 30,000–40,000²⁴ words in length, embodying the results of the work for examination for the degree.
4. A candidate must submit two copies of the thesis which may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School. The thesis must include a summary (250–750 words) which must be an adequate and informative abstract of the work.

In Music, candidates may present themselves in Musicology, Musical Composition or Sonic Arts. In Musical Composition the candidate shall present a portfolio of composed music or work of equivalent creative depth or complexity comprising at least two pieces with a combined duration of at least 80 minutes. The portfolio may comprise instrumental, vocal or electroacoustic works or any combination thereof. It should include a written commentary of 5,000–7,000 words on the works contained. In Sonic Arts the candidate shall present a thesis of 20,000–40,000 words and project (weighted together: 100%). The project may be presented as a portfolio exemplifying and illustrating the thesis. This might involve a software/hardware project with details of its design and specification, and a description of its implementation. A research project would outline the design of experiments and present documentation and interpretation of the results. The thesis and the project taken shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under Section 2 of the Resolution.
5. Students must also comply with the detailed requirements for research degrees published by the appropriate Graduate School.
6. a) In the College of Social Sciences the thesis must be written in English and an oral defence may be required.

b) In the College of Arts the thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Higher Degrees Committee (or equivalent) may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Higher Degrees Committee and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.
7. The normal standard of admission will be that of First or upper Second Class Honours but another qualification, being a qualification approved by the University Court as provided in §3 of the Resolution may be accepted by the College as being suitable for the programme of study which it is proposed that the applicant should follow.
8. a) Candidates on a full-time basis must be available for regular supervision in the University throughout the period of study, except when given permission to prosecute research elsewhere in accordance with §2.

b) Candidates on a part-time basis must attend the University of Glasgow for a minimum total period prescribed by the College Graduate School and must be available for regular supervision throughout their period of study unless given permission otherwise. Colleges may also prescribe a minimum number of meetings for which candidates must be available to meet their Supervisor.
9. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the theses, portfolio or project and resubmit it, on

²⁴ Except in the College of Arts where a maximum of 70,000 words is normally permitted.

one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.

10. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

DEGREE OF MASTER OF PHILOSOPHY

RESOLUTION

The Degree of Master of Philosophy is governed by Resolution No. 575 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 each of the Colleges.
2. a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule B or Schedule C²⁵ as set out in the Regulations.²⁶ Such study shall be prosecuted in the University of Glasgow or The Glasgow School of Art or in another institution recognised for the purposes of study and research.
b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Every candidate for the Degree, before being admitted to a programme of research qualifying therefore, (a) must have obtained a Degree in any Institution of Higher Education specially recognised for this purpose by the University Court on the recommendation of the Senate, provided always that a diploma or a certificate recognised in like manner as equivalent to a Degree may be accepted in place of a Degree and (b) must have satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in the University or another Institution recognised for the purpose:
 - a) in the College of Arts, the College of Medical, Veterinary & Life Sciences and the College of Social Sciences, for 12 months, and
 - b) in the College of Science & Engineering, for 24 months.

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

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 the College on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for such written examination as may be prescribed by the Senate and may be required to submit a dissertation. The candidate may also be required to undergo oral and/or practical examination.
7. The examiners for the Degree shall be such Professors and Lecturers in the University as the Senate shall designate and such additional examiners as the University Court, on the recommendation of the Senate shall appoint.
8. The Degree shall in no case be conferred on persons who have not satisfied the 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.

²⁵ Schedule C is published in The Glasgow School of Art section of the *University Calendar*.

²⁶ Schedule A, pertaining to the award of the Degree following a prescribed course of study, has been deleted from the Regulations.

9. The regulations for the Degree shall be as stated in the Schedules hereto.

Schedule B - Master of Philosophy by Research

1. Admission to study for the Degree will normally be granted from the beginning of the academic year.
2. 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 College 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:
 - a) in the College of Arts, the College of Medical Veterinary & Life Sciences and the College of Social Sciences, one year's full-time study or two years' part-time study, and
 - b) in the College of Science & Engineering two years' full-time study or four years' part-time study.

The candidate shall prosecute this research under the supervision of a member of staff from the appropriate subject area appointed by the College Higher Degrees Committee (or equivalent) on the recommendation of the Head of School. The Higher Degrees Committee shall have power for special reasons to permit a candidate to pursue study elsewhere for part of the prescribed period. The College Graduate School shall organise research training course(s) as appropriate for each research student.

A part-time candidate, and in the College of Science & Engineering a full-time candidate, shall be subject to the College requirements for progress prior to being permitted to progress to a subsequent year of study.

4. a) On completion of the research the candidate shall present a thesis or a portfolio of work.
- b) The thesis shall normally be 30,000–40,000 words in length, embodying the results of the work for examination for the degree. The composition of the portfolio will be defined and agreed with the supervisor at the outset.
- c) In Theology & Religious Studies candidates may present themselves for a practice-based MPhil. The candidate shall present a portfolio of work for examination containing both a practical component and a critical component. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The critical component shall consist of an academically rigorous reflection upon the research process and its critical significance within theology/religious studies. The length of the critical component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 10,000–15,000 words.
- d) The candidate must expect to attend an oral examination unless specified otherwise by the Graduate School.
- e) Subject to §4(a), the thesis and portfolio must normally be written and defended in English. Exceptionally, however, in the College of Arts at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School, and the Higher Degrees Committee, and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.
5. A candidate must submit the thesis or portfolio for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by regulation. The College will specify the date of commencement of part-time study. In exceptional circumstances, and on submission of a stated case, an extension of six months may be approved by the College Higher Degrees Committee.
6. A candidate must submit two bound typewritten or printed copies of the thesis or portfolio accompanied by a declaration that the research has been carried out and the submission composed by the candidate, and that the submission has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The submitted copies of the thesis or portfolio may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
7. If the Examiners consider that the thesis or portfolio, has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis or portfolio and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
8. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service,

Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

9. In addition to these regulations, each student must also comply with the detailed requirements for research degrees published by the relevant Graduate School.

DEGREE OF MASTER OF SCIENCE

RESOLUTION

The Degree of Master of Science is governed by Resolution No. 558 of the University Court which came into effect on 1 October 2006, as subsequently amended, with provision that:

1. The Degree of Master of Science (MSc) may be awarded by the University of Glasgow in each of its Colleges; the Degrees of Master of Science (Adult & Continuing Education), Master of Science (Adult & Continuing Education (Teaching Adults)), Master of Science (Adult & Continuing Education (Community Development)) and Master of Science (Inter-professional Science Education and Communication) in the College of Social Sciences, the Degree of Master of Science (Medical Science) and the Degree of Master of Science (Veterinary Science) in the College of Medical, Veterinary & Life Sciences.
2. The Degree of Master of Science may also be awarded on the recommendation of SRUC (Scotland's Rural College).
3. The Degree of Master of Science or the Degree of Master of Science (Inter-professional Science Education and Communication), or the Degree of Master of Science (Medical Science) or the Degree of Master of Science (Veterinary Science) may be conferred (a) as an Honorary degree upon persons who have done work deserving of such recognition in any School in the Colleges of Medical, Veterinary & Life Sciences and Science & Engineering, (b) *iure officii* upon any person holding office in the University who is not already a graduate of the University.
4. The Senate may make regulations, which are subject to the approval of the University Court, governing the award of these Degrees – these are set out in the section entitled 'Regulations'.

REGULATIONS

1. Candidates for the Degree may undertake, subject to the decision of the College concerned, research in accordance with the requirements of Schedule A.²⁷
Such research shall be prosecuted in the University of Glasgow or in another institution recognised for the purpose by the University Court on the recommendation of the Senate, except as provided under Section 4.
2. Before being admitted to study qualifying for the Degree of Master of Science, every candidate must satisfy the following conditions, namely:
 - a) i) they must have obtained a Degree in a University or College recognised for this purpose by the University Court on the recommendation of the Senate, or a Degree awarded by the Council for National Academic Awards; *or*
 - ii) they must have obtained a diploma or certificate recognised as equivalent to a Degree for this purpose by the University Court on the recommendation of the Senate; *or*
 - iii) in the case of the intercalated Master of Science (Veterinary Science), they must be registered on and have successfully completed three years of the Bachelor of Veterinary Medicine and Surgery; *or*
 - iv) in exceptional circumstances, they must have obtained such other qualification(s) as may be recognised for this purpose by the University Court on the recommendation of the Senate; *and*
- b) they must have fulfilled such other entrance requirements as may be specified for a particular programme of research; *and*
- c) they must have satisfied the Senate of their fitness to undertake advanced study.
3. a) Candidates may be permitted to pursue research on either a full-time or a part-time basis. Full-time candidates must devote the major part of the day to their studies; provided that candidates shall be subject to the same provisions regarding minimum periods of study as full-time candidates if they have pursued their studies while holding appointment as a member of the teaching staff of the University of Glasgow, or as a Research Assistant or Research Fellow of the University of Glasgow paid through the Finance Office or directly by a grant-awarding body approved by the University Court.
- b) The minimum period of study for each candidate shall be determined by the appropriate College at the time of their admission, according to their qualifications and other relevant factors, and shall normally be:

²⁷ Schedule B, pertaining to the award of the Degree following a prescribed course of study, and Schedule C, pertaining to the award of the Degree following a programme of work-based learning, have been deleted from the Regulations.

- i) for full-time candidates, either 12 months or two academic years of full-time study;
 - ii) for part-time candidates, either two or three academic years of part-time study.
- c) To qualify for the shorter minimum periods of study specified in (b), candidates should normally possess a Degree with Honours of the First or Second Class of an approved University, or a qualification deemed equivalent by the College concerned.
- d) Where the longer minimum period of study has been initially prescribed but the candidate has made sufficient progress, the Senate may subsequently reduce the total period of study to not less than 12 months of full-time study or two academic years of part-time study as appropriate.
4. The Senate may for special reasons permit a candidate, whether full-time or part-time, to prosecute part of their studies elsewhere, provided that normally at least half of the candidate's total period of study is prosecuted in the University of Glasgow or in a recognised Institution.
5. The College concerned shall designate for each candidate a supervisor who shall report at least once a year to the College Graduate School on the progress of the candidate.

Schedule A: Master of Science by Research

1. Research Students within the meaning of Ordinance 350 (General No 12) may be candidates for the Degree of Master of Science, or Master of Science (Medical Science) or Master of Science (Veterinary Science) in any appropriate area of study in the College of Medical, Veterinary & Life Sciences and Science & Engineering and Social Sciences.
2. On completion of the prescribed period of research, each candidate shall present a thesis embodying the results of their work. The thesis must be in English. The thesis may be either a record of original research, or a critical review of existing knowledge. In either case, either a written or an oral examination, or both, may be required, and candidates shall be notified of such requirements through their supervisors.
3. In no case shall the thesis required from a candidate be submitted before the completion of 12 months from the date of their admission as a research student. Except by special permission of the Senate, a thesis may not be presented after the lapse of 12 months from the date on which the candidate ceases to be a registered student.
4. Application for examination for the Degree of MSc, or the Degree of MSc (Medical Science) or the Degree of MSc (Veterinary Science), must be submitted in accordance with the procedures of the appropriate College, details of which may be obtained from the College Graduate School on request.
5. A Committee of Examiners shall be appointed to examine the thesis of each candidate. The Committee shall consist of one or more members appointed by the Senate, together with one or more external examiners appointed by the University Court on the recommendation of the Senate. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe in each case, but in no case shall the examination of the thesis constitute less than half of the final assessment.
6. A candidate must submit two bound printed or typewritten copies of their thesis. The thesis must include a summary (250–1,000 words), which must be accompanied by a declaration by the candidate that it has been composed by them. The candidate must also state the extent to which they have availed themselves of the work of others, and must further state which portions of the thesis, if any, they claim as original. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standards Institution's *Recommendations for the Presentation of Theses and Dissertations* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
7. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis, portfolio or project and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than 6 months after the date of the meeting of the Board of Examiners.
8. If approved for the degree, one bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule D: General Provisions

1. a) The following institutions are recognised for the purpose of Regulation 4:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK

Centre for Environment, Fisheries and Aquaculture Science, UK

Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia

Children's Hospital, Tabriz, Iran

Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK
Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria
European Molecular Biology Laboratory, Heidelberg, Germany
Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
Fisheries Research Services, Marine Laboratory, Aberdeen, UK
Glasgow and West of Scotland Blood Transfusion Service, UK
Glaxo SmithKline, Stevenage, UK
Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
Macaulay Land Use Research Institute, UK
Moredun Research Institute, Pentlands Science Park, Penicuik, UK
National Institute for Biological Standards and Control, UK
Natural History Museum, London, UK
Papworth Hospital, Cambridge, UK
Royal Botanic Garden, Edinburgh, UK
Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
Scottish Crops Research Institute, Invergowrie, UK
Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
SRUC (Scotland's Rural College), UK
Swartz Center Institute for Neural Computation, University of California San Diego La Jolla USA
The Fredric Rieders Foundation 2300 Stratford Avenue, Willow Grove PA 19090, USA
The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
Universities Marine Biological Station, Millport, UK
Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia
CEA Saclay, France
Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain
Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France
Fermi National Accelerator Laboratory, Chicago, IL, USA
Gooch & Housego (UK) Ltd, UK
GSI (Society for Heavy Ion Research) Darmstadt, Germany
Henrich-Heine University, Dusseldorf, Germany
Institute for Cosmic Ray Research, University of Tokyo, Japan
Institute Laue-Langevin, Grenoble, France
Institute of Nuclear Physics, University of Mainz, Germany
International Atomic Energy Agency, Austria
ISIS Pulsed Neutron and Muon Source, UK
Jefferson Accelerator Laboratory, Newport, News, VA, USA
Johns Hopkins University, Baltimore, USA
Kelvin Nanotechnology Ltd, UK
Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
LIGO Hanford Observatory, Hanford USA
LIGO Livingston Observatory, Livingston USA
Macquarie University, Australia
Mathematisches Institut Westfälische Wilhelms-Universität Münster, Germany

McMaster University, Canada
 MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA
 MRC Mitochondrial Biology Unit, Cambridge, UK
 Nanyang Polytechnic, Singapore
 National University of Singapore, Singapore
 NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
 Northeastern University, Boston, USA
 Offshore Renewable Energy Catapult (OREC), UK
 Parliamentary Offices for Science and Technology, London, UK
 ROHM Semiconductor, Kyoto, Japan
 Scottish Universities Environmental Research Centre, East Kilbride, UK
 Tokyo Institute of Technology, Japan
 Universitat Politècnica de Valencia, Valencia, Spain
 University of Alabama, USA
 University of Bergamo, Italy
 University of California at San Diego, La Jolla, Ca, USA
 University of Dar Es Salaam, Tanzania
 University of Delft, Centre for Systems and Control, The Netherlands
 University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
 University of Hong Kong, China
 University of Melbourne, Australia
 University of Oregon, Eugene, USA
 University of Ottawa, Ontario, Canada
 Université Paris 13, France
 University of Toronto, Toronto, Canada
 University of Tsukuba, Japan
 Xerox Research Centre Europe, Meylan, France
 Yale University, USA

NON GENERIC MASTERS REGULATIONS

DEGREE OF MASTER OF FINE ARTS in CREATIVE WRITING

RESOLUTION

The Degree of Master of Fine Arts in Creative Writing is governed by Resolution No. 659 of the University Court, which at the time of publication was in draft form. The provisions of the Resolution are as follows:

1. The Degree of Master of Fine Arts (MFA) in Creative Writing may be awarded by the Senate of the University of Glasgow in the College of Arts;
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 under 'Regulations';
3. The early exit award of Master of Philosophy (MPhil) is also included in the Regulations.

REGULATIONS

1. Admission

- 1.1 Before being considered for admission to study for the Degree, a candidate must normally have obtained a Masters degree in Creative Writing with Merit or Distinction or have gained experience or have completed works deemed by the College of Arts Higher Degrees Committee to provide equivalent evidence of suitability for study.
- 1.2 Exceptionally a candidate for the Degree of Master of Letters in Creative Writing at the University of Glasgow may, after completion of 120 taught credits of the Master of Letters programme, be considered for admission to study for the Degree of Master of Fine Arts in Creative Writing. Such a candidate may be admitted on recommendation of a Progress Review subject to the agreement of the College Higher Degrees Committee. Where such a candidate is admitted to the programme of study for the Degree of Master of Fine Arts, the period of study completed by the candidate on the Master of Letters programme may be counted towards the minimum duration of study stipulated in §2.1.

2. Duration of Study

- 2.1 The minimum period of study for the award of the Degree is two years of full-time study or four years of part-time study.

2.2 The requirements of the programme, including submission of the portfolio described in §3.1, must be completed within three years of first registration for a full-time candidate and within five years for a part-time candidate. Where the College has approved suspension of study for a period of time, the maximum period of study permitted shall be extended by the approved period of suspension.

3. Structure of Programme

3.1 The programme will consist of the completion of core seminars as specified in the programme handbook and submission of a portfolio of 40,000–60,000 words, to include a creative project and essay of written work, as further specified in the programme handbook.

3.2 A candidate must be available for supervision in the University throughout the period of study except when given permission to pursue research elsewhere.

3.3 A candidate must satisfactorily complete such formal research training and any other attendance requirements as set down by the College.

3.4 Progress for a candidate to subsequent years of study is dependent on satisfactory performance at annual progress review. Failure to meet College requirements at annual progress review without good cause may result in exclusion from further study.

4. Portfolio

4.1 Each candidate for the Degree shall present for the approval of the Senate the portfolio referred to at §3.1 accompanied by a declaration signed by the candidate that the portfolio has been produced by themselves.

4.2 The portfolio shall be a minimum of 40,000 and a maximum of 60,000 words including references, bibliography and appendices in each case. A candidate who wishes to submit a portfolio of greater or lesser length must seek prior permission of the College Higher Degrees Committee.

4.3 The portfolio shall be examined by one or more examiners appointed by the Dean of Graduate Studies on behalf of Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the Dean of Graduate Studies on behalf of the University Court and Senate. No person who has been involved in the direct supervision of the candidate may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §4.5) and shall act as an examiner in the normal way. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.²⁸ A portfolio may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies.

4.4 A candidate for the Degree must present themselves for oral or other examination by the Committee of Examiners on the subject matter of the portfolio and its context. The requirement for an oral examination shall be observed at the first submission of the portfolio. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School.

4.5 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the portfolio;

b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;

c) assisting the examiners to reach a consensus, noting that, subject to the authority of Senate, the view of the External Examiner shall normally prevail;

d) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;

e) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate.

4.6 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.

4.7 Where a candidate has been permitted to resubmit a portfolio for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after

²⁸ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.

- 4.8 Where a candidate has been permitted to resubmit the portfolio, it shall normally be on one occasion only. The resubmitted portfolio shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission.
- 4.9 The portfolio must normally be written and defended in English. Exceptionally, however, at the time of application the College Graduate School Board (or equivalent) may approve arrangements whereby the portfolio may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Graduate School Board and where the School and the Graduate School Board are satisfied that appropriate arrangements can be made for supervision and examination.

5. Submission of Portfolio

- 5.1 In submitting a portfolio a candidate must state any sources from which information is derived, the extent to which they have availed themselves of the work of others, and the portions of the portfolio which they claim as original.
- 5.2 Two copies of the portfolio must be submitted. The submission must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the portfolio may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
- 5.3 In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the portfolio has achieved the required standard for the award of the degree. A candidate may submit a portfolio against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.
- 5.4 If approved for the degree, one hard-bound copy of the portfolio and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten.

6. Award of the Degree and Recommendation of the Examiners of the Candidate's Portfolio

- 6.1 The examiners of the candidate's portfolio will recommend to the Higher Degrees Committee one of the following outcomes:
- a) the Degree be awarded unconditionally.
 - b) the Degree be awarded subject to certain minor corrections of detail or of presentation specified by the examiners. These shall not involve changes of substance to the portfolio. The corrections shall normally be carried out within one month of receipt of the specifications to the satisfaction of the internal examiner.
 - c) the Degree be awarded subject to certain changes of substance in a specific element or elements of the portfolio specified by the examiners. These shall not involve a revision of the whole portfolio or of a major proportion of it. They may, however, include a requirement to carry out a further period of research in order to strengthen the portfolio. The revisions shall be carried out within a timescale determined by the examiners and shall be confirmed by all of the examiners.
 - d) the portfolio as a whole is unacceptable. The candidate is invited to resubmit the portfolio taking account of the comments of the examiners. The resubmitted portfolio will be examined on one occasion only. It will be resubmitted within a timescale to be determined by the examiners but normally no later than nine months after the date of the joint report notifying the candidate of the requirements for revision. A resubmission fee will be charged to cover the examining costs.
 - e) the portfolio as a whole is unacceptable for the award of a Masters degree and the candidate is invited to revise and resubmit the portfolio for the degree of Master of Philosophy.
 - f) no degree be awarded.

7. Requirements for the Exit Award of Master of Philosophy

- 7.1 The exit award of Master of Philosophy (Creative Writing) is available at the end of year 1 of the Degree Programme on satisfactory completion of core seminar(s), formal research training and attendance requirements stipulated for year 1 together with submission of a portfolio of 17,000–30,000 words. A candidate for the exit award of MPhil may be required by the examiners to present themselves for oral or other examination. Resubmission of the portfolio will be permitted on one occasion only within a timescale to be determined by the examiners but normally no later than six months after the date of notifying the candidate of the requirements for revision.

DEGREE OF MASTER OF MUSIC

RESOLUTION

The Degree of Master of Music is governed by Resolution No. 579 of the University Court which came into effect on 1 September 2007. The provisions of the Resolution are as follows.

1. The Degree of Master of Music (MMus) may be awarded by the Senate of the University of Glasgow in the College of Arts.
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'.
3. The College Higher Degrees Committee (or equivalent) shall consider all matters relating to the Degree and shall report to the Senate thereon. It shall be competent for the Higher Degrees Committee to make recommendations to the Senate with regard to the appointment of Examiners for 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 purposes of the Degree such lecturers and other officers of the Royal Conservatoire of Scotland as, having responsibility for research or courses qualifying for the Degree, may be proposed for such recognition by the Higher Degrees Committee:
5. a) The Examiners for the Degree shall be such professors and lecturers of the University as the Senate shall designate, together with teachers of the Royal Conservatoire of Scotland appointed in accordance with section (b); and such external examiners as may be appointed by the University Court.
b) The University Court may appoint as an examiner for the Degree, but not as an external examiner, any teacher recognised in accordance with Section 4 hereof.

REGULATIONS

1. Each candidate for the Degree must be a Bachelor of Music with Honours or a Master of Arts with Honours in Music of the University, or must have obtained an equivalent degree or qualification from another University or Institution of Higher Education recognised for this purpose by the University Court on the recommendation of the Senate, and must satisfy entrance requirements which shall be determined by the Head of Music. The normal standard of admission shall be that of a Degree with First or Upper Second Class Honours, or the equivalent and admission to study for the Degree shall normally be granted only from the beginning of the academic year.
2. The minimum period of study or research for the Degree shall be determined by the Head of Music for each candidate according to their qualifications at the time of their admission, and shall normally be:
 - a) for a full-time candidate, either 12 months or two sessions of study or research;
 - b) for a part-time candidate, either two or three sessions of study or research.The Higher Degrees Committee may exceptionally permit a candidate to pursue study elsewhere for part of the prescribed period.
3. Each candidate shall prosecute their research under the supervision of a primary and a secondary supervisor, both being teachers of the University and appointed by the College Higher Degrees Committee on the recommendation of the Head of Music. The primary supervisor shall be a teacher of the University in a subject area appropriate to the candidate's research.
4. The Music section in the School of Culture & Creative Arts shall be responsible for the research for the Degree, for the co-ordination of any supervision or teaching arrangements, and for providing the courses and seminars accompanying the individual research work.
5. Each candidate must normally undertake the Postgraduate Research Training Courses in Information Technology and Library Skills, provided by the Arts and Humanities Graduate School before presenting their submission.
6. Each candidate must undertake a programme of study and research in Musicology, or Composition, or Sonic Arts, within which their curriculum shall follow the prescription set out in the programme documentation. The thesis, portfolio of compositions, or major project work prescribed shall, in each case, contribute 60% of the assessment weight of the programme.
7. The thesis, portfolio or project work must be presented for examination within 11 months of the date of initial registration as a postgraduate student in the College of Arts (23 months in the case of part-time study). In exceptional circumstances an extension of six months may be approved by the College Higher Degrees Committee.
8. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe. A candidate may be required to present themselves for an oral or other examination.
9. Each candidate must submit two bound, typewritten or printed, copies of the thesis and/or musical scores. These must be accompanied by a declaration that the research/composition has been carried out, and the thesis and/or musical scores composed, by the candidate, and that the material of the submission has not been accepted in

fulfilment of the requirements of any other degree or professional qualification. In the case of musical compositions, the score submitted may be generated by notation software or hand-written in indelible, ink and should conform to standard criteria reflecting current professional practice. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

10. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the theses, portfolio or project and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should occur no later than six months after the date of the meeting of the Board of Examiners.
11. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

DEGREE OF MASTER OF PHILOSOPHY in TEXTILE CONSERVATION

RESOLUTION

The Degree of Master of Philosophy in Textile Conservation is governed by Resolution No. 627 of the University Court which came into effect on 1 September 2010 with provision that:

1. The Degree of Master of Philosophy (MPhil) in Textile Conservation may be awarded by the Senate of the University of Glasgow in the College of Arts.
2. The Senate may make regulations governing the award of the Degree which are subject to approval of the University Court – these are set out in the section entitled 'Regulations'.
3. The award of Postgraduate Certificate, Postgraduate Diploma and Master of Science are also included in the Regulations.

REGULATIONS

A student admitted onto the programme leading to this award must follow the instructions issued on behalf of the relevant School and be aware of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain details on the Programme including, in some cases, further requirements associated with the award.

1. Admission

Before being considered for admission to study for the Master of Philosophy in Textile Conservation a candidate must normally have obtained a degree or equivalent.

2. Duration of Study

The minimum period of study for the award of the degree is two years. The maximum period for full-time study is four years of registered study. The minimum period for part-time study is four years. The maximum period within which all candidates must complete the programme is eight years from the date of initial registration.

3. Programme Components

- 3.1 The programme will consist of taught courses delivering 240 credits, a placement delivering 60 credits and a dissertation delivering 60 credits.
- 3.2 Early exit awards will be available as follows:
 - a) Postgraduate Certificate: 60 credits of taught courses
 - b) Postgraduate Diploma: 120 credits of taught course
 - c) Master of Science: 180 credits, which include 120 credits of taught courses and 60 credits obtained from a placement.

4. 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 in the 'University Fees and General Information for Students' section of the University Calendar.

5. Assessment

- 5.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 5.2 Where a candidate remains enrolled on a course either:
- on the date on which the first summative assessment for that course is to be submitted; or
 - on such other date as may be specified in the course document for that course;

that course must normally (unless other provision is justified by good cause circumstances affecting the candidate) be counted towards the calculation of their grade point average for the purposes of §6, §8 and §9.

6. Progress

- 6.1 A candidate will be permitted to progress to undertake the placement only if they have obtained a grade point average²⁹ of 12 (equivalent to C3) or above in 120 credits of taught courses referred to in §3 with at least 75% of the credits at D3 or better and all credits at grade F or above. Exceptionally, a candidate may be permitted to progress to the placement where it is judged³⁰ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 6.2 A full-time candidate is required to achieve grade D or above in the placement in order to progress to year 2 of the programme. A part-time candidate is required to complete the placement at grade D or above in order to progress to subsequent taught courses.
- 6.3 A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average of 12 (equivalent to C3) or above in the 240 credits of taught courses referred to in §3 with at least 75% of the credits at D3 or better and all credits at grade F or above, and grade D or above for the placement. Exceptionally, a candidate may be permitted to progress to the dissertation where it is judged that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 6.4 A candidate may be required to commence work on the dissertation before the assessment of the taught courses referred to in §3.1 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently the grade point average for the taught courses, after all opportunities at assessment have been exhausted, is less than 12, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the dissertation has been submitted, it will be marked and a grade published.
 - If the dissertation has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the dissertation is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

7. Reassessment of the Placement and Dissertation

Where a candidate requires a higher grade in the dissertation and/or the placement to satisfy the requirements set out in §8.1, reassessment of the placement and/or of the dissertation will each be permitted on one occasion only, under such conditions as the Examiners may prescribe. Normally resubmission shall 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 placement or the dissertation or to undertake further practical work.

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

- 8.1 A candidate will be eligible for the award of the degree on obtaining a grade point average²⁹ of 12 (equivalent to C3) or above in the 240 credits of taught courses described in §3, 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 placement and in the dissertation.
- 8.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

²⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

³⁰ 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.

- a) a grade point average of 15 (equivalent to B3) or above in the 360 credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the 300 credits of taught courses and placement, and
 - c) a grade of at least C1 in the dissertation.
- 8.3 Where a candidate has satisfied the requirements set out at §8.2 (b) and (c), and their grade point average for the 360 credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 8.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 360 credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the 300 credits of taught courses and placement, and
 - c) a grade of at least B1 in the dissertation.
- 8.5 Where a candidate has satisfied the requirements set out at §8.4 (b) and (c), and their grade point average for the 360 credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 9. Requirements for the Exit Awards of a Postgraduate Certificate (Textile Conservation), Postgraduate Diploma (Textile Conservation) and Master of Science (Textile Conservation) and Rules for the Award of Distinction and Merit**
- 9.1 The requirement for the award of a Postgraduate Certificate is a grade point average²⁹ of 9 (equivalent to D3) or above in 60 credits, with not less than 40 of these credits at grade D or above.
- 9.2 The requirement for the award of a Postgraduate Diploma is a grade point average of 9 (equivalent to D3) or above in 120 taught courses, with not less than 80 of these credits at grade D or above.
- 9.3 A candidate for the award of Postgraduate Certificate or Postgraduate Diploma who has achieved a grade point average of 15 (equivalent to B3) at the first sitting will be eligible for the award of Merit. Where the grade point average falls within the range 14.1 to 14.9 the Board of Examiners shall have the discretion to make the award with Merit.
- 9.4 A candidate for the award of Postgraduate Certificate or Postgraduate Diploma who has achieved a grade point average of 18 (equivalent to A5) at the first sitting will be eligible for the award of 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.
- 9.5 The requirement for the award of the Master of Science is a grade point average of 12 (equivalent to C3) or above in 120 credits of taught courses, with not less than 80 of these credits at grade D or above, and a grade D or above for the placement.
- 9.6 A candidate will be eligible for the award of Master of Science with Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 180 credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the 120 credits of taught courses, and
 - c) a grade of at least C1 in the placement.
- 9.7 Where a candidate has satisfied the requirements set out at §9.6 (b) and (c), and their grade point average for the 180 credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 9.8 A candidate will be eligible for the award of Master of Science with Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 180 credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the 120 credits of taught courses, and
 - c) a grade of at least B1 in the placement.
- 9.9 Where a candidate has satisfied the requirements set out at §9.8 (b) and (c), and their grade point average for the 180 credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

DEGREE OF MASTER OF RESEARCH

RESOLUTION

The Degree of Master of Research is governed by Resolution No. 645 of the University Court which came into effect on 1 September 2012 with provision that:

1. The Degree of Master of Research (MRes) may be awarded by the University of Glasgow in the College of Arts.

2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of this Degree. These shall be stated under 'Regulations'.
3. The award of Postgraduate Certificate is also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to the award must follow any instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and any Programme Document (often referred to as the Programme or 'Course' Handbook) which may contain further details on the Programme including, in some cases, further requirements associated with the award.

1. Application of Regulations

These regulations apply to the degrees listed in §10.

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

3. Duration of Study

The minimum period of study for the award of the Degree is 12 calendar months. The maximum period for full-time study is 24 calendar months of registered study. 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 degrees listed in §10, a candidate must complete minimum credits³¹ as follows:

- i) For the award of a Masters degree: 180 credits, which includes both at least 60 credits of taught courses and a dissertation or other substantial independent work worth at least 100 credits.
- ii) 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 credit weighting of the dissertation or other substantial independent work may be 100 or 120 credits. The curriculum for a candidate must be agreed with the Programme Convener.

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

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, §8.1 and §9 unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

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

7. Candidates for a Masters Degree: Progress

7.1 A candidate will be permitted to progress to preparation of the dissertation, or other substantial independent work required by the Degree, only if they have obtained a grade point average³² of 12 (equivalent to C3) or above in the taught courses referred to in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or

³¹ 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 and 40 credits for a Postgraduate Certificate.

³² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

above. 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 judged³³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the dissertation, or other substantial independent work, only if they have obtained a grade point average of 12 (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 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 judged³³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

8. Requirements for the Award of a Masters Degree

- 8.1 A candidate will be eligible for the award of the Degree on obtaining a grade point average³² of 12 (equivalent to C3) or above in the taught courses referred to in §4, with at least 75% of these credits at grade D3 or better, and all credits at grade F or above, and on being awarded a Pass following examination of the dissertation or other substantial independent work in accordance with the provisions of §8.2.
- 8.2 The examiners of the candidate's dissertation or other substantial independent work will recommend one of the following outcomes:
- the dissertation or other substantial independent work be awarded a Pass unconditionally.
 - the dissertation or other substantial independent work be awarded a Pass subject to certain minor corrections of detail or of presentation specified by the examiners. These shall not involve changes of substance to the dissertation or other substantial independent work. The corrections shall normally be carried out within one month of receipt of the specifications to the satisfaction of the internal examiner.
 - the dissertation or other substantial independent work be awarded a Pass subject to certain changes of substance in a specific element or elements of the dissertation or other substantial independent work specified by the examiners. These shall not involve a revision of the whole dissertation or other substantial independent work or of a major proportion of it. The revisions shall be carried out within a timescale determined by the examiners and shall be confirmed by both the internal and external examiners.
 - the dissertation or other substantial independent work as a whole is unacceptable on the grounds of unsatisfactory content, with no opportunity to resubmit.

9. Requirements for the Exit Award of a Postgraduate Certificate and Rules for Award of Merit and Distinction

- 9.1 The requirement for the exit award of a Postgraduate Certificate is a grade point average³² of 9 (equivalent to D3) in 60 taught credits, with not less than 40 of these credits at grade D or above.
- 9.2 The exit award of Postgraduate Certificate may be granted with Merit to a candidate who has achieved at the first attempt a grade point average of 15 (equivalent to B3) in 60 credits of taught courses.
- 9.3 The exit award of Postgraduate Certificate may be granted with Distinction to a candidate who has achieved at the first attempt a grade point average of 18 (equivalent to A5) in 60 credits of taught courses.

10. Degrees to which these Regulations Apply

The following degrees are governed by the above regulations:

MRes American Studies
 MRes Archaeology
 MRes Celtic
 MRes Classics
 MRes Comparative Literature
 MRes English Language & Linguistics
 MRes English Literature
 MRes Film & Television Studies
 MRes Gaelic
 MRes History
 MRes History of Art
 MRes Information Studies

³³ 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.

MRes Modern Languages
MRes Music
MRes Scottish Literature
MRes Theatre Studies
MRes Theology & Religious Studies

DEGREE OF MASTER OF SCIENCE

(The Degree may be awarded by the University of Glasgow alone or a degree may also be awarded by the Collaborating Institution, Nankai University.)

RESOLUTION

The Degree of Master of Science is governed by Resolution No. 649 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Science (MSc) in the subjects listed in Schedule A of the Regulations may be awarded by the Senate of the University of Glasgow in the Colleges of Arts, Science & Engineering, and Social Sciences.
2. The Senate may make regulations governing the award of the Degree which are subject to the approval of the University Court - these are set out in the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto the programme must follow the instructions issued by the relevant School and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details on the Programme and may include further requirements associated with the award.

1. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

2. Duration of Study

The minimum period of study for the award of the degree is 24 calendar months. The maximum period for full-time study is 48 calendar months of registered study. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

3. Programme Components

In order to qualify for the award of the degree a candidate must complete a minimum of 240 credits³⁴ including taught courses and a 60 credit dissertation.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

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

5.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §8, and §9³⁵ 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.

³⁴ In compliance with the Scottish Credit and Qualification Framework for a Masters Degree 150 credits must be gained from **Masters level** courses (level M/SCQF level 11).

³⁵ Except for §9.2 and §9.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

6. Progress

A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average³⁶ of 12 (equivalent to C3) or above in the taught courses referred to in §3 with at least 75% of the credits at grade D3 or better and all credits at grade F3 or above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

7. Reassessment of Dissertation

Where a candidate requires a higher grade in the dissertation or other substantial independent work to satisfy the requirements set out in §8.1, reassessment of that 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 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 dissertation or substantial independent work or to undertake further practical work.

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

- 8.1 A candidate will be eligible for the award of the Degree on obtaining a grade point average³⁶ of 12 (equivalent to C3) or above in all the taught courses within the programme, as specified in §3, with at least 75% of these credits at grade D3 or better, and all credits at grade F3 or above, and obtaining a grade D3 or better in the dissertation.
- 8.2 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 to 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.
- 8.3 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.

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

- 9.1 The requirement for the award of a Postgraduate Diploma is a grade point average³⁶ of 9 (equivalent to D3) in 120 credits, with not less than 80 of these credits at grade D3 or above.
- 9.2 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 D3 or above.
- 9.3 These awards may be granted with Merit or Distinction according to the criteria specified in §8.2 and §8.3 in relation to the taught courses.

Schedule A

Subjects in which the Degree may be offered are:

College of Arts

Master of Science (MSc) Translation Studies: Translation & Professional Practice

College of Social Sciences

Master of Science (MSc) Environmental Science³⁷

Master of Science (MSc) International Relations

Master of Science (MSc) Urban & Regional Planning

DEGREE OF MASTER OF THEOLOGY**RESOLUTION**

The Degree of Master of Theology is awarded under Resolution No. 578 of the University Court which came into effect on 1st September 2007. The relevant provisions of the Resolution are as follows:

³⁶ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

³⁷ Subject to Senate approval.

1. The Degree of Master of Theology (MTh) may be awarded by the Senate of the University of Glasgow in the College of Arts.
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’.
3. Candidates for the Degree may undertake either research in accordance with the provisions of these Regulations in Schedule A, or a prescribed course of study in accordance with the provisions of Schedule B.
4. Before being admitted to study qualifying for the Degree of Master of Theology a candidate must:
 - a) have obtained the Degree of Bachelor of Divinity in the University of Glasgow or in another University recognised for this purpose by the University Court on the recommendation of the Senate, provided that the Senate may, with the approval of the University Court, admit a candidate with such other qualifications as it may approve for this purpose; or,
 - b) have satisfied the Senate of their fitness to undertake advanced study.
5. Candidates may be permitted to pursue a course of prescribed study or research on either a full-time or a part-time basis. 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.

Candidates shall be subject to the same provisions regarding minimum periods of study as full-time candidates if they have pursued their studies while holding appointment as a member of the teaching staff of the University of Glasgow, or as a Research Assistant or Research Fellow of the University of Glasgow paid through the Finance Office or directly by a grant-awarding body approved by the University Court.
6. The College shall designate for each candidate a supervisor who shall report at least once a year to the College on the progress of the candidate.

Schedule A - Master of Theology by Research

1. On completion of the prescribed period of research each candidate shall present a thesis embodying the results of their work. The thesis must be in English and shall not exceed 40,000 words. The candidate may also be required to undergo oral examination.
2. Except by special permission of the Senate, a thesis may not be presented later than four years from the date of the candidate's admission.
3. A candidate must submit two bound typewritten copies of the thesis. The thesis must be accompanied by a declaration by the candidate 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 submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
4. 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. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe. A candidate may be required to present themselves for an oral or other examination.
5. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the theses, portfolio or project and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than 6 months after the date of the meeting of the Board of Examiners.
6. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule B - Master of Theology by Prescribed Courses

1. The Senate may on the recommendation of the College of Arts institute courses of study for the Degree of Master of Theology in any appropriate subjects in the College. Such courses may be made available on a full-time or on a part-time basis.
2. The syllabus for the Degree shall comprise three courses of guided reading and a dissertation on a subject to be approved by the Course Director. Two of the three courses must be taken from the courses offered in Theology and Religious Studies and one may be any other such postgraduate level courses offered in the College of Arts or Social Sciences as shall from time to time be approved by the College. Any amendments to the list of courses shall be submitted by the College to the Senate for its approval. Each course and the dissertation shall be weighted equally.

3. 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. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe. A candidate may be required to present themselves for an oral or other examination.
4. Each course shall be assessed by 3 x 3,000 word essays, the titles of which will be approved by the relevant Course Director, to be submitted no later than 31st May in the final year of the Degree. The dissertation, to be written in English and not exceeding 15,000 words, shall be submitted by 30th September of the final year of the Degree. The title of the dissertation must be approved by the Course Director. The Senate may, on special cause shown and after consideration of a stated case by the College Higher Degrees Committee (or equivalent), defer the submission dates for the essays (but to no later than six months after the 31st May deadline) or for the dissertation (but to no later than one year after the 30th September deadline).
5. The Degree shall be awarded on the basis of an average of 60% over the four constituent elements. The Examiners may permit a candidate who does not achieve this level of performance in a particular course to submit one further essay but only one such re-submission shall be permitted in each course. In the case of a dissertation not achieving the minimum level of performance, the Examiners may permit re-submission in a revised form under such conditions as may be prescribed in each case.
6. The Examiners shall have discretion to recommend that the degree be awarded with Distinction to a candidate whose overall performance has averaged at least 70% with no mark in any one component having fallen below 60%.
7. The Examiners shall have discretion to recommend a Diploma award to a candidate who has completed to a satisfactory standard the course work part of the MTh but who does not proceed, or who is not permitted to proceed, to the dissertation. The Examiners shall have similar discretion in the case of a candidate who is adjudged not to have achieved the MTh standard after submission of the dissertation.

GENERIC REGULATIONS FOR DOCTORATE DEGREES

DEGREE OF DOCTOR OF LETTERS

RESOLUTION

The Degree of Doctor of Letters is governed by Resolution No. 636 of the University Court which came into effect on 1 September 2011 with provision that:

1. The Degree of Doctor of Letters (DLitt) may be awarded by the Senate of the University of Glasgow.
2. The Senate may make such regulations governing the award of the Degree as may be approved by the University Court.
3. The Degree of Doctor of Letters shall not be conferred upon a person who has not satisfied the conditions set forth in the Regulations; provided always that it shall be in the power of the Senate to award the Degree as an Honorary degree under such regulations as may be made by the Senate with the approval of the University Court.

REGULATIONS

1. Eligibility

A person (the applicant) satisfying one of the following conditions may offer themselves to be a candidate for the Degree of Doctor of Letters:

- a) that they are a graduate of the University of Glasgow, after the expiry of seven years from the date of first graduation therein; or
- b) that they are a person who holds such office or offices at the University of Glasgow as the Senate may approve, who is not already a graduate of the University of Glasgow, after the expiry of four years' continuous tenure of one or more of these offices provided that not less than seven years has elapsed from the date of their first graduation in any University.

2. Confirmation of Candidature

In order to be accepted as a candidate for the Degree, the applicant must submit to the Dean of Graduate Studies of the appropriate College the following:

- a) a list of the published work(s) to be presented, together with three copies of each work, and
- b) an account, to be a minimum of 1,000 words in length, of the work(s) submitted describing the theme of the submission, the links and/or the developments occurring between the works, and the overall conclusions, and
- c) a declaration signed by the applicant indicating the nature and extent of the applicant's own contribution, as well as any contribution of co-authors and other collaborators, to each of the submitted works, and

d) a statement identifying any work which has been, or is about to be, submitted for any other Higher Degree or Diploma of any University. Any such work shall not be assessed for the award of the Degree of DLitt in the University of Glasgow.

3. The College Higher Degrees Committee will establish a sub-committee to determine whether a prima facie case for DLitt candidature has been established. The sub-committee may decline to confirm candidature of the applicant if in its opinion the submission does not establish a prima facie case. A precognition fee will be charged, to be deducted in due course from the submission fee if the candidate is examined.

4. Submitted Works

The work(s) submitted shall normally be in English, and shall be a minimum of 70,000 words and a maximum of 100,000 words in length, including references, bibliography and appendices.

5. Examiners

The submission shall be examined by three or more examiners, one of whom shall be appointed by the Dean of Graduate Studies on behalf of the Senate from among the experienced academic staff of the University, and two or more of whom shall be External Examiners, of recognised eminence in the subject of the submission, appointed by the Dean of Graduate Studies on behalf of the University Court and Senate.

6. Award of Degree

The candidate shall be awarded the Degree only if in the opinion of the Senate, on the recommendation of the examiners, the submission demonstrates an original and substantial contribution to the advancement of knowledge in a major field of study and confirms the candidate as a recognised authority in that field.

7. Re-examination

No person will be accepted as a candidate more than twice and no candidate may apply for re-examination until five years have elapsed from the original date of submission.

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, as subsequently amended. 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;³⁸
3. A candidate for the Degree may either undertake study or research in accordance with the provisions of Schedule A or, in the case of The Glasgow School of Art, Schedule C, or shall present either a published thesis or a published memoir or work or other material in accordance with the provisions of Schedule B or, in the case of The Glasgow School of Art, Schedule D;
4. The Degree of Doctor of Philosophy whether by research or by published work shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

Schedule A: Degree of Doctor of Philosophy by Research

The following regulations are supplemented by a series of Guidance Notes for students which are available with the on-line *University Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

1. A research student who has pursued in the University of Glasgow,³⁹ or in an institution recognised and approved for the purpose, a course of special study or research, may offer themselves for the Degree of Doctor of Philosophy under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a 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 will have been registered for such study on a full-time basis for a period of not less than three academic years, or on a part-time basis for a period of either not less than five years of part-time study or not

³⁸ Schedules C and D are published in The Glasgow School of Art section of the *University Calendar*.

³⁹ It is possible for candidates to pursue research off-campus subject always to provisions applied by the College which will reflect the nature of study in the associated discipline.

less than four years, comprising three years of part-time study and one year of full-time study, provided always that the Senate shall have power, in exceptional cases, to reduce the period by one academic year;

- d) that they must be available for supervision in the University throughout the period of study except when given permission to pursue research elsewhere.
 - e) that they have pursued such formal research training and any other attendance requirements as set down by the College concerned.
2. The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a relevant discipline but another qualification, being a qualification approved by the University Court as provided in Section 1, may be accepted by the relevant College as being suitable for the programme of study which it is proposed that the applicant should follow.
- 3.1 Each candidate for the Degree of Doctor of Philosophy shall present for the approval of the Senate 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 themselves.
- a) In the College of Arts and the College of Social Sciences the thesis shall be a minimum of 70,000 and a maximum of 100,000 words including references, bibliography and appendices in each case.
 - b) In the College of Medical, Veterinary & Life Sciences and the College of Science & Engineering the thesis shall be a maximum of 80,000 words excluding references, bibliography and appendices in each case.

A candidate who wishes to submit a thesis of greater or lesser length or submit documentary appendices must seek prior permission of the appropriate College Higher Degrees Committee or equivalent.

- 3.2 A thesis for the degree of PhD shall normally be presented for examination within four years from the date when a candidate first registered for full-time study or eight years from the date when a candidate first registered for part-time study. Where the candidate has registered for a combination of full-time and part-time study, or where the College has approved suspension⁴⁰ of study for a period of time, the maximum period of study permitted shall be equivalent to the duration for full and part-time study plus the approved period of suspension adjusted proportionately.
- 3.3 Where the candidate has fulfilled the prescribed period of full-time or part-time study required by the regulations, and has not submitted the thesis for examination, the candidate shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause may result in exclusion from further study.
- 3.4 The thesis shall be examined by one or more examiners appointed by the Dean of Graduate Studies on behalf of Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the Dean of Graduate Studies on behalf of the University Court and Senate. No person who has been involved in the direct supervision of the candidate may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §3.6 and Guidance Note 4) and shall act as an examiner in the normal way. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁴¹ A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies.
- 3.5 A candidate for the Degree of PhD must present themselves for oral examination by the Committee of Examiners on the subject matter of the thesis and its context. The requirement for an oral examination shall be observed at the first submission of the thesis. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School.
- 3.6 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis;
- b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
- c) assisting the examiners to reach a consensus, noting that, subject to the authority of Senate, the view of the External Examiner shall normally prevail;

⁴⁰ A College Higher Degrees Committee or equivalent may permit the period of study to be suspended for a defined period when a candidate is ill or has other personal circumstances which prevent the candidate from continuing the research. Suspension can be agreed by the College Higher Degrees Committee or equivalent for other reasons, such as student internships. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

⁴¹ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

- d) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - e) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
- 3.7 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 3.8 Where a candidate has been permitted to resubmit a thesis for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 3.9 Where a candidate has been permitted to resubmit the thesis, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission.
- If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree of PhD but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters degree.
4. Particular conditions relating to study or research in the Colleges are set out below. A candidate must also comply with detailed requirements for research degrees published by the relevant Graduate School.

Arts

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Graduate School Board (or equivalent) may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Graduate School Board and where the School and the Graduate School Board are satisfied that appropriate arrangements can be made for supervision and examination. In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

Where a School determines it to be appropriate, candidates may present a thesis accompanied by a related piece of creative work, for example, a play, a theatrical performance, a translation or computer software. In cases where a performance element is involved, candidates must provide a permanent record of the creative aspect of the overall submission to be deposited with the thesis in the University Library. In such cases, the Graduate School Board shall, in consultation with the supervising School, advise candidates on the minimum length of the thesis component. The Board of Examiners is required to attend a performance of the creative work.

In English Literature, candidates may present themselves for a PhD in a specific Creative Writing genre. Before being considered for admission to study for the award, candidates must normally satisfy the requirements of §1, and present sufficient evidence of potential in creative writing, through submission of a portfolio of creative and critical work. Registered candidates must satisfactorily complete, in the first two years, prescribed studies which shall include attendance at writing seminars and/or workshops. Each candidate's progress in the prescribed studies shall be assessed by means of set projects and/or a journal of studies maintained by the candidate. During the third year, under the supervision of a person appointed for the purpose by the College, candidates shall prepare and present for the approval of the Senate, a thesis or portfolio of written work which shall make significant contribution to literature in the generic route chosen, normally containing material worthy of publication. The thesis shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1. Following successful completion of the first two years of study, candidates will be eligible for the award of Master of Philosophy if they elect to end their studies at this stage.

In Film & Television Studies, candidates may present themselves for a practice-based PhD. The candidate shall typically complete a thesis of 30,000–40,000 words in length and a practical component of significant originality and sophistication (examples might include, but are not limited to, an artistic or experimental video work, documentary, video-essay, a collection of shorts, an exhibition or installation, festival, and so on). In exceptional circumstances a shorter or longer thesis might be agreed, to provide an appropriate balance with the practical component, thereby enabling either the completion of a larger and appropriately sophisticated or complex practical component, or, conversely, to weigh in favour of a longer thesis in relation to a more discrete focus on the practical component. The thesis and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

In Music, PhD candidates may present themselves for examination by thesis or by portfolio. Normally a thesis will be of 70,000–100,000 words. For examination by thesis, the candidate may include a range of practical components in support of their underlying argument, but this is not a requirement. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the

candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project. For examination by portfolio, candidates may submit work in a range of disciplines, including composition, sonic art, performance or other forms of creative practice. Extended critical and methodologically informed documentation of the research project will accompany the creative inquiry. The written component is expected to complement and reflect in a rigorous manner upon the practical component. Normally the portfolio will comprise creative work of approximately two hours' duration or work of equivalent depth or complexity and the written component will be 10,000–20,000 words. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project.

In Theatre Studies, candidates may present themselves for a practice-based PhD. The balance between academic writing and research-driven practice will vary depending on the needs of the research project and will be agreed with the supervisory team. The candidate shall typically complete a significant piece of practice, or portfolio of practice, such as playtexts, installations or performances, accompanied by a written thesis of 30,000–60,000 words in length. The written and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1

In Theology & Religious Studies candidates may present themselves for a practice-based PhD. The candidate shall present both a practical component and a written component for examination. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The written component shall consist of an academically rigorous reflection upon the research process and its critical significance within the theology/religious studies. The length of the written component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 30,000–40,000 words. The written component and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

Medical, Veterinary & Life Sciences

A candidate holding an appointment as a member of the teaching or research staff of the University of Glasgow, paid through the Finance Office or directly by a grant awarding body approved by the University Court, may register part-time whilst being subject to the same provisions regarding minimum periods of full-time study if they devote the major part of the day, typically 75–80% of their time, to research studies.

In addition to the requirement for satisfactory completion of a thesis, a candidate will normally be required to attend training courses as specified by the College Graduate School.

Science & Engineering

To qualify for the award of a PhD, a candidate must have demonstrated to a Committee of Examiners by the presentation of a thesis and by performance in an oral examination that they are capable of:

- a) pursuing original research in their specific field of study, and
- b) relating their results to the general body of knowledge in the field, and
- c) presenting their results in a critical and scholarly manner.

In addition to the requirement for satisfactory completion of a thesis, the candidate will normally be required to attend training courses as specified by the College Graduate School.

Social Sciences

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended 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 relevant School and the Higher Degrees Committee and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.

In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

5. Teaching or Research Staff of the University or Recognised Institutions - Candidature for the Degree

A member of the teaching staff of the University, or a person who holds an appointment as Research Assistant or Research Fellow of the University of Glasgow and is paid through the Finance Office or directly by a grant-aiding body approved by the University Court, or a member of the teaching or research staff of any other institution recognised for the purpose of §1, may notwithstanding offer themselves for the Degree of Doctor of Philosophy if they have prosecuted a course of special study or research on a part-time basis for a period of not less than three years.

6. *Research in External Institutions*

As permitted in §1, College Graduate Schools may allow the candidate's study or research to be conducted in an institution external to the University of Glasgow. The period of study or research elsewhere shall not normally exceed 12 months except where that study or research is undertaken in an institution or location approved by the appropriate College Committee. The choice of an external institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed study or 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 by the College Graduate School on behalf of Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.

The following institutions are recognised for the purpose of this regulation:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK
Centre for Environment, Fisheries and Aquaculture Science, UK
Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia
Children's Hospital, Tabriz, Iran
Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK
Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria
European Molecular Biology Laboratory, Heidelberg, Germany
Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
Fisheries Research Services, Marine Laboratory, Aberdeen, UK
Glasgow and West of Scotland Blood Transfusion Service, UK
Glaxo SmithKline, Stevenage, UK
Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
Macaulay Land Use Research Institute, UK
Moredun Research Institute, Pentlands Science Park, Penicuik, UK
National Institute for Biological Standards and Control, UK
Natural History Museum, London, UK
Papworth Hospital, Cambridge, UK
Royal Botanic Garden, Edinburgh, UK
Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
Scottish Crops Research Institute, Invergowrie, UK
Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
SRUC (Scotland's Rural College), UK
Swartz Center Institute for Neural Computation, University of California San Diego La Jolla USA
The Fredric Rieders Foundation 2300 Stratford Avenue, Willow Grove PA 19090, USA
The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
Universities Marine Biological Station, Millport, UK
Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia
CEA Saclay, France
Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain
Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France

Fermi National Accelerator Laboratory, Chicago, IL, USA
 Gooch & Housego (UK) Ltd, UK
 GSI (Society for Heavy Ion Research) Darmstadt, Germany
 Henrich-Heine University, Dusseldorf, Germany
 Institute for Cosmic Ray Research, University of Tokyo, Japan
 Institute Laue-Langevin, Grenoble, France
 Institute of Nuclear Physics, University of Mainz, Germany
 International Atomic Energy Agency, Austria
 ISIS Pulsed Neutron and Muon Source, UK
 Jefferson Accelerator Laboratory, Newport, News, VA, USA
 Johns Hopkins University, Baltimore, USA
 Kelvin Nanotechnology Ltd, UK
 Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
 LIGO Hanford Observatory, Hanford USA
 LIGO Livingston Observatory, Livingston USA
 Macquarie University, Australia
 Mathematisches Institut Westfälische Wilhelms-Universität Münster, Germany
 McMaster University, Canada
 MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA
 MRC Mitochondrial Biology Unit, Cambridge, UK
 Nanyang Polytechnic, Singapore
 National University of Singapore, Singapore
 NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
 Northeastern University, Boston, USA
 Offshore Renewable Energy Catapult (OREC), UK
 Parliamentary Offices for Science and Technology, London, UK
 ROHM Semiconductor, Kyoto, Japan
 Scottish Universities Environmental Research Centre, East Kilbride, UK
 Tokyo Institute of Technology, Japan
 Universitat Politècnica de Valencia, Valencia, Spain
 University of Alabama, USA
 University of Bergamo, Italy
 University of California at San Diego, La Jolla, Ca, USA
 University of Dar Es Salaam, Tanzania
 University of Delft, Centre for Systems and Control, The Netherlands
 University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
 University of Hong Kong, China
 University of Melbourne, Australia
 University of Oregon, Eugene, USA
 University of Ottawa, Ontario, Canada
 Université Paris 13, France
 University of Toronto, Toronto, Canada
 University of Tsukuba, Japan
 Xerox Research Centre Europe, Meylan, France
 Yale University, USA

7. *Submission of Thesis*

In submitting a thesis a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis which they claim as original. The thesis must be in English.

In the College of Arts and the College of Medical, Veterinary & Life Sciences a candidate must submit three copies of the thesis; in the other Colleges two copies of the thesis must be submitted. In all cases the submission must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been

completed nor does it indicate that the thesis has achieved the required standard for the award of the degree. A candidate may submit a thesis against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule B: Degree of Doctor of Philosophy by Published Work

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 University of Glasgow and whose date of submission of their thesis is at least five years from the date of their first graduation in the University; 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 University Finance Office or directly by a grant aided body approved by the University Court; 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 University Finance Office or directly by a grant aided body approved by the University Court, and who presents themselves as a candidate for the degree within one calendar year of leaving the University's employment.
- b) has not been enrolled as a Research Student in the University of Glasgow during the five years preceding the date of submission although the College Higher Degrees Committee (or equivalent) 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 University of Glasgow or of any other University or College in the same subject area; and
- d) has been found by the appropriate College to possess *prima facie* a qualification for the Degree.

A College Higher Degrees Committee (or equivalent) 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 §9 of Schedule B of this Resolution, candidates for the Degree of Doctor of Philosophy by published work shall present for the approval of Senate 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 them.
3. Every prospective candidate for the degree shall submit to the appropriate College two copies of the work to be examined together with copies of the following documentation each in triplicate: a curriculum vitae, and an explanatory essay of 2,000–5,000 words which justifies the intellectual significance of the submission. Should the submission comprise diverse publications, the explanatory essay should explain the relationship, if any, between the works submitted, including any developments which have occurred between one piece and another.

Material other than books must be bound in a volume in cloth with stiff boards. The layout and binding of the thesis should generally conform to the *Recommendation for the Presentation of Theses and Dissertations* published by the British Standards Institution (BS4821:1990), a summary of which is available in the University Library or may be obtained from the Clerk of the appropriate College. The thesis must include a summary (500–1,000 words), which must be an adequate and informative abstract of the work. The summary should be bound with the thesis where possible; and three separate copies of the summary should also be provided.

4. The Dean of Graduate Studies shall nominate a member of staff to give advice to the candidate with regard to the preparation of their submission.
5. Preliminary assessment - Only if it is in the opinion of the College Higher Degrees Committee (or equivalent) and of any PG 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 College Higher Degrees Committee (or equivalent), 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 University.
7. All the materials submitted must normally be in English and 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.

Materials must be published in terms of the following definition:

A work is normally regarded as published only if it is traceable through ordinary catalogues, abstracts or citation notices, and copies are available to the general public. This will normally require the work to be publicly registered with an ISSN/ISBN number. Material which is unpublished or which has only a restricted circulation is not acceptable in whole or partial fulfilment of the requirements for this degree.

Exceptionally, the College Higher Degrees Committee (or equivalent) may approve the submission and defence of the work in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Higher Degrees Committee (or equivalent), and where the School and Higher Degrees Committee (or equivalent) are 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 University of Glasgow or in any other institution, or which has already been included in a submission, whether successful or unsuccessful, for any other Higher Degree or Diploma in another institution is not admissible in whole or partial fulfilment of the requirements for the Degree of PhD by published work.
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 Higher Degrees Committee (or equivalent).
10. A Higher Degrees Committee (or equivalent) 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 Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (Guidance Note 3) and shall act as an examiner in the normal way. A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁴²

The Board of Examiners shall normally require that the candidate present themselves 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 College Higher Degrees Committee (or equivalent) who shall if it thinks fit make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of the College 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. The Board of Examiners may require minor changes to the explanatory essay as a requirement for the award if there is otherwise agreement that the submitted work meets the criteria for the Degree.

12. An unsuccessful submission for the degree of PhD by published work will not become eligible for the award of a Masters 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 Higher Degrees Committee (or equivalent) regarding the previous submission. Such re-examination shall be regarded as a de novo application and not the resubmission of the initial application.

NON GENERIC DOCTORATE REGULATIONS

DEGREE OF DOCTOR OF FINE ARTS in CREATIVE WRITING

RESOLUTION

The Degree of Doctor of Fine Arts in Creative Writing is governed by Resolution No. 664 of the University Court, which at the time of publication was in draft form. The provisions of the Resolution are as follows:

1. The Degree of Doctor of Fine Arts (DFA) in Creative Writing may be awarded by the Senate of the University of Glasgow in the College of Arts;

⁴² The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

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 under 'Regulations';
3. The early exit awards of Master of Philosophy (MPhil) and Master of Fine Arts (MFA) are also included in the Regulations.

REGULATIONS

1. Admission

Before being considered for admission to study for the Degree, a candidate must normally have obtained a Masters degree in Creative Writing with Merit or Distinction or have gained experience or have completed works deemed by the College of Arts Higher Degrees Committee to provide equivalent evidence of suitability for study.

2. Duration of Study

- 2.1 The minimum period of study for the award of the Degree is three years of full-time study or five years of part-time study.
- 2.2 The requirements of the programme, including submission of the portfolio described in §3.1, must be completed within four years of first registration for a full-time candidate and within six years for a part-time candidate. Where the College has approved suspension of study for a period of time, the maximum period of study permitted shall be extended by the approved period of suspension.
- 2.3 A candidate who has not completed the requirements of the programme, and the duration of whose period of study has reached the limit prescribed in §2.2, may apply to the College Higher Degrees Committee (or equivalent) for permission to extend their period of study by a maximum of one year. Such application must be accompanied by evidence of the candidate's progress and an explanation for the delay in completion, and must be supported by the candidate's supervisor and the Programme Director. Where the candidate has fulfilled the minimum period of part-time study or full-time study required by the regulations, and has not submitted the portfolio for examination, the candidate shall be registered with a 'thesis pending' status for the final session. If further supervision is required, the College may require the candidate to register as a full-time or part-time student.

3. Structure of Programme

- 3.1 The programme will consist of the completion of core seminars as specified in the programme handbook and submission of a portfolio of 70,000–100,000 words, to include a creative project and essay of written work which shall make a significant contribution to literature, normally containing material worthy of publication, as further specified in the programme handbook.
- 3.2 A candidate must be available for supervision in the University throughout the period of study except when given permission to pursue research elsewhere.
- 3.3 A candidate must satisfactorily complete such formal research training and any other attendance requirements as set down by the College.
- 3.4 Progress for a candidate to subsequent years of study is dependent on satisfactory performance at annual progress review. Failure to meet College requirements at annual progress review without good cause may result in exclusion from further study.

4. Portfolio

- 4.1 Each candidate for the Degree shall present for the approval of the Senate the portfolio referred to at §3.1 accompanied by a declaration signed by the candidate that the portfolio has been produced by themselves.
- 4.2 The portfolio 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 portfolio of greater or lesser length must seek prior permission of the College Higher Degrees Committee.
- 4.3 The portfolio shall be examined by one or more examiners appointed by the Dean of Graduate Studies on behalf of Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the Dean of Graduate Studies on behalf of the University Court and Senate. No person who has been involved in the direct supervision of the candidate may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §4.5) and shall act as an examiner in the normal way. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁴³ A portfolio may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies.
- 4.4 A candidate for the Degree must present themselves for oral or other examination by the Committee of Examiners on the subject matter of the portfolio and its context. The requirement for an oral examination shall be observed at the first submission of the portfolio. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School.

⁴³ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

- 4.5 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the portfolio;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - c) assisting the examiners to reach a consensus, noting that, subject to the authority of Senate, the view of the External Examiner shall normally prevail;
 - d) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - e) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate.
- 4.6 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 4.7 Where a candidate has been permitted to resubmit a portfolio for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 4.8 Where a candidate has been permitted to resubmit the portfolio, it shall normally be on one occasion only. The resubmitted portfolio shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission.
- 4.9 The portfolio must normally be written and defended in English. Exceptionally, however, at the time of application the College Graduate School Board (or equivalent) may approve arrangements whereby the portfolio may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Graduate School Board and where the School and the Graduate School Board are satisfied that appropriate arrangements can be made for supervision and examination.

5. Submission of Portfolio

- 5.1 In submitting a portfolio a candidate must state any sources from which information is derived, the extent to which they have availed themselves of the work of others, and the portions of the portfolio which they claim as original.
- 5.2 Two copies of the portfolio must be submitted. The submission must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the portfolio may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
- 5.3 In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the portfolio has achieved the required standard for the award of the degree.

A candidate may submit a portfolio against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

- 5.4 If approved for the degree, one hard-bound copy of the portfolio and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten.

6. Award of the Degree and Recommendation of the Examiners of the Candidate's Portfolio

The examiners of the candidate's portfolio will recommend to the Higher Degrees Committee one of the following outcomes:

- a) the Degree be awarded unconditionally.

- b) the Degree be awarded subject to certain minor corrections of detail or of presentation specified by the examiners. These shall not involve changes of substance to the portfolio. The corrections shall normally be carried out within one month of receipt of the specifications to the satisfaction of the internal examiner.
- c) the Degree be awarded subject to certain changes of substance in a specific element or elements of the portfolio specified by the examiners. These shall not involve a revision of the whole portfolio or of a major proportion of it. They may, however, include a requirement to carry out a further period of research in order to strengthen the portfolio. The revisions shall be carried out within a timescale determined by the examiners and shall be confirmed by all of the examiners.
- d) the portfolio as a whole is unacceptable. The candidate is invited to resubmit the portfolio taking account of the comments of the examiners. The resubmitted portfolio will be examined on one occasion only. It will be resubmitted within a timescale to be determined by the examiners but normally no later than 12 months after the date of the joint report notifying the candidate of the requirements for revision. A resubmission fee will be charged to cover the examining costs.
- e) the portfolio as a whole is unacceptable for the award of a Doctoral degree and the candidate is invited to revise and resubmit the portfolio for the degree of Master of Fine Arts.
- f) no degree be awarded.

7. Requirements for the Exit Awards of Master of Philosophy and Master of Fine Arts

- 7.1 The exit award of Master of Philosophy (MPhil) (Creative Writing) is available at the end of year 1 of the Degree Programme on satisfactory completion of core seminar(s), formal research training and attendance requirements stipulated for year 1 together with submission of a portfolio of 17,000–30,000 words. A candidate for the exit award of MPhil may be required by the examiners to present themselves for oral or other examination. Resubmission of the portfolio will be permitted on one occasion only within a timescale to be determined by the examiners but normally no later than six months after the date of notifying the candidate of the requirements for revision.
- 7.2 The exit award of Master of Fine Arts (MFA) (Creative Writing) is available at the end of year 2 of the Degree Programme on completion of core seminar(s), formal research training and attendance requirements stipulated for years 1 and 2 together with submission of a portfolio of 40,000–60,000 words. A candidate for the exit award of MFA must present themselves for oral or other examination. Resubmission of the portfolio will be permitted on one occasion only within a timescale to be determined by the examiners but normally no later than nine months after the date of notifying the candidate of the requirements for revision.

DEGREE OF DOCTOR OF MUSIC

The Degree of Doctor of Music is awarded under Resolution 43 of the University Court which came into effect on 22 January 1970. The following are the relevant provisions of that Resolution.

In pursuance of the powers conferred under Section 3 of the *Universities (Scotland) Act, 1966*, the University Court hereby resolves as follows:

- 1. The Degree of Doctor of Music (DMus) may be awarded by the University of Glasgow.
- 2. The following categories of persons may be admitted as candidates for the Degree of Doctor of Music:
 - a) A graduate of the University of Glasgow after the expiry of seven years from the date of their first graduation in the University of Glasgow.
 - b) Any person who has held for a period or periods amounting in all to at least four years such office or offices in the University of Glasgow as the Senate may approve; provided either that they are a graduate of not less than seven years' standing of a University likewise approved or that they have held for not less than seven years some other qualification specially recognised by the Senate as equivalent for this purpose.
- 3. The Degree shall be given in two areas and candidates may present themselves in not more than one of these areas at any one time. The areas shall be those of:
 - a) Musical Composition;
 - b) Musicology.
- 4. Before acceptance of their candidature, applicants must provide the College Secretary with a list of the publications comprising the application for the degree. The College Higher Degrees Committee (or equivalent) will establish a sub-committee to determine whether a *prima facie* case for DMus candidature has been established. The sub-committee may decline to proceed to examination of the candidate if, in its opinion, the publications submitted are not of sufficient substance for a DMus application. In respect of this procedure a precognition fee will be charged to be deducted in due course from the submission fee if the candidate is examined.
- 5. All candidates for the Degree shall submit work in Musical Composition or in Musicology.
- 6. **Composers**

Work submitted in musical composition shall be accompanied by a declaration signed by the candidate that it has been composed by themselves and identifying any work which has been, or is about to be submitted for any other

Higher Degree or Diploma in the University of Glasgow or for a Higher Degree or Diploma in another Institution: such work shall not be assessed for the award of the Degree of DMus in the University of Glasgow.

If such work has not already been published in full, then, before being submitted, it shall have been published so far and in such manner as the *Senatus Academicus* accepts as reasonable in the circumstances.

No person will be accepted as a candidate more than twice and no candidate may apply for re-examination until five years have elapsed from the original date of submission.

7. Musicologists

Work submitted in musicology shall be accompanied by a declaration signed by the candidate that they are the author of it and identifying any work which has been, or is about to be submitted for any other Higher Degree or Diploma in the University of Glasgow or for a Higher Degree or Diploma in another Institution: such work shall not be assessed for the award of the Degree of DMus in the University of Glasgow.

The work submitted, or a major part of it, shall have been published either as a book or books or in periodicals of recognised standing, and shall be presented in such manner as the Senate may by regulation prescribe.

No person will be accepted as a candidate more than twice and no candidate may apply for re-examination until five years have elapsed from the original date of submission.

8. The Senate shall appoint such Professors, Readers or Lecturers in the University as it may think suitable to examine the work or works submitted by a candidate for the Degree and the University Court, shall, after consultation with the *Senatus Academicus*, appoint an additional examiner or examiners to act along with them. Such additional examiner or examiners shall be of recognised eminence in the subject of the work or works presented by the candidate. The candidate shall be awarded the Degree only if in the opinion of the Senate, on the recommendation of these examiners, the body of work shall be held to constitute an original and substantial contribution to music or to musical knowledge.
9. A candidate must submit two copies of the work. The work submitted should normally be in English. Both copies, if approved for the Degree, shall become the property of the University and shall be deposited in the University Library.
10. The Senate shall have power to make such additional regulations governing the conferment of the Degree as may be approved by the University Court.
11. The Degree shall not be conferred upon a person who has not satisfied the conditions hereinbefore set forth, provided always that the Senate may, at its discretion, permit a candidate to offer themselves for the Degree under the regulations previously in force during a period not exceeding five years from the date on which this Resolution shall come into operation; and provided always that it shall be in the power of the Senate to confer the Degree *honoris causa* under such regulations as may be made by the Senate with the approval of the University Court.

DEGREE OF DOCTOR OF PRACTICAL THEOLOGY

RESOLUTION

The Degree of Doctor of Practical Theology is governed by Resolution No. 634 of the University Court which came into effect on 1 September 2010 with provision that:

1. The Degree of Doctor of Practical Theology (DPT) may be awarded by the Senate of the University of Glasgow in the College of Arts (the College).
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 stated under 'Regulations'.
3. The early exit award of Master of Philosophy (MPhil) (Practical Theology) is also included in the Regulations.

REGULATIONS

A candidate admitted to the Programme leading to the award of the Degree of Doctor of Practical Theology must follow the instructions issued by the relevant School and be aware of the content of the Programme Specification and the Programme Document which will contain further details on the Programme including further requirements associated with the award.

1. Admission

Before being considered for admission to study for the Degree of Doctor of Practical Theology, a candidate must normally have obtained a First Class or Upper Second Class Honours Degree or other qualification or experience deemed by the College of Arts Higher Degrees Committee to provide equivalent evidence of suitability for study.

2. Duration of Study

- 2.1 The minimum period of study for the award of the Degree is three years of full-time study or five years of part-time study.

2.2 The maximum period within which the Programme must normally be completed is six years from the date of initial registration. Where the College has approved suspension of study for a period of time, the maximum period of study permitted shall be equivalent to six years plus the approved period of suspension.

2.3 A candidate who has not completed the Programme, and the duration of whose period of study has reached the limit prescribed in §2.2, may apply to the College Higher Degrees Committee (or equivalent) for permission to extend their period of study by a maximum of one year. Such application must be accompanied by evidence of the candidate's progress and an explanation for the delay in completion, and must be supported by the candidate's supervisor and the Programme Director. Where the candidate has fulfilled the minimum period of part-time study or full-time study required by the regulations, and has not submitted the thesis for examination, the candidate shall be registered with a 'thesis pending' status for the final session. If further supervision is required, the College may require the candidate to register as a full-time or part-time student.

3. Recognition of Prior Learning

Credit may be awarded towards the completion of the Programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution. Such award will be made in accordance with procedures approved by the College Higher Degrees Committee and set out in the Programme Handbook.

4. Structure of Programme

The programme will consist of four courses delivered by directed learning, each carrying a value of 40 credits, and a research project leading to the submission of a dissertation or equivalent research portfolio. In other respects the courses and research project will conform to the descriptions set out in the Programme Handbook.

5. Minimum Requirement for the Award of Credits

Credits for courses 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

6. Progress

A candidate must achieve a grade C3 or better in all course components in each year in order to progress to a further year of study or research.

7. Dissertation or Research Portfolio

The dissertation or research portfolio must be written in English and must consist normally of not fewer than 50,000, and not more than 65,000 words. It must be the candidate's own account of their research and must be accompanied by a declaration to this effect signed by the candidate.

A candidate must submit two copies of the dissertation which must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the dissertation may be soft-bound but otherwise should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed, nor does it indicate that the dissertation has achieved the required standard for the award of the degree. A candidate may submit a dissertation against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the dissertation and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

8. Assessment

8.1 Each candidate will be assessed on all courses on the Programme and on the dissertation or research portfolio.

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

8.3 An oral examination of the candidate must be held in the presence of all of the examiners of the dissertation or research portfolio. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School.

9. Examiners

The thesis shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the

recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener and shall act as an examiner in the normal way. 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 thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate School

10. Award of the Degree and Recommendation of the Examiners of the Candidate's Dissertation or Research Portfolio

- 10.1 In order to qualify for the award of the degree, the candidate must achieve grade C3 or better in each of the four courses delivered by directed learning as described at §4, and be recommended for the award following examination of the dissertation or research portfolio in accordance with the provisions of §10.2.
- 10.2 The examiners of the candidate's dissertation or research portfolio will recommend to the Higher Degrees Committee one of the following outcomes:
- a) the Degree be awarded unconditionally.
 - b) the Degree be awarded subject to certain minor corrections of detail or of presentation specified by the examiners. These shall not involve changes of substance to the dissertation or research portfolio. The corrections shall normally be carried out within one month of receipt of the specifications to the satisfaction of the internal examiner.
 - c) the Degree be awarded subject to certain changes of substance in a specific element or elements of the dissertation or research portfolio specified by the examiners. These shall not involve a revision of the whole dissertation or research portfolio or of a major proportion of it. They may, however, include a requirement to carry out a further period of research in order to strengthen the dissertation or research portfolio. The revisions shall be carried out within a timescale determined by the examiners and shall be confirmed by all of the examiners.
 - d) the dissertation or research portfolio as a whole is unacceptable. The candidate is invited to resubmit the dissertation or research portfolio taking account of the comments of the examiners. The resubmitted dissertation or research portfolio will be examined on one occasion only. It will be resubmitted within a timescale to be determined by the examiners but normally no later than 12 months after the date of the joint report notifying the candidate of the requirements for revision. A resubmission fee will be charged to cover the examining costs.
 - e) the dissertation or research portfolio as a whole is unacceptable for the award of a Doctoral degree and the Degree of Master of Philosophy (Practical Theology) is awarded.

11. Requirements for the Award of Master of Philosophy (Practical Theology)

A candidate will be eligible for the award of the Degree of MPhil Practical Theology on obtaining grade C3 or better in each of the four courses of the Programme delivered by directed learning as specified in §4. In the event of a candidate applying successfully for the award of this Degree, they must withdraw from the Programme.



University
of Glasgow

Calendar 2018-19

COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES

VICE-PRINCIPAL AND HEAD OF COLLEGE: Professor Dame Anna Dominiczak

Dean of Graduate Studies: Professor George Baillie

Dean of Internationalisation: Professor Matthew Walters

Dean of Learning & Teaching: Professor Maureen Bain

Dean of Research: Professor Graeme Milligan

DATES OF SEMESTERS*

Semester 1: 17th September 2018 - 14th December 2018

Christmas Vacation: 17th December 2018 - 4th January 2019

Semester 2: 7th January 2019 - 24th May 2019

Spring Vacation: 25th March 2019 - 12th April 2019

* Teaching dates will vary for the following degrees and will be published at the end of their regulations:

Degree of BDS

Degrees of MB ChB

Degree of BN

Degree of BVMS

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SUMMARY OF AWARDS MADE IN THE COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES

The University awards the following degrees in the College of Medical, Veterinary & Life Sciences. These degrees may be awarded jointly with other institutions where the Senate has approved an agreement to this effect. Where such an agreement exists, the degree titles of the partner institution may be used for the award of joint degrees with the University of Glasgow.

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GENERIC UNDERGRADUATE REGULATIONS

The Generic Undergraduate Regulations are governed by Resolution No. 582 of the University Court which came into effect on 1 September 2008, as subsequently amended, with the following provisions:

1. All undergraduate degrees of the University of Glasgow except those listed in §20 of the section entitled 'Regulations' may be governed by common regulations (the Generic Undergraduate Regulations) and by supplementary regulations specific to each degree.
2. The Senate may make such Generic Undergraduate Regulations, which are subject to the approval of the University Court - these are stated in §1 - §19 of the section entitled 'Regulations'.

REGULATIONS

1. Introductory and Definitions

These regulations must be read together with each degree's supplementary regulations, programme specification, and associated programme and course documentation (handbooks) which, in some cases, will contain further requirements associated with the award. The definitions set out in the [Glossary of Terms](#) apply to these regulations.

2. Scope of Regulations

These regulations apply to all undergraduate degrees offered by the University of Glasgow other than those listed in §20.

3. Duration of Study

A candidate for a degree shall, subject to §4, normally attend the University of Glasgow either full-time or part-time for at least the number of academic sessions indicated as a minimum in the table below. The candidate must normally complete their studies for the award of a degree within the number of sessions indicated as a maximum in the degree's supplementary regulations.

Type of degree	Minimum duration of study (academic sessions)	
	Full-time	Part-time
Ordinary/designated degree ¹	3	4
Honours degree	4	5
MA Honours language degree ²	5	7
Integrated Masters degree	5	6
BVMS, MBChB, BDS	5	N/A

4. Recognition of Prior Learning

- 4.1 Credit may be awarded towards the completion of a degree programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution or, where indicated in the degree's supplementary regulations, for other examinations satisfactorily completed. Such credit may permit a candidate entry to the second or subsequent year of the degree programme. The maximum limit for the award of such credit is, other than in exceptional circumstances and with the approval of the Clerk of Senate, 50% of the credits associated with the degree programme. Candidates must normally attend courses offered by the University of Glasgow during their final year of study.
- 4.2 Although appropriate prior learning may be recognised for the award of credit, all such credit is ungraded for the purposes of the University except that credit obtained in earlier study at the University of Glasgow may be graded. Guidance on the inclusion of ungraded APL credit in the application of degree regulations is set out in the University's [APL policy](#).
- 4.3 Graded credit may be awarded for study undertaken at an institution other than the University of Glasgow where this is done while registered for a degree programme at the University of Glasgow.

5. Recognition of Prior Experiential Learning

Where indicated in the degree's supplementary regulations, a candidate may be awarded credit for prior experiential learning. The procedure for approval of such credit is set out in the University's [APL policy](#).

¹ The minimum duration of study for the ordinary degrees of Bachelor of Technical Education and MA Religious & Philosophical Education with Secondary Teaching Qualification is four academic sessions.

² Exceptionally, where exemption is granted from the requirement to complete a Language Year Abroad, the minimum durations for the Honours degree may be applied.

6. Composition of Degree Programmes

- 6.1 Each 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. Each course shall convey either 10, 15, 20, 30, 40, or 60 credits, or exceptionally a different number of credits where approved by the College.
- 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.
- 6.3 The structure of a degree programme, including the compulsory and optional courses of which it is composed, is shown in the degree's supplementary regulations and the programme specification.

7. Pre-requisites, Co-requisites and Excluded Combinations

- 7.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:
- i) 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.
 - ii) The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 7.2 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.

8. Approval of Curriculum

The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of each session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies or the Advising Team.

9. Assessment

For each academic session, assessment and re-assessment are governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.

10. Progress

- 10.1 The progress of candidates shall be reviewed annually.
- 10.2 In the case of an Honours programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average³ of at least 9 (equivalent to grade D3) across all third year courses contributing to the programme will be permitted to progress from Junior Honours to Senior Honours.⁴
- 10.3 In the case of an Integrated Masters programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all third year courses contributing to the programme will be permitted to progress to year 4; and a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all fourth year courses contributing to the programme will be permitted to progress to year 5.
- 10.4 The requirements for a full-time candidate to progress, other than those covered in §10.2 and §10.3, are set out in the degree's supplementary regulations.
- 10.5 For a part-time candidate, the minimum achievement required to progress will be determined for and communicated to the candidate at the start of each session by the Chief Adviser for the degree on which the candidate is enrolled. A candidate who fails to meet this progress requirement must apply for re-admission to the Chief Adviser.

11. Administration of Progress

- 11.1 Decisions on progress shall be taken by the College Progress Committee or a sub-committee thereof. The committee shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress.

³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

⁴ Alternative requirements may be set for candidates undertaking their third year of study in another Higher Education Institution as part of a Study Abroad programme. Such requirements will be set by the Chief Adviser of Studies.

11.2 The College shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements. The College shall notify such candidates of the date of the meeting of the committee and the procedures to permit a candidate to make representations at or prior to the committee meeting.

11.3 Appeal against decisions of the College Progress Committee may be made following the Codes of Procedure set out in the 'University Fees and General Information for Students' section of the *University Calendar*.

12. Award of a Certificate of Higher Education

12.1 A candidate who has completed courses totalling at least 120 credits with a grade point average³ of at least 7 shall be eligible to receive a Certificate of Higher Education, unless the candidate proceeds immediately to a diploma or 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.

12.2 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.

12.3 Where the candidate has accumulated more than 120 credits, the credit counted in the calculation of the grade point average shall be reduced to 120 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

13. Award of a Diploma of Higher Education

13.1 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 average³ 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 in subsequent completion of a degree programme of credit counted towards the award of a Diploma of Higher Education.

13.2 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.

13.3 Where the candidate has accumulated more than 240 credits, the credit counted in the calculation of the grade point average shall be reduced to 240 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14. Award of an Ordinary/Designated Degree

14.1 Subject to further requirements contained in the degree's supplementary regulations, the candidate, to be eligible for the award of an ordinary/designated degree, must have obtained at least 360 credits and achieved an overall grade point average³ of 9. Within these 360 credits:

- a) at least 120 must be at level 2 or higher, **and**
- b) at least 280 must be at grade D or better including at least 60 at level 3 or higher.

14.2 Subject to further requirements contained in the degree's supplementary regulations, the ordinary/designated degree 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.

14.3 Where the candidate has accumulated more than 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14.4 The ordinary/designated degree may be awarded to candidates on Honours programmes who fail to meet the requirements of the Honours degree, including any progress requirements, provided that the requirements of §14.1 are met. The supplementary regulations for a degree programme shall specify any provision for candidates who have been assessed at level H to be reassessed at level 3.

15. Entry to an Honours or Integrated Masters Degree Programme

15.1 In order to obtain entry to an Honours or Integrated Masters degree programme at the end of the second year of full-time study,⁵ a candidate must:

- a) achieve 240 credits at levels 1 and 2 with a grade point average³ of at least 9; at least 140 of these credits must be derived from the list of recognised courses for the degree; and
- b) achieve a grade D or better in 200 credits; and
- c) achieve a minimum of 40 credits at level 2 at a grade point average of 12 in the subject of the Honours programme⁶ at the first attempt; and
- d) meet any further requirements set out in the degree's supplementary regulations; and

⁵ This regulation only applies to degree programmes which select for entry to Honours at the end of second year.

⁶ For entry to a Joint Honours degree, this requirement applies to each Joint Honours Subject.

- e) meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.
- 15.2 In order to obtain entry to an Integrated Masters degree programme, a candidate must normally, in addition to meeting the requirements in §15.1:
- meet the requirements set out in the degree's supplementary regulations; and
 - meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.
- 15.3 Exceptionally, a candidate who does not meet all of the requirements in either §15.1 or §15.2 may be offered admission to Honours, or an Integrated Masters programme, if the Head of School (or their nominee) judges that in other respects the candidate's previous performance offers a reasonable prospect of the candidate reaching the minimum standard required for the award to which admission is granted.
- 15.4 The College and School will provide all candidates with written information on the specific level of performance required to obtain entry to each Honours and Integrated Masters degree programme in the School. This information will be made available to candidates at the start of the session preceding that in which Honours study normally commences.
- 15.5 Admission to an Honours or Integrated Masters degree programme does not guarantee admission to a particular course. A candidate must apply for admission to a particular course in accordance with the instructions issued by the School. Admission to a particular course cannot be guaranteed even for a candidate who satisfies the minimum admission requirements. Where there are more applicants for a particular course than there are places available, selection of candidates will be based on criteria published in course documentation and/or School web pages.

16. Award of an Honours Degree

- 16.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480⁷ credits, including at least 120 at level H, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.
- 16.2 A Joint Honours degree is awarded following successful completion of an Honours programme in years three and four in which two subjects are studied in depth. At least 120 credits but no more than 140 credits are studied in each subject, and the subjects are normally equally weighted in the calculation of the final classification.¹⁰
- 16.3 A Principal with Subsidiary Honours degree is awarded following successful completion of an Honours programme in years three and four where 180 credits will normally be in one subject with 60 in another, the weighting of the programme's scheme of assessment reflecting the respective credit values of the two subjects.¹⁰
- 16.4 A scheme of assessment may permit a candidate for Honours in a single subject to be assessed in not more than 25% of the total assessment for Honours from the scheme of assessment in one other subject.
- 16.5 Courses at level 3 or above which form a candidate's Honours programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 course registration continues:

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

17. Award of an Integrated Masters Degree

- 17.1 To be eligible for the award of an Integrated Masters degree, the candidate must have obtained at least 600 credits, including at least 120 credits at level M, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.
- 17.2 Courses at level 3 or above which form a candidate's Integrated Masters programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 course registration continues:

⁷ For the award of the MA Honours degree in modern language subjects, the candidate must normally have obtained at least 600 credits.

⁸ Any penalty imposed for the late submission of the piece of independent work will be ignored when determining whether this requirement has been met.

⁹ The credits for the piece of independent work must contribute to the candidate's Honours classification.

¹⁰ The overall total number of credits undertaken in the Honours programme for programmes involving Law will be less than 240, as further described in programme documentation.

- 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.

18. Award of an MBChB, BVMS or BDS Degree

Eligibility for the award of an MBChB, BVMS or BDS degree is defined in the degree's supplementary regulations.

19. Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of the University of Glasgow, or of another institution of tertiary education recognised for this purpose by the Senate, may be permitted by a School in consultation with the College Head of Academic & Student Administration (or equivalent) to enrol in a course, complete the assessment elements of the course, and receive certification of the outcome of the assessment.

20. Degree Programmes not Subject to these Regulations

College of Arts

Degree of Bachelor of Science in Medical Science (Medical Humanities)

College of Medical, Veterinary & Life Sciences

Degree of Bachelor of Science in Dental Science

Degree of Bachelor of Science in Medical Science

Degree of Bachelor of Science in Veterinary Science

All University of Glasgow degrees offered at the following institutions:

Edinburgh Theological Seminary

The Glasgow School of Art

SRUC (Scotland's Rural College)

SUPPLEMENTARY UNDERGRADUATE REGULATIONS

DEGREE OF BACHELOR OF DENTAL SURGERY

RESOLUTION

The Degree of Bachelor of Dental Surgery is governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 603 are as follows:

1. The Degree of Bachelor of Dental Surgery (BDS) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College) as a Degree in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 603 - "Degree of Bachelor of Dental Surgery". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Certificate of Higher Education (Dental Science), Diploma of Higher Education (Dental Science), and the Degree of Bachelor of Medical Science (BMedSci) are included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

Further to Generic Undergraduate Regulation §4, a candidate who holds an approved medical fellowship in addition to the Degrees of Bachelor of Medicine & Bachelor of Surgery, and who satisfies all other admissions criteria, may be permitted to enter second year of the BDS Degree.

Study in another University or Dental School may be recognised as contributing to the minimum required period of study, at the discretion of the Head of the Dental School and provided that the institution concerned is approved for this purpose by the University Court, after consultation with Senate.

2. Maximum Period of Study

The programme for the Degree shall normally extend over no more than six academic sessions of full-time study. The maximum duration of study is not inclusive of intercalating degrees.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

3.1 A candidate may not proceed to any stage of the curriculum until they have attained a grade D or better in each component of the examinations for the preceding stage. Additional requirements for progression are set out in the relevant Course Information Document. These shall include attainment of 'competence' in relation to the specified Competence Assessments, together with demonstration of satisfactory progress when measured by both volume and quality of clinical experience as determined by the Clinical Development Panel in accordance with guidance in the Course Information Document.

3.2 Re-Assessment

- a) Course Information Documents shall stipulate when and where a re-sit candidate may carry to the re-sit diet a grade or grades of D or better in components of an examination. A re-sit candidate must fulfil any conditions of further study which the Dental School may prescribe prior to readmission to a professional examination.
- b) A candidate who has failed any part of a diet must present themselves for re-examination on the first occasion for which they are eligible.

3.3 A candidate shall normally be excluded:

- a) If they fail to attain a grade D or better in the professional examinations at the end of first, second, third or fourth years after two attempts.
- b) If they will be unable to fulfil the requirements of the BDS5 course, as set out in the Course Information Document, before the end of their sixth session in the study of Dentistry.

3.4 Any candidate refusing to assent to the Code of Professional Conduct and Fitness to Practise (see §6.3) will not be permitted to progress.

3.5 The School Progress Committee shall have the authority to rule on issues of progress, including the authority to set aside the regulations governing exclusion and to permit a candidate to repeat a year of the programme. A candidate may appeal against decisions of the Progress Committee to the College Appeals Committee.

3.6 Repeat Year

A candidate who is permitted to repeat a year will not be allowed to carry forward any assessment grade from the relevant course, whether or not a pass grade has been attained. Such a candidate will be required to undertake all assessments and obtain a grade D3 (D in clinical examinations) or better after a maximum of two attempts, and to satisfy all other published requirements for successful completion of the course, during the repeat year.

4. Courses Available to Candidates

The courses available to candidates are as set out in the programme specification.

5. Programme Requirements for the Award of the Degree

5.1 To be eligible for the award of BDS

- a) a candidate must attain grade D or better in each of the three components which constitute the Final professional examinations and satisfy additional requirements set out in the Course Information Document.
- b) For the purposes of all assessments and degree examinations §16.52 of the Code of Assessment for Undergraduate and Taught Postgraduate Programmes does not apply.

5.2 Honours and Commendation

The Degree of BDS may be awarded with Honours or Commendation to candidates who have shown special merit throughout the course and in professional examinations.

The award of BDS with Honours or BDS with Commendation is determined by a formula, detailed in the BDS Handbook, which incorporates every examination result throughout the BDS programme and the elective grade. The candidate's first attempt at an examination will be counted.

5.3 Elective Study

A candidate must complete an elective study project, the reporting of which shall be included as a portfolio assignment. Protocols must be approved by an elective supervisor prior to the study period. Where the elective project involves a period of study outwith Glasgow, an appropriate local supervisor must be chosen and approved by the Convener of the Electives Committee. The candidate must produce written evidence of satisfactory attendance and work during the elective period spent away from the Dental School.

5.4 Exit Degree/Diploma/Certificate

5.4.1 Degree of Bachelor of Medical Science

- a) The Degree of Bachelor of Medical Science (BMedSci) shall not be recognised as a registrable qualification carrying the right to admission to the Dentist Register.
- b) Every candidate for the Degree must:
 - i) have attended at the University the courses of instruction for the Degree of BDS over a minimum of three academic sessions; and

- ii) have attained a grade D or better in the examinations of the first, second and third years of the BDS curriculum.
- c) A candidate who has successfully completed the first three years of the programme of study leading to the Degree of BDS may, with the permission of the Head of the School of Medicine, Dentistry & Nursing, transfer to these regulations and graduate with the Degree of Bachelor of Medical Science.
- d) A candidate may be recommended for the award of the Degree of Bachelor of Medical Science:
 - i) if they are unable or will be unable to complete the Final Professional Examination before the completion of their sixth session of study for the Degree BDS; or
 - ii) has indicated in writing to the Head of the School of Medicine, Dentistry & Nursing that they no longer wish to pursue a curriculum leading to the Degree of BDS.

Such a candidate, if graduating with the Degree of Bachelor of Medical Science, may not be a candidate either for the Degrees of BSc (MedSci) or BSc (DentSci) or for the Degrees of MB ChB or BDS, of the University of Glasgow on a future occasion.

5.4.2 Diploma of Higher Education (Dental Science)

- a) The Diploma of Higher Education (Dental Science) shall not be recognised as a registrable qualification carrying the right to admission to the Dentist Register.
- b) A candidate for the Diploma must have been a candidate for the Degree of BDS and must:
 - i) have attended at the University the courses of instruction for the Degree of BDS over a minimum of two academic sessions;
 - ii) received a satisfactory mentor's report in respect of BDS2; and
 - iii) obtained a grade D or better in the written components of the Second Professional Examination.
- c) A candidate who has satisfied the above criteria in respect of BDS2 and who has successfully completed BDS1 may, with the permission of the Head of College, transfer to these regulations.
- d) A candidate may be recommended for the award of the Diploma of Higher Education (Dental Science):
 - i) if they are unable or will be unable to complete the Final Professional Examination before the completion of their sixth session of study for the Degree of BDS or
 - ii) has indicated in writing to the Head of College that they no longer wish to pursue a curriculum leading to the Degree of BDS.

Such a candidate, if awarded the Diploma of Higher Education (Dental Science), may not be a candidate for the Degree of BSc (MedSci), BSc (DentSci), MB ChB, or BDS of the University of Glasgow on a future occasion.

5.4.3 Certificate of Higher Education (Dental Science)

- a) The Certificate of Higher Education (Dental Science) shall not be recognised as a registrable qualification carrying the right to admission to the Dentist Register.
- b) A candidate for the Certificate must have been a candidate for the Degree of BDS and must:
 - i) have attended at the University the courses of instruction for the Degree of BDS over a minimum of one academic session;
 - ii) received a satisfactory mentor's report in respect of BDS1; and
 - iii) obtained a grade D or better in the written components of the First Professional Examination.
- c) A candidate who has satisfied the above criteria in respect of BDS1 may, with the permission of the Head of College, transfer to these regulations and be awarded the Certificate of Higher Education (Dental Science).
- d) A candidate may be recommended for the award of the Certificate of Higher Education (Dental Science):
 - i) if they are unable or will be unable to complete the Final Professional Examination before the completion of their sixth session of study for the Degree of BDS or
 - ii) has indicated in writing to the Head of College that they no longer wish to pursue a curriculum leading to the Degree of BDS.

Such a candidate, if awarded the Certificate of Higher Education (Dental Science), may not be a candidate for the Degree of BSc (MedSci), BSc (DentSci), MB ChB, or BDS of the University of Glasgow on a future occasion.

6. Other Information on Awards

- 6.1 A candidate who has temporarily withdrawn from the BDS programme on medical or other grounds may be readmitted to study at the discretion of the Head of the Dental School. Where readmission is permitted the Head shall determine, on advice, the appropriate point for re-entry and the conditions of study which shall apply.

6.2 Attendance and Absence

100% attendance in all elements of the programme is expected of all candidates, including those permitted to repeat a year. A candidate absent through illness must comply with the [Student Absence Regulations](#). Requests for leave of absence for other reasons should be submitted to the Director of Dental Education in writing at least three weeks in advance.

Persistent absence will normally be a matter for consideration under Fitness to Practise rules and regulations.

6.3 Code of Professional Conduct and Fitness to Practise

All candidates must observe a standard of behaviour and professional conduct required of the dental practitioner. The Dental School has a Code of Professional Conduct and Fitness to Practise which a candidate is required to assent to on entry to the programme and at the beginning of each year of study thereafter. Any candidate who refuses to do so will be denied access to teaching and professional experience. A candidate in breach of that Code will be subject to Fitness to Practise procedures which may include referral to the School Fitness to Practise Committee. (See Regulation 36 of the 'University Fees and General Information for Students' section of the *University Calendar*.)

6.4 Intercalated Degrees

Candidates may be selected on the basis of academic merit to study for a one year intercalated BSc (DentSci) after a minimum of three years study in the BDS programme. Selection will be at the discretion of the College and the School within which the intercalated degree programme is offered.

Degree of BDS Teaching Dates – Session 2018-19

	Teaching Starts	Teaching Ends
1st Year	17 September 2018	14 December 2018
	7 January 2019	29 March 2019
	15 April 2019	17 May 2019
2nd, 3rd and 4th Years	17 September 2018	14 December 2018
	3 January 2019	29 March 2019
	15 April 2019	14 June 2019
	22 July 2019	13 September 2019
5th Year	17 September 2018	14 December 2018
	3 January 2019	29 March 2019
	15 April 2019	17 May 2019

DEGREES OF BACHELOR OF MEDICINE AND BACHELOR OF SURGERY

RESOLUTION

The Degrees of Bachelor of Medicine and Bachelor of Surgery are governed by Resolutions of the University Court. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 602, which came into effect on 1 November 2009, are as follows:

1. The Degrees of Bachelor of Medicine (MB) and Bachelor of Surgery (ChB) may be awarded by the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College). The Degree of Bachelor of Medicine shall not be awarded otherwise than with the Degree of Bachelor of Surgery, and *vice versa*.
2. The award of the Degrees shall be governed by the Generic Undergraduate Regulations which are governed by Resolution No. 582 of the University Court.
3. The Senate may make supplementary regulations governing the award of the Degrees which are subject to the approval of the University Court - these shall be as stated under 'Regulations'.
4. The early exit award of the Degree of Bachelor of Medical Science (BMedSci) is included in the Regulation.

REGULATIONS

1. Recognition of Prior Learning

Prior experiential learning cannot be counted for credit on this Degree.

2. Maximum Period of Study

The programme for the Degree shall normally extend over no more than six academic sessions of full-time study. The maximum duration of study is not inclusive of intercalating degrees and one repeat of Year 5.

3. Progress

- 3.1 A candidate may not proceed to the next academic year of the curriculum until they have obtained a grade D or better in the summative assessments of the previous year.

3.2 Exclusion of Candidates

3.2.1 A candidate will be required to attend the School Progress Committee and will normally be excluded if they fail to achieve grade D3 (D in clinical examinations) or better after two attempts in any of the following:

- a) MB ChB I written examination or the MILE or any individual coursework components;
- b) MB ChB II written examination or clinical examination or any individual coursework components;
- c) MB ChB III written examination or clinical examination or coursework;
- d) MB ChB IV written examination;

One repeat of final year will be granted if a candidate fails to achieve grade D3 (D in clinical examinations) or better in the MB ChB V written examination or clinical examination.

In addition a candidate will normally be excluded:

- e) if they fail to complete the prescribed training and be assessed as competent in resuscitation normally after two attempts by the end of Year 5 (non-attendance which is not approved will count as a failure to demonstrate competence);
- f) if they fail to achieve a grade D3 (D for clinical examinations) or better in the Final Degree Examinations in Year 5; following one repeat year;
- g) if they fail to attend and satisfactorily complete the Preparation for Practice block in Year 5 and the portfolio booklet;
- h) If they fail to attend and satisfactorily complete all clinical placements;
- i) If they fail to complete and submit the prescribed number of portfolio cases.

3.2.2 A candidate will normally be excluded if they fail to achieve grade D3 or better in all Student Selected Components.

3.2.3 A candidate may be excluded if their conduct is such as to require a referral under the fitness to practise procedure (as identified in the Code of Professional Conduct for MB ChB Students - see §6.1).

3.3 The School Progress Committee will have the authority to set aside the regulations governing exclusion and to permit a candidate to repeat a year of the programme.

3.4 Repeat Year

A candidate who is permitted to repeat a year will not be allowed to carry forward any assessment grade from the relevant course, whether or not a pass grade has been attained. Such a candidate will be required to undertake all assessments and obtain a grade D3 (D in clinical examinations) or better and be permitted a resit in the repeat year if required. A candidate must attend all prescribed elements of the course during a repeat year.

3.5 A candidate with outstanding tuition fees from the previous session will not be permitted to register and attend classes in the following session until the outstanding fees are paid. In addition, a candidate who has not satisfactorily completed any of the following will not be permitted to register and attend classes in the following session until such time as they have been satisfactorily completed:

- a) criminal records check;
- b) health screening;
- c) Hep B immunization;
- d) Student Agreement.

3.6 Assessment

In addition to Generic Undergraduate Regulation §9 the following provisions apply:

- a) A candidate who has failed any part of a diet must present themselves for re-examination on the first occasion for which they are eligible.
- b) Since the Degree Examinations in the final academic year are a culmination of the integrated core, where a candidate has failed to comply with or not satisfied the requirements of the final year, and cannot remedy this by the end of the academic session, the outcome for that candidate shall be Credit Refused.
- c) For the purposes of all assessments and degree examinations §16.52 of the Code of Assessment for Undergraduate and Taught Postgraduate Programmes does not apply. For the purpose of all assessments and degree examinations, 100% submission of all assessments is required.

4. Courses Available to Candidates

The courses available to candidates are set out in the programme specification.

5. Programme Requirements for the Award of the Degree

5.1 To be eligible for the award of the Degree a candidate must:

- a) meet the core outcomes set by the General Medical Council;¹¹
- b) have attained a grade D or better in all summative assessments of years 1-5;
- c) by the end of final year, have completed successfully all clinical attachments in Years 3-5: a portfolio of clinical cases, a number of which must be submitted to the Board of Examiners; the prescribed training and be assessed as competent in resuscitation; the Preparation for Practice block, including the portfolio booklet; and a junior elective and a senior elective. The candidate will normally be required to pass all Student Selected Components.

5.2 Distinction

A candidate may be awarded a pass with Distinction in any year, the criteria for each year are set out in the MBChB Handbook. The candidate's first attempt at an examination will be counted.

5.3 Honours and Commendation

The award of MBChB with Honours or with Commendation is determined by a formula detailed in the MBChB Handbook, which incorporates written examinations and OSCEs. Results from all five years are taken into account, although the weighting has a bias towards performance in the finals. The candidate's first attempt at an examination will be counted.

6. Other Information on Awards

6.1 Fitness to Practise

All candidates must observe a standard of behaviour and professional conduct required of the medical practitioner. A candidate in breach of the Code of Professional Conduct for MB ChB Students will be subject to Fitness to Practise procedures, which may include referral to the School of Medicine, Dentistry & Nursing Fitness to Practise Committee.¹² (See 'University Fees and General Information for Students' Regulation 36 of the *University Calendar*.)

Graduates are entitled to provisional registration with the GMC with a licence to practise, subject to demonstrating to the GMC that their fitness to practise is not impaired.

When applying for registration with GMC candidates are required to complete a declaration of fitness to practise, and the declaration must not be more than three months old. The GMC will consider any issues that call into question a candidate's fitness to practise. This includes anything that happened before or during the candidate's undergraduate years, and any decisions made by a Fitness to Practise Panel or University committee/body.

6.2 Attendance

A candidate is required to achieve 100% attendance in all elements of the programme, including instances where the candidate is permitted to repeat a year.

6.3 Absence

Permission for a candidate to have leave of absence for special circumstances must be obtained from the appropriate Course Director in advance. The Medical School Office should be contacted in the first instance.

Persistent absence will normally be a matter for consideration under Fitness to Practise rules and regulations.

Where a candidate is absent from a Degree examination owing to illness, a certificate signed by a doctor must be submitted to the Medical School office within seven days of the absence.

6.4 Disclaimer

Because of the needs of the Foundation Programme, a candidate will be required to sign a disclaimer to allow the School of Medicine, Dentistry & Nursing to pass on information to the Dean (Graduate Studies) at the time of graduation (see §6.5).

6.5 General Medical Council (GMC) Registration

Upon graduation a candidate will require provisional registration with the GMC, the conversion of which to full registration requires successful completion of the Foundation Programme. Since the Foundation Programme requires a candidate to work as a medical practitioner it may be necessary, in certain circumstances, for the School of Medicine, Dentistry & Nursing to pass on information to the Dean (Graduate Studies). Such information could relate to a candidate who is due to graduate but for whom some form of support in their initial postgraduate year might be necessary. The School of Medicine, Dentistry & Nursing may also pass on

¹¹ These are published by the GMC and may be found at: <https://www.gmc-uk.org/education/standards-guidance-and-curricula>

¹² When applying for registration with the GMC, candidates are required to complete a declaration of fitness to practise, and the declaration must not be more than three months old. The GMC will consider any issue that calls into question a candidate's fitness to practise, including anything that occurred before or during the candidate's undergraduate years, and any decisions made by a fitness to practise panel or university committee.

information to the GMC as part of the registration process in accordance with the UK provisional registration scheme.

6.6 Combined Courses

a) Degree of BSc (MedSci)

At the end of the third year of the medical curriculum, a candidate may be permitted to undertake as an intercalated programme, the Degree of BSc (MedSci) Honours. Such a candidate will normally resume the medical curriculum in the session immediately following that in which they completed or terminated the programme leading to the Degree of BSc (MedSci).

b) Degree of BSc

At the end of the third year of the medical curriculum, a candidate may be admitted at the discretion of the College to study for the two year Degree of BSc Honours. Such a candidate will be re-admitted to the medical curriculum provided they resume study in the session immediately following that in which they completed or terminated the BSc programme.

6.7 Electives

The Junior and Senior Electives are intended to permit a candidate to undertake the study in some depth of any aspect of the practice of medicine in recognised clinical specialities including general practice, and public health, which has the approval of the Head of School. Electives may also include research experience in an appropriately supported setting. A candidate will be required to provide written evidence that their attendance and work during the periods of their approved electives have been satisfactory.

6.8 Exit Certificate/Diploma/Degree

6.8.1 Degree of Bachelor of Medical Science

- a) A candidate who has successfully completed the first three years of the programme of study leading to the Degrees of MB ChB or BDS may transfer to these regulations and graduate with the Degree of Bachelor of Medical Science.
- b) A candidate may be recommended for the award of the Degree of Bachelor of Medical Science:
 - i) if they are unable or will be unable to complete the Final Professional Examination before the completion of their sixth session of study for the Degrees of MB ChB or BDS; *OR*
 - ii) has indicated in writing to the Head of College that they no longer wish to pursue a curriculum leading to the Degrees of MB ChB or BDS.
- c) Such a candidate, if graduating with the Degree of Bachelor of Medical Science, may not be a candidate either for the Degrees of BSc (MedSci) or BSc (DentSci) or for the Degrees of MB ChB or BDS, of the University of Glasgow on a future occasion.

6.8.2 Diploma of Higher Education (Medical Science)

- a) A candidate who has successfully completed the first two years of the programme of study leading to the Degree of MB ChB may transfer to these regulations and be awarded the Diploma of Higher Education (Medical Science).
- b) A candidate may be recommended for the award of the Diploma of Higher Education (Medical Science):
 - i) if they are unable or will be unable to complete the Final Professional Examination before the completion of their sixth session of study for the Degree of MB ChB; *OR*
 - ii) has indicated in writing to the Head of College that they no longer wish to pursue a curriculum leading to the Degree of MB ChB.
- c) Such a candidate, if awarded with the Diploma of Higher Education (Medical Science), may not be a candidate for the Degree of BSc (MedSci), BSc (DentSci), MB ChB, or BDS of the University of Glasgow on a future occasion.

6.8.3 Certificate of Higher Education (Medical Science)

- a) A candidate who has successfully completed the first year of the programme of study leading to the Degree of MB ChB may transfer to these regulations and be awarded the Certificate of Higher Education (Medical Science).
- b) A candidate may be recommended for the award of the Certificate of Higher Education (Medical Science):
 - i) if they are unable or will be unable to complete the Final Professional Examination before the completion of their sixth session of study for the Degree of MB ChB; *OR*
 - ii) has indicated in writing to the Head of College that they no longer wish to pursue a curriculum leading to the Degree of MB ChB.

- c) Such a candidate, if awarded the Certificate of Higher Education (Medical Science), may not be a candidate for the Degree of BSc (MedSci), BSc (DentSci), MB ChB, or BDS of the University of Glasgow on a future occasion.

Degrees of MB ChB Teaching Dates – Session 2018-19

	Teaching Starts	Teaching Ends
Year 1	17 September 2018 7 January 2019 15 April 2019	14 December 2018 22 March 2019 24 May 2019
Year 2	17 September 2018 7 January 2019 15 April 2019	14 December 2018 22 March 2019 31 May 2019
Year 3 (Elective period)	17 September 2018 7 January 2019 17 June 2019	14 December 2018 14 June 2019 23 August 2019
Year 4 (Elective period)	27 August 2018 7 January 2019 8 July 2019	14 December 2018 5 July 2019 23 August 2019
Year 5	27 August 2018 7 January 2019	14 December 2018 31 May 2019

DEGREE OF BACHELOR OF NURSING

RESOLUTION

The Degree of Bachelor of Nursing is governed by Resolutions of the University Court. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations, which came into effect on 1 September 2008, as subsequently amended, are set out with those Regulations. The provisions of Resolution No. 628, which came into effect on 1 September 2010, as subsequently amended, are as follows:

1. The Degree of Bachelor of Nursing (BN) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College) as an Ordinary Degree and as a Degree with Honours in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 604 - "Degree of Bachelor of Nursing". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Certificate of Higher Education, Diploma in Health Studies and Bachelor of Health Studies (Ordinary Degree) are included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

A candidate who has attended and passed the examinations, assignments and clinical requirements of the Nursing & Midwifery Council (NMC) in another institution of higher education approved by the University Court on the recommendation of the Senate may be allowed to count such attendance as qualifying towards the Degree provided that the Senate is satisfied that the content and standard of any course or examination to be recognised is equivalent to a corresponding course or examination prescribed for the Degree.

2. Maximum Period of Study

The programme of study for the Degree shall extend to not more than five academic sessions of full-time study. Students who temporarily withdraw from the programme must complete the full programme within five years from the date of commencement, irrespective of interruptions.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

3.1 A candidate may not proceed to the next academic year of the curriculum until they have:

- a) Obtained a grade D or better in the courses and summative assessments of the previous year after two attempts.

- b) Achieved clinical outcomes/competencies appropriate to the previous year of study. At the end of the academic year the candidate is required to have achieved 100% of the learning outcomes required for progression by the NMC for entry to the following year of study. On completion of clinical consolidation candidates should have achieved all competencies required for professional registration as determined by the NMC.
 - c) Met the attendance requirements in §6.3.
- 3.2 A candidate who has failed any part of a diet must present for re-examination on the first occasion for which they are eligible. The grade awarded as a result of the resit examination shall be no higher than grade D3 (D in clinical).
 - 3.3 A candidate who has failed to achieve a grade D or better in a Degree examination/assignment in any subject after two attempts will not be readmitted to that examination/assignment until any conditions of further study which the College may prescribe have been fulfilled.
 - 3.4 A candidate who has failed to achieve grade D or better in any subject after two attempts will be considered by the School Progress Committee.
 - 3.5 The School Progress Committee shall have the authority to rule on issues of progress, including the authority to set aside the regulations governing exclusion and to permit a candidate to repeat a course including a further two attempts at the associated assessments.
 - 3.6 For the purposes of all assessments and degree examinations §16.44 and §16.52 of the Code of Assessment for Undergraduate and Taught Postgraduate Programmes do not apply to Honours candidates. For such candidates 100% submission of all assessments and degree examinations is normally required.

3.7 Exclusion of Candidates

A candidate will normally be excluded:

- a) if the candidate does not comply with the attendance requirements stated in the Course and Programme Handbooks.
 - b) if the candidate's conduct is considered to warrant exclusion following referral under the Fitness to Practise procedure (as identified in the Code of Professional Conduct for BN students).
 - c) if the candidate fails to achieve a minimum of grade D in all Degree examinations and assignments of any year after two attempts (with the exception of BN3H and BN4H students, where only one attempt is permitted); if the candidate will be unable to sit their Final Year examinations or complete the required final year summative assignments within five academic sessions of commencing the programme; or if the candidate fails to meet the statutory requirements of each year of the Programme in Nursing.
- 3.8 A candidate with outstanding tuition fees from the previous session will not be permitted to register and attend classes in the following session until the outstanding fees are paid. In addition, a candidate who has not satisfactorily completed any of the following will not be permitted to register and attend classes in the following session until such time as they have been satisfactorily completed:
 - a) criminal records check,
 - b) health screening,
 - c) Hep B immunization.

3.9 Progress to Honours

The requirements referred to in Generic Undergraduate Regulation §15.1(d) are that a candidate must normally have attained, at the first attempt, a grade C or better in Nursing and Health Studies, have attained a grade D or better in all second year Degree examinations/summative assignments and have attained a grade D or better in clinical performance.

3.10 Progress within Honours

Year 3 Junior Honours candidates must normally have attained, at the first attempt, a grade C or better in Nursing, have attained a grade D or better in all third year Degree examinations/ summative assignments and have attained a grade D or better in clinical performance in order to progress to Year 4.

Any candidate who does not meet these criteria will be excluded from the Honours Programme and may be eligible for the award of the Degree of Bachelor of Nursing upon satisfactory completion of all necessary requirements.

4. Courses Available to Candidates

The list of recognised qualifying courses may be found in the programme specification.

5. Programme Requirements for the Award of the Degree

5.1 Bachelor of Nursing (Ordinary Degree)

In addition to meeting the requirements of Generic Undergraduate Regulation §14 the candidate must have achieved grade D or better in all courses of Years 1-3 of the Bachelor of Nursing Degree Programme, including all clinical practice components of Years 1-3 and the 12-week period of clinical consolidation as required by the NMC.

5.2 *Bachelor of Nursing (Honours Degree)*

In addition to meeting the requirements of Generic Undergraduate Regulation §16 a candidate must have achieved:

- a) grade D or better in all courses of Year 1;
- b) grade C or better in Nursing and Health Studies and grade D or better in all courses of Year 2;
- c) grade C or better in Nursing and grade D or better, at the first attempt, in all other Junior and Senior Honours courses of the Bachelor of Nursing Programme;
- d) grade D or better in all clinical practice components of Years 1 and 2 and of the Junior Honours years of the Bachelor of Nursing Degree Programme;
- e) grade D or better in a 12-week period of clinical consolidation as required by the NMC.

The calculation of the final classification is based on weightings from Years 3 and 4 of 30:70.

- 6.3 A candidate who withdraws from Year 4 of the course before completing the Honours examinations/summative assignments may be eligible for the award of the Degree of Bachelor of Nursing on achieving grade D or better on completion of a 12-week period of clinical consolidation.

6. Other Information on Awards

- 6.1 For eligibility for entry to the Professional Register a candidate must have completed 4,600 hours of study (2,300 theoretical; 2,300 clinical (including a 12-week period of clinical consolidation)) and must have achieved all the NMC competencies by the end of the final year of study.

- 6.2 A candidate will not be eligible to apply to the NMC for registration as a nurse until the statutory requirements of the Adult Field of the Nursing Programme have been met.

6.3 Attendance

Attendance at all timetabled clinical placements and theoretical components is mandatory, including instances where the candidate is permitted to repeat a course.

6.4 Absence

The [Student Absence Policy](#) is available online.

Permission for a candidate to have leave of absence for special circumstances must be obtained from the appropriate Course Leader in advance.

Persistent absence will normally be a matter for consideration under Fitness to Practise regulations and may result in exclusion from the programme.

Where a candidate is absent from a Degree examination owing to illness, a certificate signed by a doctor must be submitted to the Nursing & Health Care School within seven days of the absence.

6.5 Certificate of Higher Education

In addition to meeting the requirements of Generic Undergraduate Regulation §12 a candidate must achieve the following to qualify for the Certificate of Higher Education (Year 1): grade D or better in all courses of the first year of the Bachelor of Nursing Degree programme totalling 150 credits.

6.6 Diploma in Health Studies

In addition to meeting the requirements of Generic Undergraduate Regulation §13 a candidate must achieve the following to qualify for the Diploma in Health Studies: grade D or better in all courses of the second year of the Bachelor of Nursing Degree programme totalling 150 credits.

6.7 Bachelor of Health Studies (Ordinary Degree)

- a) In addition to meeting the requirements of Generic Undergraduate Regulation §14 the Degree of Bachelor of Health Studies shall be awarded to a candidate:

- i) who exits from the Bachelor of Nursing (Ordinary) Degree programme at the end of the third year of study who does not fulfil the requirements in relation to Clinical Consolidation Practice, and
- ii) who has achieved a grade D or better in courses with a minimum of 125 credits in the third year of study.

- b) The Degree of Bachelor of Health Studies shall not be recognised as a qualification carrying eligibility for registration with the NMC.

- c) A candidate who withdraws from the Senior Honours year of the Bachelor of Nursing (Honours) Degree programme without satisfactory completion of Clinical Consolidation Practice will be eligible for the award of the Degree of Bachelor of Health Studies.

- 6.8 A candidate shall not be permitted to progress to clinical practice until they have met the prevailing requirements for immunisation against Hepatitis B and have received their Protection of Vulnerable Groups (PVG) Scheme membership from Disclosure Scotland.

6.9 The Programme Handbook for the Degree of Bachelor of Nursing includes a Code of Professional Conduct which a candidate is required to assent to on entry to the programme and at the beginning of each year of study thereafter. Any candidate who refuses to do so will be denied access to teaching and professional experience. A candidate in breach of that Code will be subject to Fitness to Practise procedures which may include referral to the School of Medicine, Dentistry & Nursing Fitness to Practise Committee. (See Regulation 36 of the 'University Fees and General Information for Students' section of the *University Calendar*.)

6.10 Fitness to Practise

All candidates must observe a standard of behaviour and professional conduct required of the nursing profession. A candidate in breach of the Code of Professional Conduct and Fitness to Practise for BN students will be subject to Fitness to Practise procedures, which may include referral to the School of Medicine, Dentistry & Nursing Fitness to Practise Committee.

When applying for registration with the NMC, candidates are required to self declare that they are of good health and character sufficient to ensure safe and effective practice and have this confirmed by the BN Programme Director. The NMC will consider any issues that call into question a candidate's fitness to practise. This includes anything that happened before or during a student's undergraduate years and any fitness to practise procedures and decisions made by a Fitness to Practise panel or University Committee/body.

Degree of BN Teaching Dates – Session 2018-19

	Teaching Starts	Teaching Ends
Year 1	17 September 2018	14 December 2018
	07 January 2019	29 March 2019
	08 April 2019	12 July 2019
Year 2	17 September 2018	14 December 2018
	07 January 2019	18 April 2019
	29 April 2019	26 July 2019
Year 3	17 September 2018	14 December 2018
	07 January 2019	29 March 2019
	08 April 2019	17 May 2019
	03 June 2019	23 August 2019
Year 3 (Jun Hons)	17 September 2018	14 December 2018
	07 January 2019	29 March 2019
	08 April 2019	28 June 2019
Year 4 (Sen Hons)	17 September 2018	07 December 2018
	07 January 2019	29 March 2019
	08 April 2019	28 June 2019

DEGREES OF BACHELOR OF SCIENCE AND MASTER IN SCIENCE

RESOLUTION

The Degrees of Bachelor of Science and Master in Science are governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 605 are as follows:

1. The Degrees of Bachelor of Science (BSc) and Master in Science (MSci) may be awarded by the Senate of the University of Glasgow in the Colleges of Medical, Veterinary & Life Sciences, and Science & Engineering, as Degrees in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 605 - "Degree of Bachelor of Science and Master in Science". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The Degree of Bachelor of Science may be offered as a Degree in a Designated Subject, or as a Degree in a Designated Subject with Work Placement, or as a Degree with Honours in a Principal Subject, or as a Degree with Honours in a Principal Subject with Work Placement; the Degree of Master in Science may be offered as a Degree in a Principal Subject or as a Degree in a Principal Subject with Work Placement. The early exit awards of Diploma of Higher Education (General Science) and Certificate of Higher Education (General Science) shall be governed by the Generic Undergraduate Regulations.

REGULATIONS

1. Recognition of Prior Learning

A candidate may qualify for exemption from level 1 courses up to a maximum of 120 credits by obtaining passes in appropriate subjects at specified grades in approved school examinations at SCQF level 7, under such conditions as the Senate may prescribe in each case. Such credit shall be awarded by the Chief Adviser of Studies.

2. Maximum Period of Study

The maximum period of study, including full and part-time attendance, is normally as follows:

For the award of a BSc Designated degree - six sessions

For the award of a BSc Honours degree - six sessions

For the award of an MSc degree - seven sessions

3. Progress

The requirements referred to in Generic Undergraduate Regulations §10.1 and §15.2 are listed below:

3.1 Annual Review of Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

Unless subject to specific requirements on entry or following consideration by the Progress Committee, the normal requirements to progress as a full-time student are:

After one session: The candidate must have obtained at least 80 credits; there must be a grade point average¹³ of at least 8 over the best 80 credits; at least 60 credits must be at grade D3 or better.

After two sessions: The candidate must have obtained at least 160 credits; there must be a grade point average of at least 8 over the best 160 credits; at least 120 credits must be at grade D3 or better; the candidate must have fulfilled level 1 entry requirements that allow entry to level 2 Science courses totalling 60 credits.

The candidate must have obtained a minimum of 80 credits during session two; there must be a grade point average of at least 8 across the best 80 credits within session two; the candidate must have achieved D3 or better in at least 60 credits within session two.

After three sessions: The candidate must have obtained at least 240 credits; there must be a grade point average of at least 9 over the best 240 credits; at least 160 credits must be at grade D3 or better; at least 60 credits must be at level 2 or above.

After four sessions: The candidate must be qualified for entry to BSc in a Designated Subject (see §3.2) or BSc Honours programme (see §3.3).

3.2 BSc in a Designated Subject

a) Admission Requirements

The following general requirements shall apply for admission to all level 3 courses:

- i) The candidate must have completed qualifying courses totalling at least 240 credits, with a grade point average of 9, unless admitted directly to level 3;
- ii) The candidate must have completed qualifying courses totalling at least 120 credits in Science subjects.

b) Progress Requirements

To continue studying for a second or subsequent year at level 3, the candidate must have already achieved at least 40 credits at level 3 with a grade of D3 in the current session.

3.3 BSc Honours Programme

a) Admission Requirements

Generic Undergraduate Regulation §15.1 shall apply with the following additional requirement.

- i) The candidate must have completed an additional 20 credits at level 2, bringing the total requirement for level 2 credits to 60.

¹³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

b) *Progress Requirements*

Generic Undergraduate Regulation §10.2 shall apply.

The candidate must have met the requirements for the award of the Designated Degree (see §5.1).

3.4 MSci Programme

a) *Admission Requirements*

The following general requirements shall apply for admission to the third year of an MSci programme:

- i) The candidate must have completed qualifying courses totalling at least 240 credits, with a grade point average of at least 12;
- ii) The candidate must have completed qualifying courses totalling at least 140 credits in Science with a grade point average of at least 12;
- iii) The candidate must have completed qualifying courses totalling at least 60 credits at level 2 or above in Science with a grade point average of at least 15.

b) *Progress Requirements*

Generic Undergraduate Regulation §10.3 shall apply.

3.5 Admission to Qualifying Courses

Subject to the approval of the Science Taught Programmes Committee, admission to any qualifying course may be restricted if the number of candidates wishing to enrol exceeds the number of places available. Where there are more applicants for a particular course than there are places available, selection of candidates shall be based on criteria published in the Programme or Course Handbook.

3.6 Appeals Against Non-Admission to Courses

A candidate who has been refused admission or re-admission to a course under the provisions of §3.5 may appeal in writing to the Chief Adviser of Studies in the relevant School or College, citing any special circumstances bearing on their case.

3.7 Transfers from Part-time to Full-time Study

A part-time candidate may apply to the Chief Adviser of Studies in the relevant School or College for transfer to full-time study. In considering such an application, the Chief Adviser shall take into account the candidate's progress so far.

4. Science Courses

Science subjects, and courses in these subjects, shall be as defined below. In addition, candidates may take courses in non-Science subjects, subject to the provisions of §3.2 - §3.4.

Recognised Science qualifying courses are currently as follows:

- 4.1 Courses contributing to the awards of BSc Designated, BSc Honours and MSci offered by the Schools of Chemistry, Computing Science, Geographical & Earth Sciences, Life Sciences, Mathematics & Statistics, Physics & Astronomy and Psychology.
- 4.2 Other courses contributing to the awards of BSc Designated, BSc Honours and MSci offered by the School of Humanities in Archaeology and the School of Engineering in Electronics & Electrical Engineering.
- 4.3 For the purposes of the Intercolated Degree of BSc combined with the Degree of MB ChB, BDS, or BVMS, the courses constituting the first two or three sessions, depending on the curriculum of the MB ChB, BDS, or BVMS are recognised as Science qualifying courses. Recognition of these courses will be subject to review in the event of substantial changes in the MB ChB, BDS, or BVMS curriculum.

4.4 Standard Curricula

- a) Generic Undergraduate Regulation 6.2 applies. In addition, full-time students will normally take no less than 100 credits. Each part-time candidate shall enrol for courses totalling a maximum of 100 credits in each session.
- b) In year 1 full-time candidates must normally enrol for Science courses totalling at least 80 credits.

5. Programme Requirements for the Award of the Degree

5.1 Degree of Bachelor of Science in a Designated Subject

In addition to meeting the requirements of Generic Undergraduate Regulation §14, the candidate must satisfy the following:

- a) The 360 credits required must include:
 - i) at least 200 credits in Science; and
 - ii) at least 120 credits at level 2 or above in Science, with a grade point average¹³ of at least 8, and with at least 60 of these credits at grade D or better.

- b) Where the Designated Subject is a single subject, the credits in (a) must include courses in that subject at level 3 or 3H or 3M, totalling at least 80 credits with a grade point average of at least 9.
- c) Where the Designated Subject is a combination of two subjects, the credits in (a) must include courses at level 3 or H or M totalling at least 40 credits with a grade point average of at least 9 in each of these subjects separately.
- d) Any special requirements of the Designated Subject specified by the School and approved by the Colleges of Medical, Veterinary & Life Sciences, and Science & Engineering.

The Degree of BSc in a Designated Subject shall be awarded with merit if the candidate has a grade point average of at least 12, or with distinction if the candidate has a grade point average of at least 15, both overall and in the Designated Subject (or Subjects in a combined degree) at level 3. To meet this requirement, the best 80 credits at level 3 may be used in the case of a Designated Degree in a single subject and the best 40 credits from each contributing subject in the case of a combined Designated Degree.

5.2 Degree of Bachelor of Science (BSc) with Honours

Each candidate must meet the requirements of Generic Undergraduate Regulation §16. Additionally, the Principal Subject for the Degree of BSc with Honours shall be, as shown in Appendix 1, either:

- a) one of the single subjects shown as such in List 1(a) ('Single Honours'); or,
- b) one of the combinations of subjects shown as such in List 1(b) ('Combined Honours')

as approved by the Colleges and the Senate.

The calculation of the final BSc Honours classification is normally based on a contribution of 50% from final year courses and 50% from third year courses where these courses are of equal credit rating. Exceptions to this are noted below with the third and final year percentage contributions given in brackets.

Archaeology (40:60), Chemistry, including Chemistry with Medicinal Chemistry and Chemistry with Forensic Studies (25:75), Computing Science including Software Engineering (40:60), Environmental Chemistry (30:70), Geographical & Earth Sciences (40:60), Life Sciences (25:75), Mathematics (40:60), Psychology (40:60).

5.3 Degree of Master in Science

5.3.1 Each candidate must meet the requirements of Generic Undergraduate Regulation §17. Additionally, the Principal Subject for the Degree of MSci shall be, as shown in Appendix 1, either:

- a) one of the single subjects shown as such in List 1(a) ('Single Honours'); or,
- b) one of the combinations of subjects shown as such in List 1(b) ('Combined Honours')

as approved by the Colleges and the Senate.

The calculation of the final classification for the MSci award is normally based on weightings from years 3, 4 and 5 within the range 10:20:70 and 20:30:50. Exceptions to this are noted below.

Astronomy, Physics and Statistics are equally weighted across years 3, 4 and 5; Mathematics (24:36:40).

5.3.2 For the degree of MSci with work placement as specified in Appendix 1, a work placement shall be undertaken in an industrial, research, or similar establishment. The College shall approve a proposed work placement only if it is satisfied that the work to be undertaken will make a substantial contribution to the objectives of the candidate's Degree programme. The work shall be supervised by a responsible person approved by the College, and shall be monitored by a member of academic staff of the University of Glasgow nominated by the College. Candidates require a grade of at least C3 for the work placement to be eligible for the award of MSci.

5.4 Early Exit Points

5.4.1 Certificate of Higher Education (General Science)

Generic Undergraduate Regulation §13 shall apply with the following additional requirements.

A candidate may be awarded the Certificate of Higher Education (General Science) where at least 80 of the credits are in Science courses as defined in §4.1 and §4.2.

5.4.2 Diploma of Higher Education (General Science)

Generic Undergraduate Regulation §12 shall apply with the following additional requirements.

A candidate may be awarded the Diploma in Higher Education (General Science) where at least 140 of the credits contributing to the award are in Science courses as defined in §4.1 and §4.2.

5.4.3 Degree of BSc in a Designated Subject with Work Placement

The Degree of BSc in a Designated Subject may be awarded 'with Work Placement' to a candidate on the MSci programme who has achieved at least a grade D3 for the work placement of an MSci degree and is qualified for the award of a BSc in a Designated Subject as in §5.1. The degree shall be awarded with Merit and Distinction as specified in §5.1; the work placement will not contribute to the grade point average for these calculations.

5.4.4 Degree of BSc (Honours) with Work Placement

The Degree of BSc (Honours) may be awarded 'with Work Placement' to a candidate on the MSci programme who has achieved at least a grade D3 for the work placement year and is qualified for the award of Degree of BSc Honours as in §5.2. The calculation of the final BSc Honours classification is based on weightings from levels 3 and H as stated in §5.2.

5.4.5 Degree of BSc (Honours) as an MSci Exit Point

A candidate who fails to complete the final year of a five-year MSci programme may be awarded a BSc Honours Degree subject to the candidate's satisfying published School conditions for such an award, consistent with Generic Undergraduate Regulation §16.

6. Other Information on Awards

6.1 Study for the awards of BSc and MSci (listed in Appendix 1) at the University of Glasgow

Normally, the Principal Subject in the curriculum for the Degree of BSc with Honours or the Degree of MSci shall be the candidate's sole subject of study during the session immediately preceding their final examination, except by prior agreement of the Schools concerned. The study of the Principal Subject shall extend over not less than two sessions of full-time study; and where the Principal Subject itself is not studied over at least three sessions, the study of the Principal Subject shall be preceded by the study of appropriate cognate subjects.

A candidate who is exempted from courses on the basis of studies undertaken elsewhere (as described in Generic Undergraduate Regulation §4) shall attend courses in the University of Glasgow for at least one session for the Degree of BSc in a Designated Subject, or for at least two sessions for the Degree of BSc with Honours or the Degree of MSci. Each candidate for the Degree of BSc with Honours or the Degree of MSci must attend the University of Glasgow during the final year of their curriculum, except where that final year is an approved work placement year, and may be required by the Head of School concerned to attend the University of Glasgow during the final two years of their curriculum.

A candidate in Life Sciences may not enrol for study abroad or work placement in two consecutive sessions.

Appendix 1

List 1(a) Single Degree Subjects

<i>Subject</i>	<i>BSc Designated Subject</i>	<i>BSc (Hons) Principal Subject</i>	<i>MSci Principal Subject</i>	<i>MSci Principal Subject, with Work Placement</i>
Anatomy	✓	✓		✓
Animal Biology	✓			
Archaeological Studies	✓			
Archaeology		✓		
Biochemistry	✓	✓		✓
Biomolecular Sciences	✓			
Chemical Physics				✓
Chemical Studies	✓			
Chemistry	✓	✓	✓	✓
Chemistry with Medicinal Chemistry	✓	✓	✓	✓
Computing Science ¹⁴	✓	✓	✓	
Earth Science	✓	✓	✓	
Earth Studies	✓			
Electronic & Software Engineering	✓	✓		
Genetics	✓	✓		✓
Geography	✓	✓		
Geology	✓	✓	✓	
Human Biology	✓	✓		✓
Human Biology & Nutrition		✓		
Human Life Sciences	✓			
Immunology	✓	✓		✓
Infection Biology	✓			
Informatics	✓	✓	✓	
Marine & Freshwater Biology	✓	✓		✓
Mathematics	✓	✓	✓	
Mathematics & Statistics	✓			
Microbiology	✓	✓		✓
Mobile Software Engineering	✓	✓	✓	
Molecular & Cellular Biology	✓	✓		✓

¹⁴ Also available as a BSc programme delivered jointly by University of Glasgow and Singapore Institute of Technology.

<i>Subject</i>	<i>BSc Designated Subject</i>	<i>BSc (Hons) Principal Subject</i>	<i>MSci Principal Subject</i>	<i>MSci Principal Subject, with Work Placement</i>
Molecular & Cellular Biology (with Biotechnology)	✓	✓		✓
Molecular & Cellular Biology (with Plant Science)	✓	✓		✓
Neuroscience	✓	✓		✓
Pharmacology	✓	✓		✓
Physics	✓	✓	✓	
Physics with Astrophysics	✓	✓	✓	
Physiology	✓	✓		✓
Physiology & Sports Science	✓	✓		✓
Physiology, Sports Science & Nutrition		✓		✓
Psychological Studies	✓			
Psychology		✓		
Software Engineering	✓	✓	✓	✓
Sports Science	✓			
Statistics ¹⁵	✓	✓	✓	✓
Theoretical Physics		✓	✓	
Zoology	✓	✓		✓
List 1(b) Combined Degree Subjects				
<i>Subject Combination</i>	<i>BSc Designated Subject</i>	<i>BSc (Hons) Principal Subject</i>	<i>MSci Principal Subject</i>	
Accounting <i>and</i> Mathematics	✓	✓		
Accounting <i>and</i> Pure Mathematics	✓	✓		
Accounting <i>and</i> Statistics	✓	✓		
Applied Mathematics <i>and</i> Business and Management		✓		
Applied Mathematics <i>and</i> Economics		✓		
Applied Mathematics <i>and</i> Physics	✓	✓	✓	
Applied Mathematics <i>and</i> Statistics	✓	✓	✓	
Archaeology <i>and</i> Earth Science	✓	✓		
Archaeology <i>and</i> Geography	✓	✓		
Astronomy <i>and</i> Mathematics	✓	✓	✓	
Astronomy <i>and</i> Physics	✓	✓	✓	
Chemistry <i>and</i> Mathematics	✓	✓	✓	
Chemistry <i>and</i> Physics	✓	✓	✓	
Computing Science <i>and</i> Economics		✓		
Computing Science <i>and</i> Geography	✓	✓		
Computing Science <i>and</i> Physics	✓	✓	✓	
Computing Science <i>and</i> Psychology		✓		
Computing Science <i>and</i> Statistics	✓	✓		
Finance <i>and</i> Mathematics	✓	✓		
Finance <i>and</i> Statistics	✓	✓		
Geography <i>and</i> Mathematics	✓	✓		
Geography <i>and</i> Statistics	✓	✓		
Mathematics <i>and</i> Business & Management		✓		
Mathematics <i>and</i> Economics		✓		
Mathematics <i>and</i> Philosophy		✓		
Mathematics <i>and</i> Physics	✓	✓	✓	
Mathematics <i>and</i> Psychology		✓		
Mathematics <i>and</i> Statistics	✓	✓	✓	
Psychological Studies <i>and</i> Computing		✓		
Psychological Studies <i>and</i> Mathematics		✓		
Psychological Studies <i>and</i> Statistics		✓		
Psychology <i>and</i> Neuroscience		✓	✓	
Psychology <i>and</i> Statistics		✓		

¹⁵ Also available as a Double degree arrangement with the University of Bologna.

<i>Subject Combination</i>	<i>BSc Designated Subject</i>	<i>BSc (Hons) Principal Subject</i>	<i>MSci Principal Subject</i>
Pure Mathematics <i>and</i> Business & Management	✓	✓	
Pure Mathematics <i>and</i> Economics	✓	✓	
Pure Mathematics <i>and</i> Philosophy	✓	✓	
Pure Mathematics <i>and</i> Physics	✓	✓	
Pure Mathematics <i>and</i> Psychology	✓	✓	
Pure Mathematics <i>and</i> Statistics	✓	✓	
Statistics <i>and</i> Business & Management		✓	
Statistics <i>and</i> Economics		✓	✓

DEGREE OF BACHELOR OF VETERINARY MEDICINE & SURGERY

RESOLUTION

The Degree of Bachelor of Veterinary Medicine & Surgery is governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 606 are as follows:

1. The Degree of Bachelor of Veterinary Medicine & Surgery (BVMS) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College) as a Degree in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 – “Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes”, which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No 606 – “Degree of Bachelor of Veterinary Medicine & Surgery”. The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Certificate of Higher Education (Animal Health), Diploma of Higher Education (Animal Health), and Bachelor of Animal Health (BAH) are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

- 1.1 In accordance with Generic Undergraduate Regulation §4 a candidate who has successfully completed a qualification approved by the School of Veterinary Medicine APL officer, and who satisfies all other admissions criteria, may be considered for admission and entry to Years 2 or 3 of the Degree programme. Such candidates may be asked to complete an additional short University of Glasgow course prior to admission to the programme.
- 1.2 For the award of Honours and Commendation, ungraded APL credit will not be counted, and therefore the grade point average for candidates with ungraded APL will be calculated only on the basis of credits studied and assessed at the University of Glasgow.

2. Maximum Period of Study

The degree programme should normally be completed within five academic sessions of the date of registration but under exceptional circumstances six academic sessions. Even where evidence of good cause is presented and accepted, the maximum period of study shall be no more than eight academic sessions from date of registration.

3. Progress

3.1. Progress requirements for this programme are:

A candidate cannot proceed to the second, third, fourth and final years of the curriculum until they have completed all the courses and achieved grade D3 or better in the Degree Examinations in the preceding session.

3.2 Exclusion of Candidate

A candidate may be excluded from further instruction and assessment if:

- a) the candidate does not achieve grade D3 or better in any of the professional assessments on TWO occasions;
AND/OR
- b) the candidate's progress is not considered satisfactory (as determined by the School Progress Committee), e.g. a candidate's duration of study, relative to the stated maximum periods of study and/or whether a candidate has met additional, stated, School requirements.

If after consideration, a candidate is readmitted to the programme they will be permitted one further attempt at the assessment at the next available diet. Failure to pass the assessment at this diet will result in exclusion.

3.3 Carry Forward

A candidate who is permitted to repeat a year will be allowed to carry forward any assessment in which they have attained grade D3 (D in competency assessment) or better, but only to the following academic session.

However, such a candidate will be required to attend all prescribed elements and undertake all in-course assessments in the same academic session, including those that have been successfully completed. A candidate who has achieved grade D3 (D in competency assessment) or better shall undertake such assessments formatively. In circumstances of the carry forward of a D grade in competency assessment a candidate is required to submit an up-to-date portfolio showing satisfactory completion of the components of the programme undertaken formatively during the repeat year and including evidence of the resolution of any cause for concern notes issued.

An assessment for which a candidate previously attained grade D3 (D in competency assessment) or better and which is required to be re-taken beyond the carry forward period will be capped at the grade achieved at the previous attempt.

The above provision for carry forward is not available where the candidate has received a result of Credit Refused or is repeating BVMS 5 (Professional Phase).

4. Courses Available to Candidates

All courses are compulsory and are designated in the programme specification

In addition, the candidate must complete 38 weeks extramural studies (EMS) as defined by the Royal College of Veterinary Surgeons.

All students must complete and document Pre-Clinical EMS (12 weeks) before commencement of the Clinical Phase in year 3 of the programme. Students who fail to complete and document their Pre-Clinical EMS in the first diet for BVMS 2 (Foundation Phase) will have the opportunity to re-submit for the second diet.

5. Programme Requirements for the Award of the Degree

5.1 Award of a Certificate of Higher Education (Animal Health)

A candidate who has completed all first year courses at grade D3 or better shall be eligible to receive a Certificate of Higher Education (Animal Health). A candidate who proceeds to a diploma or degree in any College will not be eligible for the Certificate.

5.2 Award of a Diploma of Higher Education (Animal Health)

A candidate who has completed all first year and second year courses at grade D3 or better shall be eligible to receive a Diploma of Higher Education (Animal Health). A candidate who proceeds to a diploma or degree in any College will not be eligible for the Diploma.

5.3 Award of a Degree of Bachelor of Animal Health

a) A candidate who has completed the first three years of the curriculum for the Degree of BVMS and has achieved grade D3 or better in the Degree examinations prescribed for these courses may be recommended for the award of the Degree of Bachelor of Animal Health.

b) Such a candidate, if graduating with the Degree of Bachelor of Animal Health, may not be a candidate either for the Degree of Bachelor of Science in Veterinary Science or for the Degree of Bachelor of Veterinary Medicine & Surgery, of the University of Glasgow on a future occasion.

5.4 Degree of Bachelor of Veterinary Medicine & Surgery

A candidate who has completed all five years of the BVMS programme and has achieved grade D3 or better in all of the prescribed courses and has additionally completed 38 weeks extramural studies (EMS) will be awarded the Degree of Bachelor of Veterinary Medicine & Surgery.

5.5 Honours and Commendation

A BVMS with Honours or Commendation may be awarded to a candidate based on their performance throughout the programme. Honours will be awarded to a candidate who achieves an aggregate result of grade A, based upon the results obtained at the first diet of assessment in each course. Commendation will be awarded to a candidate who achieves an aggregate result of grade B, based upon the results obtained at the first diet of assessment in each course.

6. Other Information on Awards

6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of BVMS is required to assent to the School of Veterinary Medicine Code of Professional Conduct. Any candidate who refuses to do so will be denied access to extramural studies. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the School of Veterinary Medicine Fitness to Practise committee. (See 'University Fees and General Information for Students' Regulation 36 of the *University Calendar*).

6.2 Assessment

In addition to Generic Undergraduate Regulation §9 the following provisions apply:

a) Prescribed Components of an Assessment

To achieve a grade D3 in a course which utilises components of assessment or more than one instrument of assessment a candidate may, where it is specified, be required to obtain, for all components/instruments of assessment, a grade D3 or better.

For the purposes of all assessments and degree examinations §16.52 of the Code of Assessment for Undergraduate and Taught Postgraduate Programmes does not apply. For the purpose of all assessments and degree examinations, 100% submission of all assessments is required.

b) A candidate who has failed any part of a diet must present themselves for re-examination on the first occasion for which they are eligible. The grade awarded as a result of the resit examination shall be no higher than grade D3 (D in professional clinical skills examinations).

6.3 Combined Programmes

a) Degree of BSc (VetSci)

At the end of the third year of the BVMS programme, a candidate may be permitted to undertake as an intercalated programme, the Degree of BSc (VetSci) Honours. Such a candidate will normally resume the BVMS programme in the session immediately following that in which they completed or terminated the programme leading to the Degree of BSc (VetSci).

b) Degree of BSc

At the end of the second or third year of the BVMS programme, a candidate may be admitted at the discretion of the College to study for the two year intercalated Degree of BSc Honours. Such a candidate will be re-admitted to the BVMS programme provided they resume study in the session immediately following that in which they completed or terminated the BSc programme.

c) Masters Degrees

At the end of the third or fourth year of the BVMS programme, a candidate may be admitted at the discretion of the College to study for one of the following one year intercalated Masters degrees: MSc (Veterinary Science) by research; MRes; MVPH. Such a candidate will be re-admitted to the BVMS programme provided they resume study in the session immediately following that in which they completed or terminated the Masters programme.

d) These Degrees will not be recognised as conveying a right to membership of the Royal College of Veterinary Surgeons.

Degree of BVMS Teaching Dates – Session 2018-19

	Teaching Starts	Teaching Ends
Years 1 & 2	Monday 17 September 2018	Friday 14 December 2018
	<i>Christmas vacation: 15 December 2018 – 6 January 2019 inclusive</i>	
	Monday 7 January 2019	Friday 15 March 2019
	<i>Easter vacation: 16 March 2019 – 14 April 2019 inclusive</i>	
Year 3	Monday 15 April 2019	Friday 31 May 2019
	Monday 17 September 2018	Friday 14 December 2018
	<i>Christmas vacation: 15 December 2018 – 6 January 2019 inclusive</i>	
	Monday 7 January 2019	Friday 5 April 2019
Year 4	<i>Easter vacation: 6 April 2019 – 28 April 2019 inclusive</i>	
	Monday 29 April 2019	Friday 31 May 2019
	Monday 17 September 2018	Friday 14 December 2018
	<i>Christmas vacation: 15 December 2018 – 6 January 2019 inclusive</i>	
Year 5	Monday 7 January 2019	Friday 8 March 2019
	<i>Easter vacation: 9 March 2019 – 7 April 2019 inclusive</i>	
	Start BVMS 5 Monday 29 April 2019	
	Monday 30 April 2018	Friday 14 December 2018
	<i>Christmas vacation: 15 December 2018 – 13 January 2019 inclusive</i>	
	Monday 14 January 2019	Friday 3 May 2019
	<i>Study: Monday 6 May 2019 – Friday 17 May 2019</i>	
	Monday 20 May 2019	Friday 24 May 2019

DEGREES OF BACHELOR OF SCIENCE in VETERINARY BIOSCIENCES AND MASTER IN SCIENCE in VETERINARY BIOSCIENCES

RESOLUTION

The Degrees of Bachelor of Science with Honours in Veterinary Biosciences and Master in Science in Veterinary Biosciences are governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 607 are as follows:

1. The Degrees of Bachelor of Science (BSc) in Veterinary Biosciences and Master in Science (MSci) in Veterinary Biosciences may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College) as Degrees in one or more Principal Subjects as may be prescribed by Regulations. The Degree of Bachelor of Science in Veterinary Biosciences may be awarded as an Ordinary Degree and as a Degree with Honours. Each of the degrees: Bachelor of Science, Bachelor of Science with Honours, and Master in Science may be awarded with Work Placement.
2. The award of the Degree shall be governed by Resolution No. 582 – “Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes”, which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No 607 – “Degrees of Bachelor of Science in Veterinary Biosciences and Master in Science in Veterinary Biosciences”. The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The Degrees to which this Resolution applies may not be awarded *honoris causa*, and shall not be recognised as qualifications carrying the right to membership of the Royal College of Veterinary Surgeons.
4. The early exit awards of Diploma of Higher Education and Certificate of Higher Education shall be governed by the Generic Undergraduate Regulations.

REGULATIONS

1. Recognition of Prior Learning

Generic Undergraduate Regulation §4 applies. Prior experiential learning and non-university exams cannot permit entry with advanced standing. Subject to approval by the programme director(s), a candidate may qualify for exemption from level 1 courses up to a maximum of 120 credits by obtaining passes in appropriate subjects at specified grades in approved University examinations at SCQF level 7/8, QCF¹⁶ level 4 or equivalent.

2. Maximum Period of Study

The degree programme should normally be completed within four academic sessions of the start of the programme for a degree with Honours and five academic sessions for an MSci but under exceptional circumstances five academic sessions for the BSc (Honours) and six academic sessions for the MSci. Even where evidence of good cause is presented and accepted, the maximum period of study shall be no more than six academic sessions for the BSc (Honours) and seven academic sessions for the MSci.

3. Progress

- 3.1 Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

The minimum requirements for progress to a succeeding year of study are as follows:

BSc (Honours)

- | | |
|-----------------------|--|
| After one session: | The candidate must have obtained at least 120 credits at grade D or better. |
| After two sessions: | The candidate must have obtained at least 240 credits at grade D or better. |
| After three sessions: | The candidate must have obtained at least 360 credits with a minimum 320 credits at grade D or better and a grade point average ¹⁷ for level 3 courses of at least 9. |

Entry to MSci

The following requirements shall apply for admission to the MSci programme subsequent to level 3 of the BSc (Honours) programme:

- i) the candidate must have completed 360 credits at levels 1, 2 and 3 of the BSc Veterinary Biosciences

¹⁶ The Qualifications Framework for England, Wales and Northern Ireland.

¹⁷ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

- (Honours) programme, with a D or better in all courses and a grade point average of at least 12 in level 3;
- ii) the candidate must satisfy the requirements of the selection process.

Progress on MSci

Candidates will undertake a work placement (level M) between levels 3 and 4. A candidate who achieves a grade point average of at least 12 for the work placement will be permitted to progress to level H of the MSci Veterinary Biosciences programme. A candidate who completes the work placement year but fails to attain a minimum grade point average of 12 will not meet the requirements for progression to level H of the MSci Veterinary Biosciences programme. Such a candidate may exit with an appropriate exit degree (see §6) or may continue with level H with the aim of completing a BSc (Honours) Veterinary Biosciences or BSc Veterinary Biosciences (with Work Placement) subject to meeting the specified requirements.

4. Courses Available to Candidates

- 4.1 The courses available to candidates are set out in the programme specification.

4.2 MSci Work Placement

A work placement shall be undertaken in an industrial, research, or similar establishment. The College shall approve a proposed work placement only if it is satisfied that the work to be undertaken will make a substantial contribution to the objectives of the candidate's Degree programme. The work shall be supervised by a responsible person approved by the College, and shall be monitored by a member of academic staff of the University of Glasgow nominated by the College.

5. Programme Requirements for the Award of the Degree

5.1 Degree of Bachelor of Science in Veterinary Biosciences (Hons)

Each candidate must meet the requirements of Generic Undergraduate Regulation §16. Additionally:

- a) a candidate must have completed levels 1, 2 and 3 of the programme and obtained 240 credits at grade D or better at levels 1 and 2, 120 credits at level 3 with a grade point average¹⁷ of at least 9 and at least 80 credits at grade D or better;
- b) the candidate must have completed 120 credits at level H with a grade point average of at least 9, and grade D or better in the Honours Project course.

The calculation of the final BSc Honours classification is based on weightings from levels 3 and H as follows (40:60).

5.2 Degree of Master of Science in Veterinary Biosciences (MSci)

Each candidate must meet the requirements of Generic Undergraduate Regulation §17. Additionally:

- a) the candidate must have completed 360 credits at levels 1, 2 and 3 of the BSc Veterinary Biosciences (Honours) programme, and obtained a D or better in all level 1, 2 and 3 courses and a grade point average of at least 12 for level 3;
- b) the candidate must have undertaken a work placement between levels 3 and H worth 120 credits and obtained a grade point average of at least 12;
- c) the candidate must have completed 120 credits at level H with a grade point average of at least 9, and a grade D or better in the MSci research project course.

The calculation of the final classification for the MSci award is normally based on weightings from level 3, M and H as follows (20:20:60).

6. Exit Degree/Diploma/Certificate

6.1 Certificate in Higher Education (Animal Biosciences)

As defined in Generic Undergraduate Regulation §12.

6.2 Diploma of Higher Education (Animal Biosciences)

As defined in Generic Undergraduate Regulation §13.

6.3 Degree of Bachelor of Science in Veterinary Biosciences

In place of Generic Undergraduate Regulation §14, the following applies; to be eligible for the award of the Degree of BSc in Veterinary Biosciences, a candidate must have completed all first, second and third years of the programme and have obtained at least 360 credits and achieved an overall grade point average¹⁷ of at least 9. Within these 360 credits:

- a) at least 120 must be at level 3 or higher;
- b) at least 60 credits at level 3 or higher must be at grade D or better.

Where the candidate has completed level H courses but has failed to meet the requirements for the Degree of BSc in Veterinary Biosciences (Honours), the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all of the credit for some of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

The ordinary degree 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.

6.4 Degree of Bachelor of Science in Veterinary Biosciences 'with Work Placement'

The Degree of BSc in Veterinary Biosciences may be awarded 'with Work Placement' to a candidate on the MSci programme who has completed the work placement year with a grade point average of at least 9 and is qualified for the award of the Degree of BSc in Veterinary Biosciences as in §6.3. The degree shall be awarded with Merit and Distinction as specified in §6.3; the work placement will not contribute to the grade point average for these calculations.

6.5 Degree of Bachelor of Science in Veterinary Biosciences (Hons) 'with Work Placement'

The Degree of BSc in Veterinary Biosciences (Honours) may be awarded 'with Work Placement' to a candidate on the MSci programme who has completed the work placement year with a grade point average of 9 and is qualified for the award of Degree of BSc in Veterinary Biosciences (Honours) as in §5.1. The calculation of the final BSc Honours classification is based on weightings from levels 3 and H as follows (40:60).

NON GENERIC UNDERGRADUATE REGULATIONS

CERTIFICATE OF HIGHER EDUCATION

REGULATIONS

1. General

- a) Certificates of Higher Education may be awarded by the University of Glasgow (the University) in the College of Medical, Veterinary and Life Sciences (MVLS).
- b) Applicants will be admitted to a programme of study leading to the award of a Certificate of Higher Education under the terms of a Memorandum of Agreement between the University and an overseas government.
- c) In accordance with the terms of the relevant Memorandum of Agreement, a candidate who has qualified for the award of the Certificate of Higher Education may apply to the College of MVLS for admission to a programme of study leading to a higher level award and, if admitted, the candidate may have some or all of their credits from the Certificate of Higher Education recognised towards the higher level award.

2. Duration of Study

The programme of study leading to the award of a Certificate of Higher Education is available on a full-time basis. The minimum period of study is one academic session. The maximum duration of study normally permitted is one academic session.

3. Composition of Programme of Study

A candidate for the award of the Certificate of Higher Education is required to:

- a) complete 120 credits of taught courses, as specified in the relevant Programme Specification.
- b) follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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.

4. 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*.

5. Assessment

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. Award of Certificate in Higher Education

- 6.1 A candidate who has completed taught courses totalling 120 credits with a grade point average¹⁸ of at least 7 shall be eligible to receive a Certificate of Higher Education.

¹⁸ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

- 6.2 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.

7. Subjects Available

The Certificate of Higher Education may be offered in the following subjects:

- Pre-Dental Studies
- Pre-Medical Studies

DEGREE OF BACHELOR OF SCIENCE IN DENTAL SCIENCE

RESOLUTION

The Degree of Bachelor of Science in Dental Science is governed by Resolution No. 638 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Bachelor of Science in Dental Science (BSc (DentSci)) may be awarded by the University in the College of Medical, Veterinary and Life Sciences (the College) as a Degree with Honours. The Degree shall not be recognised as a primary qualification conferring the right of registration on the Dental Register.
2. The Senate may, with the consent of the University Court, make regulations governing the award of the Degree.

REGULATIONS

A student admitted onto a programme leading to the award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Document/Programme Information Document (often referred to as the Programme or 'Course' Handbook) which will contain further details of the Programme including, in some cases, further requirements associated with the award.

1. Admission

- 1.1 A candidate for the Degree must normally have attended the University of Glasgow for no fewer than three academic sessions, undertaking the course of study prescribed as the first three years of the curriculum for the Degree of BDS, and have achieved grade D3 or better in all courses in the years preceding admission, normally at the first attempt.
- 1.2 A student admitted as a candidate for the Degree must also be a candidate for the Degree of BDS or have obtained the Degree of BDS not more than five years before the date of such admission.
- 1.3 A candidate must satisfy any entry requirements prescribed by the Honours courses forming their curriculum. The candidate must apply to the School(s) responsible for the courses to which they seek admission with a statement of their results achieved to date. Admission is at the discretion of Head(s) of School concerned but a candidate refused entry may submit for the consideration of the College any special circumstances bearing on their case.

2. Duration of Study

The minimum period of study for the award of the Degree is one academic session of full-time study. The Degree programme must normally be completed within one academic session of admission to the programme.

3. Programme Components

- 3.1 In order to qualify for the Degree a candidate must complete 120 credits as specified in the relevant Programme Document/Programme Information Document (PID) in one of the following Principal Subjects of study:

Anatomical Sciences	Molecular & Cellular Biology
Biochemistry	Parasitology
Clinical Medicine	Pharmacology
Genetics	Physiology
Microbiology	Virology

- 3.2 The year of study for the Degree shall normally be intercalated after the fourth year of study or taken at the end of the course of study leading to the Degree of BDS, subject to approval of the College.
- 3.3 The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of the session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies.
- 3.4 During the period of study on the programme a candidate may not undertake any professional training or occupation without the approval of the College.
- 3.5 A candidate may not attend courses outwith their curriculum without the permission of the College.

4. Assessment

- 4.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 4.2 Courses for which a candidate has registered must be counted towards the calculation of their grade point average for the purposes of §4.3 unless other provision is justified by good cause circumstances affecting the candidate. This regulation applies where course registration continues:
- on the date on which the first summative assessment for that course is to be submitted; or
 - on such other date as may be specified in the course document for that course.
- 4.3 The Honours degree classification shall be calculated as set out in §16.36 and §16.37 of the Code of Assessment except that the relevant grade point average shall be that achieved in relation to the 120 credits of the Programme.

5. Requirements for the Award of Honours Degree

To be eligible for the award of the Honours degree, in addition to the requirements set out at §1.1, the candidate must have obtained at least 120 credits at level H and achieved grade D3 or better for a dissertation or other piece of independent work worth at least 20 credits, and complied with any other requirements set out in the Programme Document/Programme Information Document.

6. Progress

Where a candidate fails to complete the Programme within the normal duration of study of one academic session, the Progress Committee will consider whether to permit the candidate to extend the period of study by one further academic session.

DEGREE OF BACHELOR OF SCIENCE IN MEDICAL SCIENCE

RESOLUTION

The Degree of Bachelor of Science in Medical Science is governed by Resolution No. 639 of the University Court, which at the time of publication was in draft form, with provision that:

- The Degree of Bachelor of Science in Medical Science (BSc (MedSci)) may be awarded by the University in the College of Medical, Veterinary and Life Sciences (the College) as a Degree with Honours. The Degree shall not be recognised as a primary qualification conferring the right of registration on the Medical Register.
- The Senate may, with the consent of the University Court, make regulations governing the award of the Degree.

REGULATIONS

A student admitted onto a programme leading to the award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Document/Programme Information Document (often referred to as the Programme or 'Course' Handbook) which will contain further details of the Programme including, in some cases, further requirements associated with the award.

1. Admission

- 1.1 A candidate for the Degree, must normally have attended the University of Glasgow for no fewer than three academic sessions, undertaking the course of study prescribed as the first three years of the curriculum for the Degree of MB ChB, and have achieved grade D3 or better in all courses in the years preceding admission, normally at the first attempt.
- 1.2 A student admitted as a candidate for the Degree must also be a candidate for the Degree of MB ChB or have obtained the Degree of MB ChB not more than five years before the date of such admission.
- 1.3 A candidate must satisfy any entry requirements prescribed by the Honours courses forming their curriculum. The candidate must apply to the School(s) responsible for the courses to which they seek admission with a statement of their results achieved to date. Admission is at the discretion of Head(s) of School concerned but a candidate refused entry may submit for the consideration of the College any special circumstances bearing on their case.
- 1.4 Exceptionally candidates studying for an MBChB or equivalent from selected partner institutions and who are of academic standing equivalent to §1.1 will be admitted, subject to approval by the Head(s) of School. Where such candidates have completed fewer than three years of MBChB or equivalent, the award of the degree shall be delayed until they have successfully completed the required number of years on return to their original institution.

2. Duration of Study

The minimum period of study for the award of the Degree is one academic session of full-time study. The Degree programme must normally be completed within one academic session of admission to the programme.

3. Programme Components

- 3.1 In order to qualify for the Degree a candidate must complete 120 credits as specified in the relevant Programme

Document/Programme Information Document (PID) in one of the following Principal Subjects of study:

Anatomical Sciences	Molecular & Cellular Biology
Biochemistry	Parasitology
Clinical Medicine	Pharmacology
Genetics	Physiology
Microbiology	Virology

- 3.2 The year of study for the Degree shall normally be intercalated after the third year of study or taken at the end of the course of study leading to the Degree of MBChB, subject to approval of the College.
- 3.3 The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of the session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies.
- 3.4 During the period of study on the programme a candidate may not undertake any professional training or occupation without the approval of the College.

4. Assessment

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

4.2 Courses for which a candidate has registered must be counted towards the calculation of their grade point average for the purposes of §4.3 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.

4.3 The Honours degree classification shall be calculated as set out in §16.36 and §16.37 of the Code of Assessment except that the relevant grade point average shall be that achieved in relation to the 120 credits of the Programme.

5. Requirements for the Award of Honours Degree

To be eligible for the award of the Honours degree, in addition to the requirements set out at §1.1 or §1.4, the candidate must have obtained at least 120 credits at level H and achieved grade D3 or better for a dissertation or other piece of independent work worth at least 20 credits, and complied with any other requirements set out in the Programme Document/Programme Information Document.

6. Progress

Where a candidate fails to complete the Programme within the normal duration of study of one academic session, the Progress Committee will consider whether to permit the candidate to extend the period of study by one further academic session.

DEGREE OF BACHELOR OF SCIENCE IN VETERINARY SCIENCE

RESOLUTION

The Degree of Bachelor of Science in Veterinary Science is governed by Resolution No. 363 of the University Court, which came into effect on 23 March 1994, as subsequently amended, with provision that:

1. The Degree of Bachelor of Science in Veterinary Science (BSc (VetSci)) may be conferred by the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College) as a Degree in such designations as may be prescribed by Regulations.
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 stated under 'Regulations'.
3. The Degree may be offered as an Ordinary Degree or as a Degree with Honours in one or more Principal Subjects. The Degree may not be awarded *honoris causa tantum*. The Degree shall not be recognised as a registerable qualification carrying the right to membership of the Royal College of Veterinary Surgeons.

REGULATIONS

1. Duration of Degree Study

1.1 Study in the University of Glasgow

Every candidate for the Degree, unless granted a concession or exemption under Regulations made under this Resolution, must attend during not less than four academic sessions courses of instruction in the University of Glasgow in the subjects of study prescribed by Regulations made under this Resolution and must pass the examinations similarly prescribed.

1.2 **Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education**

Every student admitted as a candidate for the Degree must also be a candidate for the Degree of BVMS or have obtained the Degree of BVMS not more than five years before the date of admission as a candidate for the Honours Degree.

Admission to the Honours study depends on satisfactory completion of studies in the year or years preceding admission and satisfaction of the specified entry requirements prescribed for a particular Honours course. Candidates must apply to the School(s) responsible for the courses to which they seek admission with a statement of their results achieved to date. Admission is at the discretion of the head(s) of School concerned but a candidate refused entry may submit for the consideration of the College any special circumstances bearing on their case.

2. **General Structure and Assessment of Degree**

The Degree of Bachelor of Science in Veterinary Science follows a prescribed curriculum.

Every candidate for the Degree, unless granted a concession or exemption under Generic Undergraduate Regulation §4, set out below, must attend in the University of Glasgow during not less than three academic years courses of instruction in the classes of the first three years of the curriculum for the Degree of BVMS, and pass the Degree examinations prescribed for these courses, and attained the specified entry requirements at the first attempt.

In addition to fulfilling the requirements set out above, every candidate must pursue advanced studies for at least one year in the University of Glasgow in one of the following Principal Subjects of study:

Anatomical Sciences	Parasitology
Biochemistry	Pharmacology
Genetics	Physiology
Marine & Freshwater Biology	Virology
Microbiology	Zoology
Molecular & Cellular Biology	

or in such Principal Subjects of study in the University of Glasgow as may be approved by the Senate on the recommendation of the College.

The year of study in one of the Principal Subjects for Honours may be intercalated after the third year of study or added on at the end of the course leading to the Degree of BVMS, subject to the approval of the College.

2.1 **Minimum requirements 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*.

2.2 **Assessment**

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

2.3 **Approval of Curriculum**

The curriculum of every candidate and any changes in that curriculum must be approved by the Head of College or their nominee.

2.4 **Conditions of Study**

- During the minimum period of study required for graduation by a candidate that candidate may not undertake any professional training or other occupation without the approval of the College.
- Candidates may not attend courses out with their curriculum in another College without the permission of the College.

3. **Progress of Students**

3.1 **General progress requirements for all levels of the award**

The College (i) may require any candidate to repeat in any academic year attendance in any courses provided previously attended in which the candidate has not yet satisfied the examiners or other course in lieu and to take in that session only such other courses as the College may permit; (ii) may suspend any candidate for a period of further attendance on courses for the Degree; (iii) may require any candidate to discontinue study for the Degree.

3.2 **Administration of Progression**

Any candidate who fails to meet the minimum requirements for progression will be referred to the School Progress Committee.

3.3 Appeals against Decisions relating to the Progress of Students

A candidate who believes that they have grounds for appeal should refer to the Code of Procedure for Appeals to a College Appeals Committee in the *University Calendar*. Candidates are advised to consult the College Head of Academic & Student Administration (or equivalent) before lodging an appeal.

4. Specific Structure of the Degree and the Associated Awards

Honours Examination

The written papers and other components of the Honours examination, all of which must be taken at a single diet of examination, shall be as prescribed in the syllabus of Honours examinations. The examiners at their discretion may further examine candidates orally. A dissertation on an approved topic may be substituted for any one of the relevant papers with the permission of the Head of School concerned. Any such dissertation must be submitted on or before the first day after the University's spring vacation in the year in which the Honours examination is taken.

In assessing a candidate's performance for the purpose for the award of Honours the examiners shall have regard to the merit of their performance in the Honours examinations and may also have regard to the merit of their previous performance in the BVMS Course.

DEGREE OF BACHELOR OF SCIENCE IN NURSING (SIT)

This programme leads to the award of a degree awarded jointly by the University of Glasgow and the Singapore Institute of Technology. The regulations governing the degree are those promulgated by the Singapore Institute of Technology, the lead institution. Copies of the regulations can be obtained from the College of Medical Veterinary & Life Sciences.

GRADUATE CERTIFICATE in BURNS AND PLASTIC SURGERY CARE FOR ADULTS AND PAEDIATRICS

REGULATIONS

1. Recognition of Prior Learning

- 1.1 A maximum exemption of 20 credits may be granted for equivalent prior learning (APL) to candidates who are able to provide verified evidence of their ability to achieve the intended learning outcomes of the course(s) for which they are seeking exemption, through successful completion of equivalent courses in the three years preceding application.
- 1.2 A fee will be charged for the accreditation process.
- 1.3 The programme requires an entrance requirement of a recognised health care professional qualification at diploma level or above together with current membership of a health care professional body.

2. General Structure and Assessment of the Graduate Certificate

- 2.1 All courses, set out in the programme specification for the programme, are compulsory. The courses can be taken in any order within the maximum period of study set out in §3.2. Ongoing patient contact is mandatory for undertaking specified aspects of the programme.
- 2.2 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.

3. Period of Study

- 3.1 The course of study for the Graduate Certificate in Burns and Plastic Surgery Care for Adults and Paediatrics shall normally extend over a minimum of one year of part time academic study.
- 3.2 The course must be completed within three years of the date of first registration on the programme.

4. Progress

- 4.1 A candidate may not normally proceed to take courses in the following academic year within the maximum period of study until they have attained a grade D or above in any course(s) taken in the preceding academic year.
- 4.2 A candidate who has failed to achieve a minimum of grade D in any course after two attempts may be required to attend the School Progress Committee. Such a candidate may be permitted one further attempt at the assessment under such conditions as the School Progress Committee may impose.
- 4.3 Temporary withdrawal from the programme. A candidate who chooses to withdraw from the programme temporarily must apply to the Programme Director for readmission to the programme.

5. Programme Requirements for the Award of the Certificate

- 5.1 To be eligible for the award, all candidates are required to be on a recognised health professional qualification register. A candidate who has completed courses totalling at least 60 credits and achieved a grade D or better in each shall qualify for the Graduate Certificate in Burns and Plastic Surgery Care for Adults and Paediatrics.
- 5.2 The Certificate will be awarded with Merit where the grade point average is at least 12 and Distinction where the grade point average¹⁹ is at least 15, provided this is achieved at the first sitting and the requirements of §5.1 are also met.

6. Other Information on Awards

Any course within the programme may be studied as stand-alone credit-bearing CPD.

GRADUATE DIPLOMA in SPECIALIST LYMPHOEDEMA MANAGEMENT

REGULATIONS

1. Duration of Degree Study

1.1 Study in the University of Glasgow

- The course of study for the Graduate Diploma shall normally extend over a minimum of two years of part-time academic study.
- The course of study must be completed within five years of the date of entry to the programme.

1.2 Recognition of Prior Learning

- A maximum exemption of 60 credits may be granted for equivalent prior learning (APL) to candidates who are able to provide verified evidence of their ability to achieve the intended learning outcomes of the course(s) for which they are seeking exemption, through successful completion of equivalent courses in the three years preceding application.
- A fee will be charged for the accreditation process.

2. General Structure and Assessment of the Graduate Diploma

2.1 The Graduate Diploma in Specialist Lymphoedema Management is a Continuing Professional Development (CPD) Programme of Prescribed Study

All courses are compulsory.

- The programme shall comprise integrated theory, on-line learning and clinical practice and shall consist of prescribed qualifying credit bearing courses.
- Ongoing patient contact with mentor support is mandatory for undertaking specified aspects of the programme.

2.2 Recognised Qualifying Courses

The list of recognised qualifying courses may be found in the Programme Handbook.

2.3 Existence of Pre-requisites and Co-requisites

- Current patient contact and mentor support is a co-requisite of entry to the programme
- Entry to the Next Year of Study

For candidates seeking the award of the Graduate Diploma the achievement of a minimum of grade D in the course(s) from the previous year of study is a prerequisite for entry into the next year of study. Candidates taking a single course for CPD may omit some courses.

2.4 Approval of Curricula

The Graduate Diploma in Specialist Lymphoedema Management follows a prescribed curriculum.

2.5 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*.

¹⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

2.6 Assessment

For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session. Assignment submission dates will be notified to candidates by means of the Programme Handbook.

a) Formative Assessment

- i) Formative feedback on developing skills will be provided throughout the taught components of the courses in practical sessions.

b) Summative Assessment

- i) Details of the summative assessment of theory are contained in the relevant Course Handbooks.
- ii) Candidates shall normally be required to sit any end-of-course summative assignments at the first available diet after completion of the course. A candidate who does not attend that examination/complete that assignment at the first diet, without good cause, shall for the purposes of these regulations have the same reassessment entitlement as a candidate who completes the assignment and is awarded a grade H.
- iii) The candidate must achieve a minimum overall combined grade (from the components of written work) of D3 to pass the course. If the minimum grade D3 is not achieved in any of the three components of written work, the candidate has the opportunity to resubmit any component, once only, to raise their overall combined grade. Written work must be resubmitted by the date specified in the course information document.
- iv) The examiners at their discretion may examine candidates orally in any course of the Graduate Diploma programme.

c) Clinical Assessment

- i) Discrete clinical assessments of competence for specified courses are contained in the relevant Course Handbooks.
- ii) Clinical assessment shall be graded in accordance with the prevailing scheme for the College of Medical, Veterinary & Life Sciences (the College).
- iii) The candidate must demonstrate a minimum clinical competency and professional standard of record keeping in order to gain a pass. These mandatory clinical competencies will be demonstrated by satisfactory submission of all patient assessment forms and a completed and signed Mentor competency form. If the minimum standard is not achieved, the candidate has the opportunity to resubmit any component, once only. Clinical competency work to be resubmitted by the date specified in the course information document.

3. Progress of Students

3.1 General Progress Requirements

- a) A candidate may not normally proceed to the next academic year of the curriculum until they have completed the courses and summative assignments of the previous year. Provided the first two courses or their equivalent have been completed successfully other courses may be taken in any order.
- b) Temporary withdrawal from the programme

A candidate who chooses to withdraw from the programme temporarily must apply to the Programme Director for readmission to the programme.

3.2 Administration of Progression

- a) In order to progress to the next year of the curriculum, candidates must achieve a minimum of grade D in all courses taken in the previous year.
- b) A candidate who has failed to achieve a minimum of grade D in a summative assignment in any course after two attempts may be required to attend the School Progress Committee.
- c) A candidate whose progress is considered not to be satisfactory may be excluded from further instruction and examination for the Graduate Diploma in Specialist Lymphoedema Management.

3.3 Appeals Against Decisions

A candidate whose studies have been so terminated shall have the right to appeal to the Appeals Committee of the College.

3.4 Referred Study

A candidate who has failed to achieve a minimum of grade D in a summative assignment in any course after two attempts will not be readmitted to that assignment until any conditions of further study which the College may prescribe have been fulfilled.

4. Specific Structure of the Degree and the Associated Awards

4.1 Minimum Requirements for the Award of the Degree and Other Awards

- a) To qualify for the Graduate Diploma in Specialist Lymphoedema Management a candidate must have completed successfully all courses of the programme.
- b) The Diploma will be awarded with Merit where the grade point average is at least 12 and Distinction where the grade point average²⁰ is at least 15, provided this is achieved at the first sitting.

4.2 Other Aspects Specific to the Graduate Diploma Structure

Any course within the programme may be studied as stand-alone credit-bearing CPD.

4.3 Early Exit Awards

a) Graduate Certificate in Lymphoedema Practice

To qualify for the Graduate Certificate in Lymphoedema Practice the candidate must satisfy the following requirements:

- i) The candidate must have completed 60 credits at level 3.
- ii) The candidate must achieve a minimum overall combined grade (from the components of written work) of D3 to pass the course. If the minimum grade D3 is not achieved in any of the components of written work, the candidate has the opportunity to resubmit any component, once only, to raise their overall combined grade. Written work must be resubmitted no later than mid-August
- iii) The candidate must demonstrate a minimum clinical competency and professional standard of record keeping in order to gain a pass. These mandatory clinical competencies will be demonstrated by satisfactory submission of all patient assessment forms and a completed and signed Mentor competency form. If the minimum standard is not achieved, the candidate has the opportunity to resubmit any component, once only. Clinical competency work to be resubmitted no later than the end of May.

Candidates who intend to proceed to complete the Graduate Diploma will not be eligible for the award of the Graduate Certificate.

b) Graduate Certificate in Specialist Lymphoedema Management

To qualify for the Graduate Certificate in Specialist Lymphoedema Management the candidate must satisfy the following requirements:

- i) The candidate must have completed 60 credits at level 4.
- ii) The candidate must achieve a minimum overall combined grade (from the components of written work) of D3 to pass the course. If the minimum grade D3 is not achieved in any of the components of written work, the candidate has the opportunity to resubmit any component, once only, to raise their overall combined grade. Written work must be resubmitted no later than mid-August
- iii) The candidate must demonstrate a minimum clinical competency and professional standard of record keeping in order to gain a pass. These mandatory clinical competencies will be demonstrated by satisfactory submission of all patient assessment forms and a completed and signed Mentor competency form. If the minimum standard is not achieved, the candidate has the opportunity to resubmit any component, once only. Clinical competency work to be resubmitted no later than the end of May.

Candidates who intend to proceed to complete the Graduate Diploma will not be eligible for the award of the Graduate Certificate.

²⁰ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

RESEARCH STUDENTS

Ordinance 350 (General No 12), which came into force in October 1961, governs the admission of Research Students and the appointment of Research Fellows. The following are the provisions of that Ordinance relevant to the admission of Research Students:

- II. The Senate, with the approval of the University Court, shall have power to make regulations under which any person who has given satisfactory evidence of their fitness to engage in special study or research may be admitted to the University as a Research Student.
- IV. Research Students shall have access to and the use of the University laboratories, libraries and museums, subject to the provisions of any Ordinances and under such other conditions as the University Court, after consultation with the Senate, may determine.

REGULATIONS

The following are the Regulations made under Section II:

1. Applications for admission to the status of Research Student must be made to the relevant College Graduate School in accordance with published procedures.
2. Each application for admission will be referred to the appropriate College Graduate School for evaluation. Applications will be assessed by at least one member of the School or Research Institute within which the proposed line of study or research falls. The College Graduate School shall accept no applicant who has not satisfied them by examination or otherwise: (a) that their proposed line of study or research is a fit and proper one, and that they are qualified to prosecute it; (b) that they are of good character; and (c) that they propose to prosecute their studies or research during a period to be approved by the Senate.
3. Subject to the regulations of the Senate, the College or the Committee shall provide for the supervision of the work of each applicant admitted by the Senate to the status of Research Student, and shall report to the College Graduate School at least once a year as to their progress and conduct. The College may suspend or exclude from any course any Research Student whose conduct or progress is unsatisfactory.
4. Every Research Student must register each year, paying the ordinary Registration Fee.
5. A Research Student may be required at the discretion of the Head of the School or Research Institute concerned to report their attendance to the supervisor of their research, or to the Clerk of Senate, at least once a week in term-time, except during periods when, with the permission of the *Senate*, they are prosecuting special study or research elsewhere than in the University or in a College affiliated thereto.
6. A Research Student may be required by their supervisor(s) to attend classes in the University related to their research topic, and may also be required by their supervisor(s) to perform the class exercises and take class examinations; but they shall not be eligible for prizes in classes so attended and their attendance shall not qualify for graduation.
7. All papers arising out of work done in a School or Research Institute shall be submitted before publication to the Dean of Graduate Studies, and in all such papers, when they are published, a due recognition of the University shall be inserted.

GENERIC REGULATIONS FOR POSTGRADUATE CERTIFICATES AND DIPLOMAS – COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the awards listed in §9.
- 1.2 These regulations apply also to the awards listed in §10 subject to alternative requirements described in the relevant Programme Document. The requirements for these awards may vary only in respect of duration of study (§3), requirements for the award (§7) to reflect the requirements of professional or statutory bodies, or progress to a Masters degree (§8).

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

3. Duration of Study

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

4. Programme Components

- 4.1 In order to qualify for an award in respect of the programmes specified in §9 - §10, a candidate must complete minimum credits²¹ as follows:
- a) For the award of a Postgraduate Diploma: 120 credits of taught courses.
 - b) 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 Document.

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 For each academic session assessment and reassessment 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* published for that session.
- 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 §7²² 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.

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

- 7.1 The requirement for the award of a Postgraduate Diploma is a grade point average²³ of 9 (equivalent to D3) or above in 120 credits, with not less than 80 of these credits at grade D or above.
- 7.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to D3) or above in 60 credits, with not less than 40 of these credits at grade D or above.
- 7.3 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 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 7.4 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.

8. Progress to a Masters Degree

A candidate may be permitted to progress to study for a Masters degree if a Masters programme in the same subject is available and only if the candidate has obtained a grade point average²³ of 12 (equivalent to C3) in the

²¹ 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: 90 credits for a Postgraduate Diploma, 40 credits for a Postgraduate Certificate.

²² Except for §7.2, §7.3 and §7.4 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

²³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 award and progress, no further rounding is permitted. For example, a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

taught courses described in §4 with at least 75% of these credits at grade D or above and all credits at grade F or above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

9. Awards to which these Regulations Apply

The following awards are governed by the above regulations:

College of Medical, Veterinary & Life Sciences

Certificate in Advanced Lymphoedema Management
Certificate in Advanced Practice in Veterinary Nursing²⁴
Certificate in Bioinformatics
Certificate in Child Health
Certificate in Critical Care
Certificate in Global Mental Health²⁴
Certificate in Healthcare Chaplaincy
Certificate in Health Professions Education²⁵
Certificate in Health Technology Assessment²⁵
Certificate in Leadership in Health & Social Care²⁵
Certificate in Molecular Pathology
Certificate in One Health²⁵
Certificate in Population Health Sciences²⁵
Certificate in Primary Care²⁵
Certificate in Public Health²⁴
Certificate in Wildlife & Livestock Management²⁵
Diploma in Advanced Practice in Veterinary Nursing²⁴
Diploma in Applied Neuropsychology
Diploma in Bioinformatics
Diploma in Child Health
Diploma in Clinical Neuropsychology
Diploma in Critical Care
Diploma in Global Mental Health²⁴
Diploma in Health Professions Education²⁵
Diploma in Health Technology Assessment²⁵
Diploma in Molecular Pathology
Diploma in One Health²⁵
Diploma in Population Health Sciences²⁵
Diploma in Primary Care²⁵
Diploma in Public Health (with specialisation)²⁴
Diploma in Sport and Exercise Science & Medicine²⁵
Diploma in Wildlife & Livestock Management²⁵

10. Awards which Include Variations to Clauses 3, 7 and 8

College of Medical, Veterinary & Life Sciences

Certificate in Sports Nutrition
Diploma in Human Nutrition

NON GENERIC POSTGRADUATE CERTIFICATE AND DIPLOMA REGULATIONS

DIPLOMA IN VETERINARY MEDICINE

GENERAL REGULATIONS

1. Candidates for the Diploma must have obtained a Degree in Veterinary Medicine and Surgery in a Scottish University or a comparable Degree in Veterinary Science in another University or College recognised for the purpose by the University Court on the recommendation of the Senate.

²⁴ On-campus and online distance learning versions of this programme are offered.

²⁵ Delivered by online distance learning.

2. The period of study for the Diploma shall be prescribed by the College and shall not be less than one academic year of full-time study or two academic years of part-time study. Candidates must be registered students of the University during each year of study and shall pay the appropriate fee.
3. The course of study shall consist of such courses of instruction and individual work as the College may prescribe.
4. On the completion of a candidate's course of study their work shall be tested by such examination as may be prescribed.
One of the Examiners shall be an External Examiner appointed by the University Court on the recommendation of the Senate.
5. If a candidate's work thus tested is reported by the Examiners to the Senate as satisfactory, they shall be entitled to receive the Diploma in Veterinary Medicine. The Diploma may be awarded with distinction.

DIPLOMA IN VETERINARY SCIENCE

GENERAL REGULATIONS

1. Candidates for the Diploma must be graduates of a Scottish University or of another University approved by the Senate or possess such other qualifications as the Senate may recognise as satisfactory in any given case.
2. The period of study for the Diploma shall be prescribed by the College and shall not be less than one academic year of full-time study or two academic years of part-time study. Candidates must be registered students of the University during each year of study and shall pay the appropriate fee.
3. The course of study shall consist of such course of instruction and individual work as the College may prescribe.
4. On the completion of a candidate's course of study their work shall be tested by such examination as may be prescribed.
One of the Examiners shall be an External Examiner appointed by the University Court on the recommendation of the Senate.
5. If a candidate's work thus tested is reported by the Examiners to the Senate as satisfactory, they shall be entitled to receive the Diploma in Veterinary Science. The Diploma may be awarded with distinction.

GENERIC REGULATIONS FOR MASTERS DEGREES

GENERIC REGULATIONS FOR TAUGHT MASTERS DEGREES – COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES

The Masters degrees listed in §11 and §12 are governed by Resolution No. 552 of the University Court which came into effect on 1 October 2005, as subsequently amended, with provision that:

1. The Masters Degrees listed in §11 – §12 of the section entitled 'Regulations' may be awarded by the University of Glasgow in the Colleges with which these Degrees are identified in these Regulations. Degrees listed in these clauses under the title 'SRUC (Scotland's Rural College)' may be awarded by the University on the recommendation of that College.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees - these are stated in §1 – §10 of the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the degrees listed in §11.
- 1.2 These regulations apply also to the degrees listed in §12 subject to alternative requirements described in the relevant Programme Document. The requirements for these degrees may vary only in respect of duration of study (§3) or progress (§7) 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 a degree or equivalent.

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 maximum period within which all candidates must complete the programme is five years from the date of initial registration.²⁶

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 credits²⁷ as follows:

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

4.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. The length and nature of the substantial independent work is as specified in the relevant Programme Document.

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 For each academic session assessment and reassessment 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* published for that session.

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 §10²⁸ 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 substantial independent work required by the degree, only if they have obtained a grade point average²⁹ of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. 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 substantial independent work where it is judged³⁰ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

²⁶ For programmes with a minimum period of study of three years, the maximum period within which candidates must complete the programme is six years from the date of initial registration.

Where a candidate has progressed to study under §8 of the Generic Regulations for Postgraduate Certificates and Diplomas that candidate's duration of study for the Masters degree shall be counted as the period since first registration for the Postgraduate Certificate or Diploma.

²⁷ 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.

²⁸ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

²⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

³⁰ 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.

- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the substantial independent work, only if they have 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 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 substantial independent work where it is judged³⁰ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.3 A candidate may be required to commence work on the substantial independent work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the substantial independent work has been submitted, it will be marked and a grade published.
 - If the substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.
- 8. Reassessment of the Substantial Independent Work**
- 8.1 Where a candidate requires a higher grade in the substantial independent work to satisfy the requirements set out in §9.1, reassessment of that 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 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 substantial independent work or to undertake further practical work.
- 8.2 Where at the time of publication of the grade achieved on the substantial independent work a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard required in relation to the taught courses specified in §9.1 for the award of the degree, a resubmission of the substantial independent work will only be permitted where the Board determines that no further supervisory input is required.
- 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 average²⁹ of 12 (equivalent to C3) or above in the taught courses described in §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 substantial independent work.
- 9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
 - c) a grade of at least C1 in the substantial independent work.
- 9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
 - c) a grade of at least B1 in the substantial independent work.
- 9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 10. Requirements for the Award of a Postgraduate Diploma or Postgraduate Certificate and Rules for Award of Distinction and Merit**
- 10.1 The requirement for the award of a Postgraduate Diploma is a grade point average²⁹ 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 A candidate who has achieved at the first attempt a grade point average of 15 or 18 will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.
- 10.4 Where a candidate has achieved at the first attempt a grade point average of between 14.1 and 14.9 or between 17.1 and 17.9 the Exam Board shall have discretion to make the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

11. Degrees³¹ to which these Regulations Apply

The following degrees are governed by the above regulations:

College of Medical, Veterinary & Life Sciences

- Master of Public Health (MPH) (with specialisation)³²
- Master of Public Health (MPH) Sun Yat-Sen
- Master of Science (MSc) Advanced Nursing Science
- Master of Science (MSc) Advanced Practice in Veterinary Nursing³³
- Master of Science (MSc) Animal Welfare Science, Ethics & Law
- Master of Science (MSc) Bioinformatics
- Master of Science (MSc) Biomedical Sciences
- Master of Science (MSc) Biotechnology
- Master of Science (MSc) Biotechnology and Management³⁴
- Master of Science (MSc) Brain Sciences
- Master of Science (MSc) Cancer Sciences
- Master of Science (MSc) Clinical Trials & Stratified Medicine
- Master of Science (MSc) Critical Care
- Master of Science (MSc) Food Security
- Master of Science (MSc) Global Mental Health³²
- Master of Science (MSc) Health Professions Education³³
- Master of Science (MSc) Health Professions Education (with Research)³³
- Master of Science (MSc) Health Technology Assessment³³
- Master of Science (MSc) Immunology & Inflammatory Disease
- Master of Science (MSc) Infection Biology
- Master of Science (MSc) Infection Biology (Microbiology)
- Master of Science (MSc) Infection Biology (Parasitology)
- Master of Science (MSc) Infection Biology (Virology)
- Master of Science (MSc) Medical Physics
- Master of Science (MSc) Molecular Pathology
- Master of Science (MSc) One Health³³
- Master of Science (MSc) Oral Sciences
- Master of Science (MSc) Population Health Sciences³³
- Master of Science (MSc) Primary Care³³
- Master of Science (MSc) Quantitative Methods in Biodiversity, Conservation & Epidemiology
- Master of Science (MSc) Sport and Exercise Science & Medicine³²
- Master of Science (MSc) Wildlife & Livestock Management³³
- Master of Science in Medical Science (MSc (Med Sci) Advanced Practice in Health Care
- Master of Science in Medical Science (MSc (Med Sci) Applied Neuropsychology
- Master of Science in Medical Science (MSc (Med Sci) Cardiovascular Sciences
- Master of Science in Medical Science (MSc (Med Sci) Clinical Genetics
- Master of Science in Medical Science (MSc (Med Sci) Clinical Neuropsychology
- Master of Science in Medical Science (MSc (Med Sci) Clinical Nutrition
- Master of Science in Medical Science (MSc (Med Sci) Clinical Pharmacology
- Master of Science in Medical Science (MSc (Med Sci) Forensic Toxicology

³¹ Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see §10).

³² On-campus and online distance learning versions of this programme are offered.

³³ Delivered by online distance learning.

³⁴ Full information about exit awards for this degree is contained in the programme documentation.

Master of Science in Medical Science (MSc (Med Sci)) Genetic & Genomic Counselling
 Master of Science in Medical Science (MSc (Med Sci)) Health Professions Education
 Master of Science in Medical Science (MSc (Med Sci)) Human Nutrition (with specialisation)
 Master of Science in Medical Science (MSc (Med Sci)) Medical Genetics & Genomics

12. Degrees which include Variations to Regulations 3 and 7

College of Medical, Veterinary & Life Sciences

Master of Science (MSc) Conservation Management of African Ecosystems³⁵

DEGREE OF MASTER OF PHILOSOPHY

RESOLUTION

The Degree of Master of Philosophy is governed by Resolution No. 575 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 each of the Colleges.
2. a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule B or Schedule C³⁶ as set out in the Regulations.³⁷ Such study shall be prosecuted in the University of Glasgow or The Glasgow School of Art or in another institution recognised for the purposes of study and research.
 b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Every candidate for the Degree, before being admitted to a programme of research qualifying therefore, (a) must have obtained a Degree in any Institution of Higher Education specially recognised for this purpose by the University Court on the recommendation of the Senate, provided always that a diploma or a certificate recognised in like manner as equivalent to a Degree may be accepted in place of a Degree and (b) must have satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in the University or another Institution recognised for the purpose:
 - a) in the College of Arts, the College of Medical, Veterinary & Life Sciences and the College of Social Sciences, for 12 months, and
 - b) in the College of Science & Engineering, for 24 months.

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

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 the College on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for such written examination as may be prescribed by the Senate and may be required to submit a dissertation. The candidate may also be required to undergo oral and/or practical examination.
7. The examiners for the Degree shall be such Professors and Lecturers in the University as the Senate shall designate and such additional examiners as the University Court, on the recommendation of the Senate shall appoint.

³⁵ Taught jointly with Nelson Mandela African Institution of Science & Technology (NM-AIST), Tanzania. Students may also be awarded the degree of Master of Science by NM-AIST on satisfying the requirements stipulated by NM-AIST.

³⁶ Schedule C is published in The Glasgow School of Art section of the *University Calendar*.

³⁷ Schedule A, pertaining to the award of the Degree following a prescribed course of study, has been deleted from the Regulations.

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 B - Master of Philosophy by Research

1. Admission to study for the Degree will normally be granted from the beginning of the academic year.
2. 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 College 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:
 - a) in the College of Arts, the College of Medical Veterinary & Life Sciences and the College of Social Sciences, one year's full-time study or two years' part-time study, and
 - b) in the College of Science & Engineering two years' full-time study or four years' part-time study.

The candidate shall prosecute this research under the supervision of a member of staff from the appropriate subject area appointed by the College Higher Degrees Committee (or equivalent) on the recommendation of the Head of School. The Higher Degrees Committee shall have power for special reasons to permit a candidate to pursue study elsewhere for part of the prescribed period. The College Graduate School shall organise research training course(s) as appropriate for each research student.

A part-time candidate, and in the College of Science & Engineering a full-time candidate, shall be subject to the College requirements for progress prior to being permitted to progress to a subsequent year of study.

4.
 - a) On completion of the research the candidate shall present a thesis or a portfolio of work.
 - b) The thesis shall normally be 30,000–40,000 words in length, embodying the results of the work for examination for the degree. The composition of the portfolio will be defined and agreed with the supervisor at the outset.
 - c) In Theology & Religious Studies candidates may present themselves for a practice-based MPhil. The candidate shall present a portfolio of work for examination containing both a practical component and a critical component. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The critical component shall consist of an academically rigorous reflection upon the research process and its critical significance within theology/religious studies. The length of the critical component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 10,000–15,000 words.
 - d) The candidate must expect to attend an oral examination unless specified otherwise by the Graduate School.
 - e) Subject to §4(a), the thesis and portfolio must normally be written and defended in English. Exceptionally, however, in the College of Arts at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School, and the Higher Degrees Committee, and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.
5. A candidate must submit the thesis or portfolio for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by regulation. The College will specify the date of commencement of part-time study. In exceptional circumstances, and on submission of a stated case, an extension of six months may be approved by the College Higher Degrees Committee.
6. A candidate must submit two bound typewritten or printed copies of the thesis or portfolio accompanied by a declaration that the research has been carried out and the submission composed by the candidate, and that the submission has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The submitted copies of the thesis or portfolio may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
7. If the Examiners consider that the thesis or portfolio, has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis or portfolio and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
8. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the

electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

9. In addition to these regulations, each student must also comply with the detailed requirements for research degrees published by the relevant Graduate School.

DEGREE OF MASTER OF RESEARCH

RESOLUTION

The Degree of Master of Research is governed by Resolution No. 557 of the University Court which came into effect on 1 September 2006, as subsequently amended, with provision that:

1. The Degree of Master of Research (MRes) may be awarded by the University of Glasgow in the Colleges of Arts, Medical, Veterinary & Life Sciences and Science & Engineering.
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'.
3. The examiners for the Degree shall be such Professors and Lecturers in the University of Glasgow and, if appropriate, a full-time member of staff of a recognised institution as the Senate shall designate, together with such External Examiners as the University Court, on the recommendation of the Senate, shall appoint.
4. The early exit awards of Postgraduate Diploma of Research and Postgraduate Certificate are included in the Regulations.

REGULATIONS

1. Before being admitted to study qualifying for the Degree of Master of Research, every candidate must satisfy the following conditions, namely:
 - a) i) they must have obtained a Degree in a University or College recognised for this purpose by the University Court on the recommendation of the Senate, or
 - ii) they must have obtained such other qualifications as may be recognised for this purpose by the University Court on the recommendation of the Senate; and
 - b) they must have fulfilled such other entrance requirements as may be specified for a particular course of study / research;
 - c) they must have satisfied the Senate of their fitness to undertake advanced research/study.
2. Candidates may be permitted to pursue a course of prescribed study / research on either a full-time or a part-time basis. The minimum period of study / research for each candidate shall be determined by the appropriate College at the time of their admission, according to their qualifications and other relevant factors and shall normally be
 - a) for full-time candidates, either 12 months or two academic years of full-time study / research;
 - b) for part-time candidates, either two or three academic years of part time study/research.
3. The Senate may for special reasons permit a candidate, whether full-time or part-time, to prosecute part of their studies elsewhere, in another institution recognised for the purpose by the University Court on the recommendation of the Senate.
4. The College concerned shall designate for each candidate a supervisor who shall report at least once in the year to the College on the progress of the Candidate.
5. Each candidate shall present themselves for written examination and shall submit written reports or other work, as prescribed in each syllabus. They may also be required to take an oral or practical examination or both. Performance in work assessed during the course may be taken into account in determining the award of the Degree.
6. The examiners may recommend the Degree be awarded with Merit or Distinction.
7. A candidate who fails to satisfy the examiners for the Degree may be permitted by the examiners to present themselves for re-examination, on one occasion only and normally not later than two years from the date of their first (final) examination, in the whole of the examination, or in a specific component of the examination, as the examiners may determine in each case; and in such cases the examiners shall prescribe whether the candidate shall be required to re-attend the whole course or specific parts of the course, or whether they may be permitted to present themselves for re-examination without further attendance on the course. An examination may be made up of components such as examination papers, submitted essays, dissertations, laboratory reports, project reports and field reports.

8. The examiners shall have discretion to recommend the award of a Postgraduate Diploma of Research in the appropriate subject area to a candidate who has gained a minimum of 120 credits.
9. Details of the grading scheme, the requirements for the award of the Degree, the Postgraduate Diploma and the Postgraduate Certificate, and the criteria for the award of Merit and Distinction are contained in the programme documentation.
10.
 - a) A list of institutions, approved by the relevant College Committee, where candidates may undertake external research projects, is held by the College Graduate Schools and by Research, Strategy & Innovation Office.
 - b) On the recommendation of the College concerned, and of the Senate, the University Court may recognise, in the case of individual candidates, other appropriate institutions for the purpose of §3 of these Regulations, where satisfactory arrangements can be made for the supervision of the candidate.
 - c) A full-time member of staff of a recognised institution may be nominated to Senate either as a supervisor or as an internal examiner or a member of an examination committee. In such cases, a member of staff from an appropriate subject area in the University shall be appointed in addition.

Schedule A

1. Subjects in which the MRes may be offered are listed below.

College of Medical, Veterinary & Life Sciences

Biomedical Sciences
Biomedical Sciences [Malaysia]
Biomedical Sciences (Anatomy)
Biomedical Sciences (Biotechnology)
Biomedical Sciences (Cancer Studies)
Biomedical Sciences (Cardiovascular Studies)
Biomedical Sciences (Cell Engineering)
Biomedical Sciences (Integrative Mammalian Biology)
Biomedical Sciences (Medical Biochemistry & Molecular Biology)
Biomedical Sciences (Molecular Genetics)
Biomedical Sciences (Neuroscience)
Biomedical Sciences (Veterinary Science) [Malaysia]
Ecology & Environmental Biology
Ecology & Environmental Biology (Biodiversity)
Ecology & Environmental Biology (Evolution & Systematics)
Ecology & Environmental Biology (Marine & Fresh Water)
Translational Medicine

DEGREE OF MASTER OF SCIENCE

RESOLUTION

The Degree of Master of Science is governed by Resolution No. 558 of the University Court, which came into effect on 1 October 2006, as subsequently amended, with provision that:

1. The Degree of Master of Science (MSc) may be awarded by the University of Glasgow in each of its Colleges; the Degrees of Master of Science (Adult & Continuing Education), Master of Science (Adult & Continuing Education (Teaching Adults)), Master of Science (Adult & Continuing Education (Community Development)) and Master of Science (Inter-professional Science Education and Communication) in the College of Social Sciences, the Degree of Master of Science (Medical Science) and the Degree of Master of Science (Veterinary Science) in the College of Medical, Veterinary & Life Sciences.
2. The Degree of Master of Science may also be awarded on the recommendation of SRUC (Scotland's Rural College).
3. The Degree of Master of Science or the Degree of Master of Science (Inter-professional Science Education and Communication), or the Degree of Master of Science (Medical Science) or the Degree of Master of Science (Veterinary Science) may be conferred (a) as an Honorary degree upon persons who have done work deserving of such recognition in any School in the Colleges of Medical, Veterinary & Life Sciences and Science & Engineering, (b) *iure officii* upon any person holding office in the University who is not already a graduate of the University.
4. The Senate may make regulations, which are subject to the approval of the University Court, governing the award of these Degrees – these are set out in the section entitled 'Regulations'.

REGULATIONS

1. Candidates for the Degree may undertake, subject to the decision of the College concerned, research in accordance with the requirements of Schedule A.³⁸
Such research shall be prosecuted in the University of Glasgow or in another institution recognised for the purpose by the University Court on the recommendation of the Senate, except as provided under Section 4.
2. Before being admitted to study qualifying for the Degree of Master of Science, every candidate must satisfy the following conditions, namely:
 - a) i) they must have obtained a Degree in a University or College recognised for this purpose by the University Court on the recommendation of the Senate, or a Degree awarded by the Council for National Academic Awards; *or*
 - ii) they must have obtained a diploma or certificate recognised as equivalent to a Degree for this purpose by the University Court on the recommendation of the Senate; *or*
 - iii) in the case of the intercalated Master of Science (Veterinary Science), they must be registered on and have successfully completed three years of the Bachelor of Veterinary Medicine and Surgery; *or*
 - iv) in exceptional circumstances, they must have obtained such other qualification(s) as may be recognised for this purpose by the University Court on the recommendation of the Senate; *and*
 - b) they must have fulfilled such other entrance requirements as may be specified for a particular programme of research; *and*
 - c) they must have satisfied the Senate of their fitness to undertake advanced study.
3.
 - a) Candidates may be permitted to pursue research on either a full-time or a part-time basis. Full-time candidates must devote the major part of the day to their studies; provided that candidates shall be subject to the same provisions regarding minimum periods of study as full-time candidates if they have pursued their studies while holding appointment as a member of the teaching staff of the University of Glasgow, or as a Research Assistant or Research Fellow of the University of Glasgow paid through the Finance Office or directly by a grant-awarding body approved by the University Court.
 - b) The minimum period of study for each candidate shall be determined by the appropriate College at the time of their admission, according to their qualifications and other relevant factors, and shall normally be:
 - i) for full-time candidates, either twelve months or two academic years of full-time study;
 - ii) for part-time candidates, either two or three academic years of part-time study.
 - c) To qualify for the shorter minimum periods of study specified in (b), candidates should normally possess a Degree with Honours of the First or Second Class of an approved University, or a qualification deemed equivalent by the College concerned.
 - d) Where the longer minimum period of study has been initially prescribed but the candidate has made sufficient progress, the Senate may subsequently reduce the total period of study to not less than 12 months of full-time study or two academic years of part-time study as appropriate.
4. The Senate may for special reasons permit a candidate, whether full-time or part-time, to prosecute part of their studies elsewhere, provided that normally at least half of the candidate's total period of study is prosecuted in the University of Glasgow or in a recognised Institution.
5. The College concerned shall designate for each candidate a supervisor who shall report at least once a year to the College Graduate School on the progress of the candidate.

Schedule A: Master of Science by Research

1. Research Students within the meaning of Ordinance 350 (General No 12) may be candidates for the Degree of Master of Science, or Master of Science (Medical Science) or Master of Science (Veterinary Science) in any appropriate area of study in the College of Medical, Veterinary & Life Sciences and Science & Engineering and Social Sciences.
2. On completion of the prescribed period of research, each candidate shall present a thesis embodying the results of their work. The thesis must be in English. The thesis may be either a record of original research, or a critical review of existing knowledge. In either case, either a written or an oral examination, or both, may be required, and candidates shall be notified of such requirements through their supervisors.
3. In no case shall the thesis required from a candidate be submitted before the completion of 12 months from the date of their admission as a research student. Except by special permission of the Senate, a thesis may not be presented after the lapse of 12 months from the date on which the candidate ceases to be a registered student.

³⁸ Schedule B, pertaining to the award of the Degree following a prescribed course of study, and Schedule C, pertaining to the award of the Degree following a programme of work-based learning, have been deleted from the Regulations.

4. Application for examination for the Degree of MSc, or the Degree of MSc (Medical Science) or the Degree of MSc (Veterinary Science), must be submitted in accordance with the procedures of the appropriate College, details of which may be obtained from the College Graduate School on request.
5. A Committee of Examiners shall be appointed to examine the thesis of each candidate. The Committee shall consist of one or more members appointed by the Senate, together with one or more external examiners appointed by the University Court on the recommendation of the Senate. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe in each case, but in no case shall the examination of the thesis constitute less than half of the final assessment.
6. A candidate must submit two bound printed or typewritten copies of their thesis. The thesis must include a summary (250–1,000 words), which must be accompanied by a declaration by the candidate that it has been composed by them. The candidate must also state the extent to which they have availed themselves of the work of others, and must further state which portions of the thesis, if any, they claim as original. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standards Institution's *Recommendations for the Presentation of Theses and Dissertations* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
7. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis, portfolio or project and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
8. If approved for the degree, one bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule D: General Provisions

1. a) The following institutions are recognised for the purpose of Regulation 4 of the Resolution:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK
Centre for Environment, Fisheries and Aquaculture Science, UK
Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia
Children's Hospital, Tabriz, Iran
Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK
Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria
European Molecular Biology Laboratory, Heidelberg, Germany
Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
Fisheries Research Services, Marine Laboratory, Aberdeen, UK
Glasgow and West of Scotland Blood Transfusion Service, UK
Glaxo SmithKline, Stevenage, UK
Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
Macaulay Land Use Research Institute, UK
Moredun Research Institute, Pentlands Science Park, Penicuik, UK
National Institute for Biological Standards and Control, UK
Natural History Museum, London, UK
Papworth Hospital, Cambridge, UK
Royal Botanic Garden, Edinburgh, UK
Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
Scottish Crops Research Institute, Invergowrie, UK
Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
SRUC (Scotland's Rural College), UK
Swarts Center Institute for Neyral Computation University of California San Diego La Jolla USA
The Fredric Rieders Foundation, 2300 Stratford Avenue, Willow Grove PA 19090, USA
The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
Universities Marine Biological Station, Millport, UK
Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia

CEA Saclay, France
Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain
Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France
Fermi National Accelerator Laboratory, Chicago, IL, USA
Gooch & Housego (UK) Ltd, UK
GSI (Society for Heavy Ion Research) Darmstadt, Germany
Henrich-Heine University, Dusseldorf, Germany
Institute for Cosmic Ray Research, University of Tokyo, Japan
Institute Laue-Langevin, Grenoble, France
Institute of Nuclear Physics, University of Mainz, Germany
International Atomic Energy Agency, Austria
ISIS Pulsed Neutron and Muon Source, UK
Jefferson Accelerator Laboratory, Newport, News, VA, USA
Johns Hopkins University, Baltimore, USA
Kelvin Nanotechnology Ltd, UK
Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
LIGO Hanford Observatory, Hanford USA
LIGO Livingston Observatory, Livingston USA
Macquarie University, Australia
Mathematisches Institut Westfälische Wilhelms-Universität Münster, Germany
McMaster University, Canada
MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA
MRC Mitochondrial Biology Unit, Cambridge, UK
Nanyang Polytechnic, Singapore
National University of Singapore, Singapore
NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
Northeastern University, Boston, USA
Offshore Renewable Energy Catapult (OREC), UK
Parliamentary Offices for Science and Technology, London, UK
ROHM Semiconductor, Kyoto, Japan
Scottish Universities Environmental Research Centre, East Kilbride, UK
Tokyo Institute of Technology, Japan
Universitat Politècnica de Valencia, Valencia, Spain
University of Alabama, USA
University of Bergamo, Italy
University of California at San Diego, La Jolla, Ca, USA
University of Dar Es Salaam, Tanzania
University of Delft, Centre for Systems and Control, The Netherlands
University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
University of Hong Kong, China
University of Melbourne, Australia
University of Oregon, Eugene, USA
University of Ottawa, Ontario, Canada
Université Paris 13, France
University of Toronto, Toronto, Canada

University of Tsukuba, Japan
Xerox Research Centre Europe, Meylan, France
Yale University, USA

- b) On the recommendation of the College concerned, and of the Senate, the University Court may recognise, in the case of individual candidates, other appropriate institutions for the purpose of Section 2 of the Resolution, where satisfactory arrangements can be made for the supervision of the candidate.
- c) A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner or a member of a Special Committee. In such cases, a member of staff from an appropriate subject area in the University shall be appointed also.

NON GENERIC MASTERS REGULATIONS

DEGREE OF MASTER OF SCIENCE (DENTAL SCIENCE)

RESOLUTION

The Degree of Master of Science (Dental Science) is governed by Resolution No. 620 of the University Court which came into effect on 1 September 2010, as amended, with provision that:

1. The Degree of Master of Science (Dental Science) (MSc (DentSci)) in the subjects indicated in Schedule A of the Regulations may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary and Life Sciences (The College).
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 stated under 'Regulations'.
3. The early exit awards of Master of Science (Dental Science) (MSci (Dent Sci)) Dental Science, Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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 considered for admission to study for the MSc (Dent Sci), a candidate must be a Bachelor of Dental Surgery of a Scottish University or hold an approved equivalent qualification, and shall have been engaged for at least two years in the practice of dentistry. All offers of admission are conditional upon satisfactory health clearance.

2. Duration

The minimum period of study for the award of the degree is two years. The maximum period within which all candidates must complete the programme is four years from the date of initial registration.

3. Programme Components

In order to qualify for the award a candidate must complete a minimum of 360 credits, consisting of 260 credits of taught courses and a research project leading to the submission of a 100 credit dissertation, as specified in the relevant Programme Document.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

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

5.2 Where a candidate remains enrolled on a course either:

- 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;

that course must normally (unless other provision is justified by good cause circumstances affecting the candidate) be counted towards the calculation of their grade point average for the purposes of §6, §8 and §9.

6. Progress

- 6.1 A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average³⁹ of 12 (equivalent to C3) or above in the taught courses referred to in §3 with at least 75% of the credits at D3 or better and all credits at grade F or above. 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 judged⁴⁰ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 6.2 A candidate may be required to commence work on the dissertation or other substantial work before the assessment of the taught courses referred to in §3 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently, after all opportunities at assessment have been exhausted, the candidate does not achieve the standard required in relation to the taught courses specified in §8.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the dissertation or other substantial independent work has been submitted, it will be marked and a grade published.
 - If the dissertation or other substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the dissertation or other substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

7. Reassessment of the Dissertation

- 7.1 Where a candidate requires a higher grade in the dissertation to satisfy the requirements set out in §8.1, reassessment of the dissertation will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each case. Normally resubmission shall 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 dissertation or to undertake further practical work.
- 7.2 Where at the time of publication of the grade achieved on the dissertation or other substantial work a candidate has exhausted all assessment opportunities on the taught courses referred to in §3 and their grade point average³⁹ is less than 12, a resubmission will only be permitted where the Board determines that no further supervisory input is required.

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

- 8.1 A candidate will be eligible for the award of the degree on obtaining 260 credits with a grade point average³⁹ of 12 (equivalent to C3) or above in the taught courses described in §3, with at least 75% of those credits at grade D3 or better, and all credits at grade F or above, and obtaining 100 credits from the dissertation at grade D or better.
- 8.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 360 or more credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the 260 credits of taught courses, and
 - c) a grade of at least C1 in the dissertation.
- 8.3 Where a candidate has satisfied the requirements set out at §8.2 (b) and (c), and their grade point average for the 360 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 8.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 360 or more credits completed on the programme, and

³⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

⁴⁰ 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.

- b) a grade point average of at least 17 (equivalent to B1) in the 260 credits of taught courses, and
 - c) a grade of at least B1 in the dissertation.
- 8.5 Where a candidate has satisfied the requirements set out at §8.4 (b) and (c), and their grade point average for the 360 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 8.6 A candidate who fails to achieve the standard required at §8.1 but who obtains 360 credits with a grade point average of 9 (equivalent to D3) with all credits at grade F or above will be eligible for the award of the Postgraduate Diploma.
- 9. Requirements for the Exit Awards of Master of Science (Dent Sci) Dental Science, Postgraduate Diploma in Dental Science and Postgraduate Certificate in Dental Science and Rules for the Award of Distinction and Merit**
- 9.1 The requirement for the award of a Master of Science (Dent Sci) Dental Science is 180 taught credits with a grade point average³⁹ of 12 (equivalent to C3) with at least 75% of these credits at grade D3 or better, and all credits at grade F or above.
- 9.2 The requirement for the award of a Postgraduate Diploma in Dental Science is a grade point average of 9 (equivalent to D3) or above in 120 taught credits, with not less than 80 of these credits at grade D or above.
- 9.3 The requirement for the award of a Postgraduate Certificate in Dental Science is a grade D or above in the 60 credits core taught course, as specified in the Programme Document.
- 9.4 A candidate who has achieved a grade point average of 15 (equivalent to B3) at the first sitting will be eligible for the awards listed in §9.1, §9.2 and §9.3 respectively with Merit. Where the grade point average falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 9.5 A candidate who has achieved a grade point average of 18 (equivalent to A5) at the first sitting will be eligible for the awards listed in §9.1, §9.2 and §9.3 respectively 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.

Schedule A

Subjects in which the MSc (Dental Science) may be offered are:

- Endodontics
- Oral and Maxillofacial Surgery

DEGREE OF MASTER OF SCIENCE in GENETIC & GENOMIC COUNSELLING (WITH WORK PLACEMENT)

RESOLUTION

The Degree of Master of Science in Genetic & Genomic Counselling (with Work Placement) is governed by Resolution No. 663 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Science (MSc) in Genetic & Genomic Counselling (with Work Placement) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College).
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 stated under 'Regulations'.
3. The early exit awards of Master of Science, Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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 considered for admission to study for the degree a candidate must normally have obtained a degree or equivalent.

2. Duration

The minimum period of study for the award of the degree is two years. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

3. Programme Components

In order to qualify for the award of the degree a candidate must complete a minimum of 360 credits,⁴¹ consisting of 150 credits of taught courses, two community placements (one of 20 credits and one of 30 credits), two clinical placements (one of 60 credits and one of 40 credits) and a research project leading to the submission of a 60 credit dissertation, as specified in the relevant Programme Document.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

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

5.2 Where a candidate remains enrolled on a course either:

- 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;

that course must normally (unless other provision is justified by good cause circumstances affecting the candidate) be counted towards the calculation of their grade point average for the purposes of §6 and §8.

6. Progress

6.1 A candidate will be permitted to progress to undertake the community placements and clinical placements only if they have obtained a grade point average⁴² of 12 (equivalent to C3) or above in the 130 credits of taught courses required to be taken in year 1 of the curriculum with at least 75% of the credits at D3 or better and all credits at grade F or above.

6.2 Exceptionally, a candidate may be permitted to progress to the placements where it is judged⁴³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

6.3 A candidate will be permitted to progress to preparation of the dissertation if they have obtained a grade point average of 12 (equivalent to C3) or above in the 150 credits of taught courses referred to at §3 and has achieved grade D3 or above in each of the two community placements and in each of the two clinical placements.

7. Reassessment of Placements and the Dissertation

Where, in order to satisfy the requirements set out in §8.1, a candidate requires a higher grade in a placement or the dissertation, resubmission of the assessed work for the placement or of the dissertation will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each case. Normally resubmission shall 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 relevant placement or dissertation or to undertake further practical work.

8. Requirements for the Award of Masters of Science in Genetic & Genomic Counselling (with Work Placement) and Rules for Award of Distinction and Merit

8.1 A candidate will be eligible for the award of the degree on obtaining 150 taught credits referred to at §3 with a grade point average⁴² of 12 (equivalent to C3) or above, with at least 75% of those credits at grade D3 or better, and all credits at grade F or above, and obtaining 150 credits from four completed placements (comprising 50 credits from community placements and 100 credits from clinical placements) achieving a grade D3 or better for each placement, and obtaining 60 credits from the dissertation at grade D3 or better.

8.2 A candidate will be eligible for the award of the degree with Merit on achieving at the first attempt:

- a) a grade point average of 15 (equivalent to B3) or above in the 360 credits completed on the programme, and

⁴¹ 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.

⁴² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

⁴³ 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.

- b) a grade point average of at least 14 (equivalent to C1) in the 150 credits of taught courses, a grade point average of at least 14 (equivalent to C1) in the 50 credits of community placement, a grade point average of 14 (equivalent to C1) in the 100 credits of clinical placement, and
 - c) a grade of at least C1 in the dissertation.
- 8.3 Where a candidate has satisfied the requirements set out at §8.2 (b) and (c), and their grade point average for the 360 credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 8.4 A candidate will be eligible for the award of the degree with Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 360 credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the 150 credits of taught courses, a grade point average of at least 17 (equivalent to B1) in the 50 credits of community placement, a grade point average of 17 (equivalent to B1) in the 100 credits of clinical placement, and
 - c) a grade of at least B1 in the dissertation.
- 8.5 Where a candidate has satisfied the requirements set out at §8.4 (b) and (c), and their grade point average for the 360 credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 9. Requirements for the Exit awards of Master of Science, Postgraduate Diploma and Postgraduate Certificate in Clinical Genetics and Rules for the Award of Distinction and Merit**
- 9.1 The exit award of Master of Science in Clinical Genetics may be awarded to a candidate who has obtained 120 of the taught credits referred to at §3 at a grade point average⁴² of 12 (equivalent to C3) with at least 75% of these credits at grade D3 or better, and all credits at grade F, and who has obtained 60 credits from the dissertation at grade D3 or better.
- 9.2 A candidate will be eligible for the award of Master of Science in Clinical Genetics with Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 180 credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the 120 credits of taught courses, and
 - c) a grade of at least C1 in the dissertation.
- 9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 9.4 A candidate will be eligible for the award of Master of Science in Clinical Genetics with Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 180 credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the 120 credits of taught courses, and
 - c) a grade of at least B1 in the dissertation.
- 9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 9.6 The requirement for the award of the Postgraduate Diploma in Clinical Genetics is a grade point average of 9 (equivalent to D3) or above in 120 taught credits, with not less than 80 of these credits at grade D3 or above.
- 9.7 The requirement for the award of a Postgraduate Certificate in Clinical Genetics is a grade point average of 9 (equivalent to D3) in 60 credits, with not less than 40 of these credits at grade D3 or above.
- 9.8 A candidate who has achieved a grade point average of 15 (equivalent to B3) at the first sitting will be eligible for the awards listed in §9.6 and §9.7 respectively with Merit. Where the grade point average falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 9.9 A candidate who has achieved a grade point average of 18 (equivalent to A5) at the first sitting will be eligible for the awards listed in §9.6 and §9.7 respectively 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.

DEGREE OF MASTER OF SCIENCE in STRATIFIED MEDICINE & PHARMACOLOGICAL INNOVATION

The Taught Masters Programme in Stratified Medicine & Pharmacological Innovation is offered jointly by the Universities of Aberdeen, Glasgow and Strathclyde. The Universities of Dundee and Edinburgh contribute to the teaching. The regulations following are those promulgated by the University of Glasgow, the administering institution.

RESOLUTION

The Degree of Master of Science in Stratified Medicine & Pharmacological Innovation is governed by Resolution No. 648 of the Court of the University of Glasgow, which was in draft at the time of publication, with provision that:

1. The Degree of Master of Science (MSc) in Stratified Medicine & Pharmacological Innovation may be awarded jointly by the Universities of Aberdeen, Glasgow and Strathclyde in such designations as may be prescribed by the Regulations.
2. A Joint Management Committee will be formed in relation to the Programme. The composition, terms of reference and remit of the Joint Management Committee are as set out in the Memorandum of Agreement entered into by the partner institutions.
3. The Senate of the University of Glasgow may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees. These are stated in §1 – §11 of the section entitled 'Regulations'.

REGULATIONS

A student admitted onto the programme leading to the award of the Master of Science in Stratified Medicine and Pharmacological Innovation (the Programme) must follow the instructions issued on behalf of the relevant Schools and Departments of the partner institutions and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details of the Programme and may include further requirements associated with the award.

1. Application of Regulations

Unless otherwise specified in these Programme specific regulations, the regulations of the administering university (the University of Glasgow) shall apply to all candidates on the Programme.

2. Admission

a) Entrance Requirements

Candidates must normally possess:

- i) at least a second class honours degree in a relevant subject e.g. Life Sciences or Pharmacy/Pharmacology; or
- ii) a qualification deemed by the Joint Management Committee to be equivalent to the above; and/or
- iii) professional or industrial experience deemed appropriate by the Joint Management Committee.

b) Entrance Date

Candidates shall normally join the programme at the beginning of each academic year (September).

c) Registration

All candidates shall normally be initially registered for the Masters degree.

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 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, a candidate must complete minimum credits⁴⁴ as follows:

- i) For the award of a Masters degree: 180 credits, which includes both taught courses and a 60 credit (or more) project 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.

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

4.3 Recognition of Prior/External Learning or Experience

With the approval of the Programme Director, recognition of credits at Level 11 or equivalent may be given for prior/external learning or experience. This recognition will normally be based on relevance to the Stratified Medicine and Pharmacological Innovation theme and the award being sought. Credits taken more than five years prior to admission will not be accepted. The maximum permitted credit recognition is as follows:

⁴⁴ 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.

Postgraduate Certificate 20 credits;

Postgraduate Diploma 30 credits;

Master of Science 45 credits.

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 of Glasgow Calendar*.

6. Assessment

- 6.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 6.2 For courses taught by the Universities of Aberdeen, Dundee, Edinburgh and Strathclyde, requirements may be imposed in relation to the eligibility to undertake assessment. Any such requirements will be stipulated in the relevant course documentation, which must be issued to candidates at the beginning of the course or as soon as possible thereafter.
- 6.3 The assessment of each course will be conducted by the institution teaching that course, with the course result determined in accordance with the assessment grading/mark schedule of that institution. In determining whether a candidate has satisfied the requirements set out in these regulations, the equivalence of course results recorded by the Universities of Aberdeen, Dundee, Edinburgh and Strathclyde to those recorded by the University of Glasgow shall be set out in the Programme Document.
- 6.4 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 project dissertation only if they have obtained a grade point average⁴⁵ of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. Exceptionally, a candidate may be permitted to progress to the project dissertation where it is judged⁴⁶ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.2 A candidate may be required to commence work on the dissertation or other substantial work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently, after all opportunities at assessment have been exhausted, the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
 - If the dissertation or other substantial independent work has been submitted, it will be marked and a grade published.
 - If the dissertation or other substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.

⁴⁵ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

⁴⁶ 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.

- If the dissertation or other substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of the Dissertation

- 8.1 Where a candidate requires a higher grade in the project dissertation or other substantial independent work to satisfy the requirements set out in §9.1, reassessment of that 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 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 project dissertation or substantial independent work or to undertake further practical work.
- 8.2 Where at the time of publication of the grade achieved on the dissertation or other substantial work a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and their grade point average⁴⁵ is less than 12, a resubmission will only be permitted where the Board determines that no further supervisory input is required.

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 average⁴⁵ of 12 (equivalent to C3) or above in the taught courses described in §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 D3 or better in the project 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 project 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 to 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 project 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 project 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 project dissertation or other substantial independent work.

10. Requirements for the Exit 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 average⁴⁵ of 9 (equivalent to D3) in 120 credits, with not less than 80 of these credits at grade D3 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 D3 or above.
- 10.3 These awards may be granted with Merit or Distinction according to the criteria specified in §9.2 and §9.3 in relation to the taught courses.

11. Academic Appeals

A candidate wishing to appeal against an academic decision relating to a course should follow the academic appeals procedure of the institution delivering that course; a candidate wishing to appeal against an academic decision made in relation to the overall Programme should follow the academic appeals procedure of the University of Glasgow.

DEGREE OF MASTER OF VETERINARY MEDICINE

RESOLUTION

The Degree of Master of Veterinary Medicine is governed by Resolution No. 580 of the University Court which came into effect on 1 September 2007. The provisions of the Resolution are as follows:

1. The Degree of Master of Veterinary Medicine (MVM) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences.
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'.
3. Each candidate for the Degree shall be examined by a Committee of Examiners which shall consist of one or more members appointed by the Senate, together with one or more additional examiners appointed by the University Court on the recommendation of the Senate. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe in each case.

REGULATIONS

1. A research student within the meaning of Ordinance No. 350 (General No. 12), who has prosecuted in the University of Glasgow, or in an institution recognised for the purpose by the University Court on the recommendation of the Senate, a course of special study or research in accordance with the provisions of that Ordinance, may offer themselves as a candidate for the Degree of Master of Veterinary Medicine, under the following conditions:
 - a) that they have obtained a degree in veterinary medicine and surgery in a Scottish university or a comparable degree in veterinary science in another university or college recognised for the purpose by the University Court on the recommendation of the Senate, or in exceptional circumstances other qualifications approved by the University Court on the recommendation of the Senate;
 - b) that they have prosecuted a course of special study or research during a period which may be full-time or part-time.
2. A candidate who has devoted the major part of the day to the object of their research or study shall be regarded as a full-time student for whom the period of study shall be not less than 12 months. Other candidates shall be regarded as part-time students for whom the period of study shall normally be not less than 24 months.
3. A member of the teaching staff of the University or a person who holds an appointment as Research Assistant or Research Fellow of the University of Glasgow and is paid through the Finance Office or directly by a grant-aiding body approved by the University Court, may notwithstanding offer themselves for the Degree of Master of Veterinary Medicine if they have prosecuted a course of special study or research on a part-time basis for a period of not less than 12 months.
4. Admission to study or research for the Degree shall normally be permitted only at the beginning of the academic year.
5. The Senate may permit graduates of the University of Glasgow to prosecute part of their studies elsewhere, provided that a period of full-time study of not less than four months in total shall be spent in the University of Glasgow or a recognised institution.
6. The Senate shall designate, for each candidate, a supervisor who shall report annually to the Senate on the progress of the candidate.
7. On completion of the prescribed period of study or research each candidate shall present a thesis embodying the result of their work which may be either a record of original research or a critical review of existing knowledge.
8. In no case shall the thesis required from a candidate for the Degree of MVM be presented before the completion of 12 months from the date of their admission as a research student. Except by special permission of the Senate a thesis may not be presented after the lapse of four years or more from the date of the candidate's admission to study for the Degree.
9. Where a thesis is not a record of original research, the Board of Examiners shall determine that either written or oral examinations or a combination of these be instituted. In other cases the Board of Examiners may determine that either written or oral examinations or a combination of these shall be instituted. The Board of Examiners shall notify the candidate in writing of all such requirements through the College Graduate School.
10. Application for examination for the Degree of MVM must be submitted in accordance with the procedures of the appropriate College details of which may be obtained from the College Graduate School on request.
11. Each candidate must submit two bound typewritten or printed copies of their thesis. A copy of an adequate and informative summary (250 - 500 words) shall be bound within each thesis. The submitted copies of the thesis may be soft-bound but otherwise, should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School. The thesis must be accompanied by a declaration by the candidate that it has been composed by themselves. They must also state the extent to which they have used the work of others, and must further state which portions of the thesis, if any, they claim as original.
12. If the Examiners consider that the thesis has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
13. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, *Enlighten*. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

GENERIC REGULATIONS FOR DOCTORATE DEGREES

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, as subsequently amended. 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;⁴⁷
3. A candidate for the Degree may either undertake study or research in accordance with the provisions of Schedule A or, in the case of The Glasgow School of Art, Schedule C, or shall present either a published thesis or a published memoir or work or other material in accordance with the provisions of Schedule B or, in the case of The Glasgow School of Art, Schedule D;
4. The Degree of Doctor of Philosophy whether by research or by published work shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

Schedule A: Degree of Doctor of Philosophy by Research

The following regulations are supplemented by a series of Guidance Notes for students which are available with the on-line *University Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

1. A research student who has pursued in the University of Glasgow,⁴⁸ or in an institution recognised and approved for the purpose, a course of special study or research, may offer themselves for the Degree of Doctor of Philosophy under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a 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 will have been registered for such study on a full-time basis for a period of not less than three academic years, or on a part-time basis for a period of either not less than five years of part-time study or not less than four years, comprising three years of part-time study and one year of full-time study, provided always that the Senate shall have power, in exceptional cases, to reduce the period by one academic year;
 - d) that they must be available for supervision in the University throughout the period of study except when given permission to pursue research elsewhere.
 - e) that they have pursued such formal research training and any other attendance requirements as set down by the College concerned.
2. The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a relevant discipline but another qualification, being a qualification approved by the University Court as provided in Section 1, may be accepted by the relevant College as being suitable for the programme of study which it is proposed that the applicant should follow.
- 3.1 Each candidate for the Degree of Doctor of Philosophy shall present for the approval of the Senate 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 themselves.
 - a) In the College of Arts and the College of Social Sciences the thesis shall be a minimum of 70,000 and a maximum of 100,000 words including references, bibliography and appendices in each case.
 - b) In the College of Medical, Veterinary & Life Sciences and the College of Science & Engineering the thesis shall be a maximum of 80,000 words excluding references, bibliography and appendices in each case.

A candidate who wishes to submit a thesis of greater or lesser length or submit documentary appendices must seek prior permission of the appropriate College Higher Degrees Committee or equivalent.

⁴⁷ Schedules C and D are published in The Glasgow School of Art section of the *University Calendar*.

⁴⁸ It is possible for candidates to pursue research off-campus subject always to provisions applied by the College which will reflect the nature of study in the associated discipline.

- 3.2 A thesis for the degree of PhD shall normally be presented for examination within four years from the date when a candidate first registered for full-time study or eight years from the date when a candidate first registered for part-time study. Where the candidate has registered for a combination of full-time and part-time study, or where the College has approved suspension⁴⁹ of study for a period of time, the maximum period of study permitted shall be equivalent to the duration for full and part-time study plus the approved period of suspension adjusted proportionately.
- 3.3 Where the candidate has fulfilled the prescribed period of full-time or part-time study required by the regulations, and has not submitted the thesis for examination, the candidate shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause may result in exclusion from further study.
- 3.4 The thesis shall be examined by one or more examiners appointed by the Dean of Graduate Studies on behalf of Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the Dean of Graduate Studies on behalf of the University Court and Senate. No person who has been involved in the direct supervision of the candidate may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §3.6 and Guidance Note 4) and shall act as an examiner in the normal way. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁵⁰ A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies.
- 3.5 A candidate for the Degree of PhD must present himself for oral examination by the Committee of Examiners on the subject matter of the thesis and its context. The requirement for an oral examination shall be observed at the first submission of the thesis. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School.
- 3.6 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - c) assisting the examiners to reach a consensus, noting that, subject to the authority of Senate, the view of the External Examiner shall normally prevail;
 - d) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - e) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
- 3.7 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 3.8 Where a candidate has been permitted to resubmit a thesis for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 3.9 Where a candidate has been permitted to resubmit the thesis, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission.

If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree of PhD but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters degree.

⁴⁹ A College Higher Degrees Committee or equivalent may permit the period of study to be suspended for a defined period when a candidate is ill or has other personal circumstances which prevent the candidate from continuing the research. Suspension can be agreed by the College Higher Degrees Committee or equivalent for other reasons, such as student internships. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

⁵⁰ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

- Particular conditions relating to study or research in the Colleges are set out below. A candidate must also comply with detailed requirements for research degrees published by the relevant Graduate School.

Arts

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Graduate School Board (or equivalent) may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Graduate School Board and where the School and the Graduate School Board are satisfied that appropriate arrangements can be made for supervision and examination. In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

Where a School determines it to be appropriate, candidates may present a thesis accompanied by a related piece of creative work, for example, a play, a theatrical performance, a translation or computer software. In cases where a performance element is involved, candidates must provide a permanent record of the creative aspect of the overall submission to be deposited with the thesis in the University Library. In such cases, the Graduate School Board shall, in consultation with the supervising School, advise candidates on the minimum length of the thesis component. The Board of Examiners is required to attend a performance of the creative work.

In English Literature, candidates may present themselves for a PhD in a specific Creative Writing genre. Before being considered for admission to study for the award, candidates must normally satisfy the requirements of §1, and present sufficient evidence of potential in creative writing, through submission of a portfolio of creative and critical work. Registered candidates must satisfactorily complete, in the first two years, prescribed studies which shall include attendance at writing seminars and/or workshops. Each candidate's progress in the prescribed studies shall be assessed by means of set projects and/or a journal of studies maintained by the candidate. During the third year, under the supervision of a person appointed for the purpose by the College, candidates shall prepare and present for the approval of the Senate, a thesis or portfolio of written work which shall make significant contribution to literature in the generic route chosen, normally containing material worthy of publication. The thesis shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1. Following successful completion of the first two years of study, candidates will be eligible for the award of Master of Philosophy if they elect to end their studies at this stage.

In Film & Television Studies, candidates may present themselves for a practice-based PhD. The candidate shall typically complete a thesis of 30,000–40,000 words in length and a practical component of significant originality and sophistication (examples might include, but are not limited to, an artistic or experimental video work, documentary, video-essay, a collection of shorts, an exhibition or installation, festival, and so on). In exceptional circumstances a shorter or longer thesis might be agreed, to provide an appropriate balance with the practical component, thereby enabling either the completion of a larger and appropriately sophisticated or complex practical component, or, conversely, to weigh in favour of a longer thesis in relation to a more discrete focus on the practical component. The thesis and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

In Music, PhD candidates may present themselves for examination by thesis or by portfolio. Normally a thesis will be of 70,000–100,000 words. For examination by thesis, the candidate may include a range of practical components in support of their underlying argument, but this is not a requirement. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project. For examination by portfolio, candidates may submit work in a range of disciplines, including composition, sonic art, performance or other forms of creative practice. Extended critical and methodologically informed documentation of the research project will accompany the creative inquiry. The written component is expected to complement and reflect in a rigorous manner upon the practical component. Normally the portfolio will comprise creative work of approximately two hours' duration or work of equivalent depth or complexity and the written component will be 10,000–20,000 words. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project.

In Theatre Studies, candidates may present themselves for a practice-based PhD. The balance between academic writing and research-driven practice will vary depending on the needs of the research project and will be agreed with the supervisory team. The candidate shall typically complete a significant piece of practice, or portfolio of practice, such as playtexts, installations or performances, accompanied by a written thesis of 30,000-60,000 words in length. The written and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

In Theology & Religious Studies candidates may present themselves for a practice-based PhD. The candidate shall present both a practical component and a written component for examination. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The written component shall consist of an academically rigorous reflection upon the research process and its

critical significance within theology/religious studies. The length of the written component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 30,000–40,000 words. The written component and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

Medical, Veterinary & Life Sciences

A candidate holding an appointment as a member of the teaching or research staff of the University of Glasgow, paid through the Finance Office or directly by a grant awarding body approved by the University Court, may register part-time whilst being subject to the same provisions regarding minimum periods of full-time study if they devote the major part of the day, typically 75–80% of their time, to research studies.

In addition to the requirement for satisfactory completion of a thesis, a candidate will normally be required to attend training courses as specified by the College Graduate School.

Science & Engineering

To qualify for the award of a PhD, a candidate must have demonstrated to a Committee of Examiners by the presentation of a thesis and by performance in an oral examination that they are capable of:

- a) pursuing original research in their specific field of study, and
- b) relating their results to the general body of knowledge in the field, and
- c) presenting their results in a critical and scholarly manner.

In addition to the requirement for satisfactory completion of a thesis, the candidate will normally be required to attend training courses as specified by the College Graduate School.

Social Sciences

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended 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 relevant School and the Higher Degrees Committee and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.

In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

5. Teaching or Research Staff of the University or Recognised Institutions - Candidature for the Degree

A member of the teaching staff of the University, or a person who holds an appointment as Research Assistant or Research Fellow of the University of Glasgow and is paid through the Finance Office or directly by a grant-aiding body approved by the University Court, or a member of the teaching or research staff of any other institution recognised for the purpose of §1, may notwithstanding offer themselves for the Degree of Doctor of Philosophy if they have prosecuted a course of special study or research on a part-time basis for a period of not less than three years.

6. Research in External Institutions

As permitted in §1, College Graduate Schools may allow the candidate's study or research to be conducted in an institution external to the University of Glasgow. The period of study or research elsewhere shall not normally exceed 12 months except where that study or research is undertaken in an institution or location approved by the appropriate College Committee. The choice of an external institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed study or 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 by the College Graduate School on behalf of Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.

The following institutions are recognised for the purpose of this regulation:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK

Centre for Environment, Fisheries and Aquaculture Science, UK

Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia

Children's Hospital, Tabriz, Iran

Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK

Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria

European Molecular Biology Laboratory, Heidelberg, Germany
Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
Fisheries Research Services, Marine Laboratory, Aberdeen, UK
Glasgow and West of Scotland Blood Transfusion Service, UK
Glaxo SmithKline, Stevenage, UK
Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
Macaulay Land Use Research Institute, UK
Moredun Research Institute, Pentlands Science Park, Penicuik, UK
National Institute for Biological Standards and Control, UK
Natural History Museum, London, UK
Papworth Hospital, Cambridge, UK
Royal Botanic Garden, Edinburgh, UK
Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
Scottish Crops Research Institute, Invergowrie, UK
Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
SRUC (Scotland's Rural College), UK
Swarts Center Institute for Neural Computation, University of California San Diego La Jolla USA
The Fredric Rieders Foundation 2300 Stratford Avenue, Willow Grove PA 19090, USA
The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
Universities Marine Biological Station, Millport, UK
Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia
CEA Saclay, France
Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain
Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France
Fermi National Accelerator Laboratory, Chicago, IL, USA
Gooch & Housego (UK) Ltd, UK
GSI (Society for Heavy Ion Research) Darmstadt, Germany
Henrich-Heine University, Dusseldorf, Germany
Institute for Cosmic Ray Research, University of Tokyo, Japan
Institute Laue-Langevin, Grenoble, France
Institute of Nuclear Physics, University of Mainz, Germany
International Atomic Energy Agency, Austria
ISIS Pulsed Neutron and Muon Source, UK
Jefferson Accelerator Laboratory, Newport, News, VA, USA
Johns Hopkins University, Baltimore, USA
Kelvin Nanotechnology Ltd, UK
Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
LIGO Hanford Observatory, Hanford USA
LIGO Livingston Observatory, Livingston USA
Macquarie University, Australia
Mathematische Institut Westfälische Wilhelms-Universität Münster, Germany
McMaster University, Canada
MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA

MRC Mitochondrial Biology Unit, Cambridge, UK
Nanyang Polytechnic, Singapore
National University of Singapore, Singapore
NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
Northeastern University, Boston, USA
Offshore Renewable Energy Catapult (OREC), UK
Parliamentary Offices for Science and Technology, London, UK
ROHM Semiconductor, Kyoto, Japan
Scottish Universities Environmental Research Centre, East Kilbride, UK
Tokyo Institute of Technology, Japan
Universitat Politècnica de Valencia, Valencia, Spain
University of Alabama, USA
University of Bergamo, Italy
University of California at San Diego, La Jolla, Ca, USA
University of Dar Es Salaam, Tanzania
University of Delft, Centre for Systems and Control, The Netherlands
University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
University of Hong Kong, China
University of Melbourne, Australia
University of Oregon, Eugene, USA
University of Ottawa, Ontario, Canada
Université Paris 13, France
University of Toronto, Toronto, Canada
University of Tsukuba, Japan
Xerox Research Centre Europe, Meylan, France
Yale University, USA

7. *Submission of Thesis*

In submitting a thesis a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis which they claim as original. The thesis must be in English.

In the College of Arts and the College of Medical, Veterinary & Life Sciences a candidate must submit three copies of the thesis; in the other Colleges two copies of the thesis must be submitted. In all cases the submission must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis has achieved the required standard for the award of the degree. A candidate may submit a thesis against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule B: Degree of Doctor of Philosophy by Published Work

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 University of Glasgow and whose date of submission of their thesis is at least five years from the date of their first graduation in the University; 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 University Finance Office or directly by a grant aided body approved by the University Court; 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 University Finance Office or directly by a grant aided body approved

by the University Court, and who presents himself as a candidate for the degree within one calendar year of leaving the University's employment.

- b) has not been enrolled as a Research Student in the University of Glasgow during the five years preceding the date of submission although the College Higher Degrees Committee (or equivalent) 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 University of Glasgow or of any other University or College in the same subject area; and
- d) has been found by the appropriate College to possess *prima facie* a qualification for the Degree.

A College Higher Degrees Committee (or equivalent) 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 §9 of Schedule B of this Resolution, candidates for the Degree of Doctor of Philosophy by published work shall present for the approval of Senate 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 them.
3. Every prospective candidate for the degree shall submit to the appropriate College two copies of the work to be examined together with copies of the following documentation each in triplicate: a curriculum vitae, and an explanatory essay of 2,000–5,000 words which justifies the intellectual significance of the submission. Should the submission comprise diverse publications, the explanatory essay should explain the relationship, if any, between the works submitted, including any developments which have occurred between one piece and another.

Material other than books must be bound in a volume in cloth with stiff boards. The layout and binding of the thesis should generally conform to the *Recommendation for the Presentation of Theses and Dissertations* published by the British Standards Institution (BS4821:1990), a summary of which is available in the University Library or may be obtained from the Clerk of the appropriate College. The thesis must include a summary (500–1,000 words), which must be an adequate and informative abstract of the work. The summary should be bound with the thesis where possible; and three separate copies of the summary should also be provided.

4. The Dean of Graduate Studies shall nominate a member of staff to give advice to the candidate with regard to the preparation of their submission.
5. Preliminary assessment - Only if it is in the opinion of the College Higher Degrees Committee (or equivalent) 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 College Higher Degrees Committee (or equivalent), 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 University.
7. All the materials submitted must normally be in English and 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.

Materials must be published in terms of the following definition:

A work is normally regarded as published only if it is traceable through ordinary catalogues, abstracts or citation notices, and copies are available to the general public. This will normally require the work to be publicly registered with an ISSN/ISBN number. Material which is unpublished or which has only a restricted circulation is not acceptable in whole or partial fulfilment of the requirements for this degree.

Exceptionally, the College Higher Degrees Committee (or equivalent) may approve the submission and defence of the work in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Higher Degrees Committee (or equivalent), and where the School and Higher Degrees Committee (or equivalent) are 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 University of Glasgow or in any other institution, or which has already been included in a submission, whether successful or unsuccessful, for any other Higher Degree or Diploma in another institution is not admissible in whole or partial fulfilment of the requirements for the Degree of PhD by published work.
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 Higher Degrees Committee (or equivalent).

10. A Higher Degrees Committee (or equivalent) 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 Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (Guidance Note 3) and shall act as an examiner in the normal way. A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁵¹

The Board of Examiners shall normally require that the candidate present themselves 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 College Higher Degrees Committee (or equivalent) who shall if it thinks fit make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of the College 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. The Board of Examiners may require minor changes to the explanatory essay as a requirement for the award if there is otherwise agreement that the submitted work meets the criteria for the Degree.

12. An unsuccessful submission for the degree of PhD by published work will not become eligible for the award of a Masters 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 Higher Degrees Committee (or equivalent) regarding the previous submission. Such re-examination shall be regarded as a *de novo* application and not the resubmission of the initial application.

DEGREE OF DOCTOR OF PHILOSOPHY WITH INTEGRATED STUDY

RESOLUTION

The Degree of Doctor of Philosophy with Integrated Study is governed by Resolution 665, which at the time of publication was in draft form, with provision that:

1. The Degree of Doctor of Philosophy (PhD) with Integrated Study 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;
3. The Degree of Doctor of Philosophy with Integrated Study shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

The following regulations are supplemented by PhD Guidance Notes for students, which additionally apply to the Degree of Doctor of Philosophy with Integrated Study unless specifically excluded by regulation, and which are available within the current on-line *Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

REGULATIONS

1. A research student who has pursued in the University of Glasgow, or in an institution recognised and approved for the purpose, a programme of study comprising taught courses and research, may offer themselves for the Degree of Doctor of Philosophy with Integrated Study under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a degree may be accepted in place of a degree). The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a relevant discipline of a Scottish University, or an approved equivalent qualification;
 - b) that they have produced to the Senate evidence of satisfactory progress in the taught courses and research undertaken by them;

⁵¹ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

- c) that they will have been registered for such study on a full-time basis for a period of not less than four academic years;
- d) that each candidate will be supported by a supervision team which will normally include the primary academic supervisor, a second academic supervisor, and other academic staff as required to offer expertise in guiding and supporting the candidate's research;
- e) that they have pursued such formal research training as set down by the Higher Degrees Committee or equivalent and as any other training or attendance requirements as specified by the College;
2. Each candidate for the Degree of Doctor of Philosophy with Integrated Study shall:
- a) complete a programme of study prescribed at the commencement of the period of study by the Higher Degrees Committee or equivalent, which shall include a minimum of 120 credits⁵² of taught courses, and may also include a project leading to the submission of a 60 credit dissertation.
- b) present for the approval of the Senate a thesis which shall embody the results of the research, and which shall be accompanied by a declaration signed by the candidate that the thesis has been composed by them. In the College of Arts and the College of Social Sciences the thesis shall be a minimum of 70,000 and a maximum of 100,000 words including references, bibliography and appendices in each case. In the College of Medical, Veterinary & Life Sciences and the College of Science & Engineering the thesis shall be a maximum of 80,000 words excluding references, bibliography and appendices in each case. A candidate who wishes to submit a thesis of greater or lesser length or submit documentary appendices must seek prior permission of the appropriate College Higher Degrees Committee or equivalent.
- 3. Assessment of Taught Courses**
- 3.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 3.2 Where a candidate whose programme of study includes a 60 credit dissertation requires a higher grade in the dissertation to satisfy the requirements set out in §4.3, or §6.1 reassessment of that dissertation will be permitted on one occasion only, under such conditions as the Higher Degrees Committee or equivalent may prescribe in each particular case. There is no automatic entitlement to repeat any previous practical work associated with the dissertation or to undertake further practical work.
- 4. Progress**
- 4.1 Prior to being permitted to progress to a subsequent year of study a candidate shall be subject to the College requirements for progress in relation to both the programme of prescribed study and the research.
- 4.2 The minimum achievement required in relation to the prescribed programme of study for progress to a subsequent year will be determined by the Higher Degrees Committee or equivalent and communicated to the candidate at the start of each year.
- 4.3 In addition to requirements determined under §4.1 and §4.2:
- a) For subjects listed under Schedule A of these regulations, in order to progress to the fourth year of study a candidate must have achieved a grade point average⁵³ of 12 (equivalent to C3) or above in the taught courses referred to in §2(a), with at least 75% of these credits at grade D3 or better, and all credits at grade F or above, and, where a candidate's programme of study includes a 60 credit dissertation, the candidate must have achieved a grade D3 or better in the dissertation. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.
- b) For subjects listed under Schedule B of these regulations, in order to progress to the second year of study a candidate must have obtained a grade point average of 15 (equivalent to B3) in 120 credits at the first attempt, 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. A candidate who does not meet the progress requirements will be eligible to transfer to a programme of study leading to the award of a Taught Masters degree on such terms as the Higher Degrees Committee or equivalent may determine.
- 4.4 A candidate whose progress in relation to the research is deemed by the College to be unsatisfactory may be excluded from further study towards the degree of Doctor of Philosophy with Integrated Study. The candidate may

⁵² In compliance with the Scottish Credit and Qualification Framework a minimum of 90 credits must be gained from Masters level courses (level M/SCQF level 11).

⁵³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

apply for their registration to be transferred to a programme of study leading to the award of a Taught Masters degree on such terms as the Higher Degrees Committee or equivalent may determine.

- 4.5 A candidate who fails to comply with the requirements of §4.2 and §4.3 may be excluded from further study towards the degree of Doctor of Philosophy with Integrated Study. The candidate may apply to have their registration transferred to the Degree of Doctor of Philosophy on such terms as the Higher Degrees Committee or equivalent may determine.

5. Thesis

- 5.1 In the College of Science & Engineering, a thesis for the Degree of Doctor of Philosophy with Integrated Study shall normally be presented for examination within four years from the date when a candidate first registered for full-time study. In the College of Medical, Veterinary & Life Sciences, a thesis for the Degree of Doctor of Philosophy with Integrated Study shall normally be presented for examination within five years from the date when a candidate first registered for full-time study. Where the College has approved suspension of study for a period of time,⁵⁴ the maximum period of study permitted shall be equivalent to the duration for full-time study plus the approved period of suspension adjusted proportionately.
- 5.2 Where the candidate has fulfilled the minimum period of study required by the regulations and has not submitted the thesis for examination, they shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause, may result in exclusion from further study.
- 5.3 The thesis shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §5.5 and the Guidance Notes for the Degree of Doctor of Philosophy by Research) and shall act as an examiner in the normal way.
- 5.4 A candidate for the Degree of Doctor of Philosophy with Integrated Study must present themselves for oral or other examination by the Committee of Examiners on the subject matter of the thesis. This requirement for an oral examination shall be observed at the first submission of the thesis.
- 5.5 A Convener shall be appointed by the Dean of Graduate Studies to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - c) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - d) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
- 5.6 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 5.7 Where a candidate has been permitted to resubmit a thesis, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 5.8 Where a candidate has been permitted to resubmit the thesis, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission. If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters by Research degree.

⁵⁴ The appropriate College Committee may permit the period of study to be suspended for a defined period when a candidate is ill or has other personal circumstances which prevent the candidate from continuing the research or taught elements. Suspension can be agreed by the appropriate College Committee for other reasons. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

6. Requirements for Early Exit Awards of Masters Degree, Postgraduate Diploma and Postgraduate Certificate

The following provisions will apply where a candidate does not satisfy the requirements for award of the degree of Doctor of Philosophy with Integrated Study

- 6.1 A candidate who has achieved a grade point average⁵³ of 12 (equivalent to C3) or above in the taught courses referred to in §2(a), with at least 75% of these credits at grade D3 or better, and all credits at grade F or above and who has completed a 60 credit dissertation at grade D or better will be eligible for the award of a Taught Masters degree in a designation approved by the Higher Degrees Committee or equivalent.
- 6.2 A candidate will be eligible for the award of the Taught Masters degree with Merit on achieving at the first attempt:
 - a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
 - c) a grade of at least C1 in the dissertation.
- 6.3 Where a candidate has satisfied the requirements set out at §6.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners⁵⁵ shall have discretion to make the award with Merit.
- 6.4 A candidate will be eligible for the award of the Taught Masters degree with Distinction on achieving at the first attempt:
 - a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
 - c) a grade of at least B1 in the dissertation.
- 6.5 Where a candidate has satisfied the requirements set out at §6.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 6.6 A candidate who has achieved a grade point average of 9 (equivalent to D3) in 120 credits, with not less than 80 of these credits at grade D3 or above will be eligible for the award of a Postgraduate Diploma.
- 6.7 A candidate who has achieved a grade point average of 9 (equivalent to D3) in 60 credits, with not less than 40 of these credits at grade D3 or above will be eligible for the award of a Postgraduate Certificate.
- 6.8 The awards of Postgraduate Diploma and Postgraduate Certificate may be granted with Merit or Distinction where a candidate has achieved at the first attempt a grade point average of 15 (equivalent to grade B3) or above, or a grade point average of 18 (equivalent to A5) or above, respectively. The Board of Examiners shall have the discretion to make the award with Merit or Distinction where the grade point average falls within the range 14.1 to 14.9, or 17.1 to 17.9, respectively.
7. Particular conditions relating to study or research in the Colleges are set out below. A candidate must also comply with detailed requirements for research degrees published by the relevant Graduate School.

Science & Engineering

To qualify for the award of a PhD with Integrated Study, a candidate must have demonstrated to a Committee of Examiners by the presentation of a thesis and by performance in an oral examination that they are capable of:

- a) pursuing original research in their specific field of study, and
- b) relating their results to the general body of knowledge in the field, and
- c) presenting their results in a critical and scholarly manner.

8. Research in External Institutions

As permitted in §1, College Graduate Schools may allow the candidate's study or research to be conducted in an institution external to the University of Glasgow. The period of study or research elsewhere shall not normally exceed 12 months except where that study or research is undertaken in an institution or location approved by the appropriate College Committee. The choice of an external institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed study or 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 by the College Graduate School on behalf of Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases

⁵⁵ The 'Board of Examiners' refers to the Board for the relevant designation of the award.

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.

The institutions recognised for the purpose of this regulation are as listed in §6 of the Regulations for the Degree of Doctor of Philosophy.

9. Submission of Thesis

In submitting a thesis a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis which they claim as original. The thesis must be in English.

A candidate must submit three copies of the thesis. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis has achieved the required standard for the award of the degree. A candidate may submit a thesis against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/gettingstarted/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Subjects of Integrated Study in which the Degree may be offered are:

Schedule A

College of Medical, Veterinary & Life Sciences

Precision Medicine⁵⁶

Schedule B

College of Medical, Veterinary & Life Sciences

Ageing, Health & Welfare
Biochemistry
Biotechnology
Cancer Sciences
Cardiovascular Medicine
Cardiovascular Science
Cardiovascular Pharmacology
Cell Engineering
Clinical & Surgical Sciences
Dentistry
Diabetes
Ecology
Evolution
Forensic Medicine & Science
General Practice & Primary Care
Health Economics & Health Technology Assessment
Health Professions Education
Immunology & Inflammation
Infectious Disease
Microbiology
Molecular Cell Biology
Molecular Genetics
Molecular Pharmacology
Neuroscience & Psychology

⁵⁶ Some taught provision may be available at the University of Edinburgh.

Nursing
 Nutrition
 Parasitology
 Plant Science
 Population & Ecosystem Health
 Psychological Medicine
 Public Health
 Renal, Endocrine & Metabolic Medicine
 Social & Public Health Sciences
 Translational Research
 Virology

DEGREE OF DOCTOR OF SCIENCE

RESOLUTION

The Degree of Doctor of Science is awarded under Resolution No. 577 of the University Court which came into force on 1 September 2007. The following are the relevant provisions of that Resolution.

1. The Degree of Doctor of Science (DSc) may be awarded by the Senate of the University of Glasgow.
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’.
3. All candidates for the Degree of Doctor of Science shall present a thesis or a published memoir or work which shall be a record of original research undertaken by the candidate in relation to science, and shall be accompanied by a declaration signed by them that the work has been done and the thesis composed by them. In the case of collaboration, the candidate’s individual contribution must be clearly defined. The thesis, or a major part of it, shall have been published either as a book or in periodicals of recognised standing, and shall be presented in such manner as the Senate may by regulation prescribe.
4. The thesis shall be examined by one or more examiners appointed by the Senate from among the professors, readers and lecturers in the University, and by one or more additional examiners appointed by the University Court on the recommendation of the Senate. The reports of the examiners shall be submitted independently to the appropriate College Committee which shall, if it thinks fit, make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of one of the Colleges of Medical, Veterinary & Life Sciences and Science & Engineering, and of the examiners, the thesis constitutes an original, substantial and authoritative contribution to scientific knowledge.
5. The Degree of Doctor of Science shall not be conferred upon a person who has not satisfied the conditions set forth in the Regulations; provided always that it shall be in the power of the Senate to award the Degree as an Honorary degree under such regulations as may be made by the Senate with the approval of the University Court.

REGULATIONS

1. The following categories of persons may, after being found by the College of Medical, Veterinary & Life Sciences or the College of Science & Engineering to possess *prima facie* a qualification for the Degree, be admitted as candidates for the Degree of Doctor of Science:
 - a) A graduate of the University of Glasgow after the expiry of seven years from the date of their first graduation in the University of Glasgow.
 - b) Any person who has held for a period or periods totalling at least four years such office or offices in the University of Glasgow as the University Court, on the recommendation of the Senate, may approve; provided either that they are a graduate of not less than seven years’ standing of a university likewise approved or that they have held for not less than seven years some other qualification specially recognised by the University Court, on the recommendation of the Senate, as equivalent for this purpose.
 - c) Any person who has carried out research work, in terms of the Ordinance or Resolution for the time being in force for the regulation of research, for at least five years in the University of Glasgow (or in a college affiliated thereto); provided always that they are a graduate of not less than seven years’ standing of a university approved by the University Court, on the recommendation of the Senate.
2. For the purpose of §1 of these Regulations, every prospective candidate for the Degree shall submit to the relevant College a summary of their proposed thesis, together with a list of the publications that are to be included in the thesis. The summary should be no longer than one thousand words. Only if it is the opinion of the College and of any adviser whom it may consult that:
 - a) the work described properly falls into the area of science; and
 - b) it is likely to be of the required standard

will the candidate be considered to possess *prima facie* the necessary qualification.

3. Each qualified candidate must submit two copies of their thesis: both copies, if approved for the Degree, shall become the property of the University.
4. In addition to making the declaration required under Section 3 of the Resolution governing this Degree, the candidate must identify any material in the DSc submission which has been, or is about to be, included in a submission by the candidate for any other higher degree or diploma in the University of Glasgow or for a higher degree or diploma in another institution; and they must lodge, together with their DSc submission, either a copy of such other submission (if available) or a precise statement of its scope. Material which has been included in a successful submission for another higher degree or diploma will not be taken into account in assessing a submission for the Degree of DSc of the University of Glasgow.
5. Before acceptance for adjudication, a thesis, or an important part of it, shall have been published either as a book or in periodicals of recognised standing. The thesis may be presented in the form of a single memoir or writing containing a connected account of the candidate's research or work. Published papers under various headings may be submitted in lieu of a single thesis provided that they are accompanied by a statement showing the relationship between the various studies and placing the whole work critically into perspective with the general state of knowledge in the field of investigation to which the candidate's researches are related.
6. Material other than books must be bound in a volume in cloth with stiff boards. The layout and binding of the thesis should generally conform to the Recommendations for the presentation of theses and dissertations published by the British Standards Institution (BS4821:1990) which is available for consultation in the University Library or may be obtained from the College Graduate School. The thesis must include a summary (500–1,000 words) which must be an adequate and informative abstract of the work. The summary should be bound with the thesis where possible; and three separate copies of the summary should also be provided.
7. If approved for the Degree, an electronic copy of the thesis, this conforming to specifications published at <http://theses.gla.ac.uk/format.html>, shall also be deposited with the University Library. It is the University's normal practice to make a bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, *Enlighten*. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
8. No candidate may apply for re-examination for the Degree of DSc until the elapse of at least three years from the date of the previous submission.

NON GENERIC DOCTORATE REGULATIONS

DEGREE OF DOCTOR OF CLINICAL DENTISTRY (ORTHODONTICS)

RESOLUTION

The Degree of Doctor of Clinical Dentistry (Orthodontics) is governed by Resolution No. 619 which came into effect on 1 September 2010. The provisions of the Resolution are as follows:

1. The Degree of Doctor of Clinical Dentistry (D Clin Dent) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences in such designations as may be prescribed by Regulations.
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'.
3. The awards of Postgraduate Diploma and Master of Science (DentSci) are also included in the Regulations.

REGULATIONS

A candidate admitted to the programme leading to the award of the Degree of Doctor of Clinical Dentistry (Orthodontics) must follow the instructions issued by the School and be aware of the content of the Programme Specification and the Programme Document which will contain further details on the Programme including further requirements associated with the award.

1. Admission

Before being considered for admission to study for the Degree of Doctor of Clinical Dentistry (Orthodontics), a candidate must be a Bachelor of Dental Surgery of a Scottish university or another institution recognised for this purpose by the University Court, on the recommendation of the Senate, and shall have been engaged for at least two years in the practice of dentistry. All offers of admission are conditional upon satisfactory health clearance.

2. Duration of Study

The degree programme should normally be completed within three years from the date of first registration but under exceptional circumstances longer periods of study may be permitted (e.g. due to sickness absence,

maternity leave, repetition of failed programme elements). Even where evidence of good cause is presented and accepted, the maximum period of study shall be no more than six calendar years from the date of first registration.

3. Programme Components

- 3.1 In order to qualify for the award of the Degree of Doctor of Clinical Dentistry (Orthodontics), a candidate must complete a minimum of 540 credits of which a minimum of 420 must be at SCQF level 12.
- 3.2 The programme will consist of taught courses, integrated clinical-taught courses, clinical courses and a substantial piece of independent clinical research presented in thesis form amounting to at least 100 credits.
- 3.3 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. Clinical courses run throughout the year. The length, nature and content of the research thesis is specified in the relevant Programme Document.

4. 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*.

5. Assessment

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

6. Progress

A candidate must achieve an average of grade C or better in 180 credits with no more than 25% of credits at grade E and none below grade E in order to progress to each further year of study or research.

7. Reassessment

Reassessment of the thesis 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 thesis or to undertake further practical work.

8. Requirements for the Award of Degree of Doctor of Clinical Dentistry (Orthodontics)

A candidate will be eligible for the award of the Degree on obtaining an average of grade C or better with no more than 25% of credits at grade E and none below grade E across all of the components of the programme as specified in §3.

9. Requirements for the Award of Degree of Master of Science (Dent Sci) Dental Science

A candidate will be eligible for the award of the MSc (Dent Sci) Dental Science on obtaining at least an average of grade C in 180 credits in Year 1; or at least an average of grade D in 180 credits in Year 2.

10. Requirements for the Award of Postgraduate Diploma in Dental Science

A candidate will be eligible for the award of the Postgraduate Diploma in Dental Science on obtaining at least an average of grade D in 180 credits in Year 1.

DEGREE OF DOCTOR OF CLINICAL PSYCHOLOGY

RESOLUTION

The Degree of Doctor of Clinical Psychology is governed by Resolution No. 621 of the University Court which came into effect on 1 September 2010 with provision that:

1. The Degree of Doctor of Clinical Psychology (DClinPsy) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary and Life Sciences (the College).
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 stated under 'Regulations'.
3. The early exit awards of Postgraduate Diploma in Applied Psychology and Master of Science (Medical Science) in Applied Psychology are also included in the Regulations.

REGULATIONS

A student admitted to the Programme leading to the award of the Degree of Doctor of Clinical Psychology must follow the instructions issued by the relevant School and be aware of the content of the Programme Specification and the Programme Document which will contain further details on the Programme including further requirements associated with the award.

1. Admission

Before being considered for admission to study for the Degree of Doctor of Clinical Psychology, a candidate must normally have obtained a first degree with First Class or Upper Second Class Honours in Psychology, such qualification providing the British Psychological Society's Graduate Basis for Chartered Membership.

2. Duration of Study

The degree programme should normally be completed within three years from the date of first registration but under exceptional circumstances longer periods of study may be permitted (e.g. due to sickness absence, maternity leave, repetition of failed programme elements). Even where evidence of good cause is presented and accepted, the maximum period of study shall be no more than six calendar years from the date of first registration.

3. Programme Components

- 3.1 In order to qualify for the award of the degree of Doctor of Clinical Psychology a candidate must complete a minimum of 540 credits of which 420 must be at SCQF level 12.
- 3.2 The programme will consist of taught courses, integrated clinical-taught courses, clinical placements and a substantial piece of independent clinical research presented in thesis form amounting to at least 80 credits.
- 3.3 The taught courses will normally be undertaken during the academic session (September - June) and are specified in the relevant Programme Document. Clinical courses run throughout the year. The length, nature and content of the research thesis are specified in the relevant Programme Document.

4. Minimum Requirement for the Award of Credits

Credits for taught courses 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 – §16.43 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

- 5.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 5.2 The assessment of clinical placements is exempt from the provisions of Schedule B of the Code of Assessment and shall be carried out in relation to a two-point scale: Satisfactory and Unsatisfactory.

6. Progress

A candidate must achieve a grade D or better in all taught and integrated clinical-taught course components and Satisfactory in all clinical placements in each year in order to progress to a further year of study or research.

7. Requirements for the Award of Degree of Doctor of Clinical Psychology

A candidate will be eligible for the award of the Degree on obtaining grade D or better in all of the taught and integrated clinical-taught components and Satisfactory on all clinical placements of the programme as specified in §3 and a grade C or better for course 11 (Service-based Evaluation Report). In addition, candidates must complete the independent clinical research thesis, which will be examined by viva voce examination. The possible outcomes from the examination are described at §9.

8. Examiners

The thesis shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. 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 thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate School.

9. Recommendations of the Examiners of the Candidate's Research Thesis

The examiners of the candidate's independent clinical research thesis will recommend to the College Higher Degrees Committee one of the following outcomes:

- 9.1 The thesis is acceptable, with the degree to be awarded unconditionally.
- 9.2 The thesis is acceptable apart from typographical or other minor corrections which are remedial: corrections to be completed within one month to the satisfaction of the Internal Examiner.
- 9.3 The thesis is acceptable subject to certain changes of substance in a specific element or elements as recommended by the Examiners. These shall not involve a revision of the whole thesis or a major proportion of it. The changes should be completed within four months to the satisfaction of both Internal and External Examiners.
- 9.4 The thesis is unacceptable on the grounds of unsatisfactory content but the candidate is permitted to revise it, taking account of criticisms of the Examiners and to resubmit for consideration by both Internal and External Examiners on one occasion only. It will be submitted normally no earlier than four months and no later than 12 months after the viva. A resubmission fee will be charged to cover the examining costs.

9.5 The thesis is not acceptable.

10. Requirements for the Exit awards of Master of Science (Medical Science) Applied Psychology and Postgraduate Diploma in Applied Psychology

10.1 A candidate will be eligible for the award of the Degree of Master of Science (Medical Science) on obtaining a grade point average⁵⁷ of 12 (equivalent to C3) or above in 180 credits referred to at §3.

10.2 A candidate will be eligible for the award of the Postgraduate Diploma on obtaining a grade point average of 9 (equivalent to D3) or above in 180 credits referred to at §3.

DEGREE OF DOCTOR OF DENTAL SURGERY

RESOLUTION

The Degree of Doctor of Dental Surgery is governed by Resolution No. 563 of the University Court which came into effect on 1 September 2006 with provision that:

1. The Degree of Doctor of Dental Surgery (DDS) may be awarded by the University of Glasgow in the College of Medical, Veterinary & Life Sciences.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree, and in particular the presentation of the thesis upon which the award shall be based. These are set out in the section entitled 'Regulations'.

REGULATIONS

1.
 - a) A candidate for the Degree shall be a Bachelor of Dental Surgery of a Scottish University or Institution recognised for this purpose by the University Court, on the recommendation of the Senate, and shall have been engaged for at least four years either in scientific work bearing directly on their profession, or in the practice of dentistry.
 - b) A prospective candidate for the Degree of Doctor of Dental Surgery shall submit a brief account of the work on which the thesis will be based. The work must be carried out in the University of Glasgow or an Institution recognised for this purpose by the University Court, on the recommendation of the Senate. Before a candidate offers themselves for the Degree of Doctor of Dental Surgery, the College shall normally require the prospective candidate to have undertaken a period of full-time registered study of no less than two years, or four years part-time, under the supervision of a member of staff in the College appointed for the purpose. Senate reserves the power, in exceptional cases, to reduce this period by one academic year. A candidate must submit the thesis for examination within four years of registering for full-time study or within six years of registering for part-time study. A candidate holding an appointment as a member of the teaching or research staff of the University of Glasgow, paid through the Finance Office or directly by a grant awarding body approved by the University Court, may register part-time whilst being subject to the same provisions regarding minimum periods of full-time study if they devote the major part of the day, typically 75–80% of their time, to research studies.
 - c) A candidate for the Degree shall submit for the approval of the College a thesis on any branch of knowledge comprised in or related to the curriculum for the Degree of Bachelor of Dental Surgery and shall normally be required to present themselves for oral or other examination in the subject-matter thereof. In undertaking such an examination the candidate must follow any requirement for the assessment as stated by the Graduate School. The thesis must be in English.
2. The thesis shall be presented in accordance with the following regulations:
 - a) Two copies of each thesis are required. These may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990), which is available for consultation in the University Library or from the College Graduate School with whom theses should be lodged.
 - b) A thesis may be a dissertation written for the purpose, but the results of original observations already published in medical or scientific journals or in the transactions of learned societies or otherwise may be submitted in place of such a dissertation. Such published papers submitted in lieu of a dissertation must be related and accompanied by a statement, preferably in the form of an essay, showing the relationship between the various studies and placing the whole work critically into perspective with the general state of knowledge in the field of investigation to which the candidate's researches are related.

⁵⁷ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

- c) A thesis will not be approved unless it gives evidence of original observation and makes a significant new contribution to knowledge. It should include accurate references to the literature of its subject.
 - d) A thesis may be considered unacceptable if it does not conform to accepted national standards of clinical research, ethics or animal welfare. Where original research involves human subjects the candidate will be required to confirm that each study protocol was reviewed in advance and approved by an independent Ethics Review Committee and that appropriate informed consent was obtained. In the case of studies involving laboratory animals, the candidate is required to confirm that the animal care and welfare and the procedures performed are conducted under an appropriate Home Office Licence or other national regulations.
 - e) A declaration signed by the candidate that the work has been done and written up by themselves must be submitted with the thesis. Where material based on work undertaken in collaboration with others is included in the thesis or reprints a separate statement clearly defining the extent of their personal contribution must also be submitted by the candidate. If any of the material contained in the thesis has been completed sometime before the date of submission, the candidate in their own interests should provide evidence of the originality of such work, for example, published papers. If any part of the subject matter of the thesis has been included in a thesis submitted or already approved for a Degree or Diploma in this or another University, the candidate must make a declaration to this effect and must lodge with their thesis a copy of such previously approved thesis and a full statement of the extent of any overlap.
 - f) An adequate and informative summary of not more than 1,000 words should be bound in each copy of the thesis. One further unbound copy of the summary is also required.
 - g) If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
 - h) In the case of a thesis not approved for the Degree of Doctor of Dental Surgery, the Higher Degrees Committee, on the recommendation of the Examiners, may permit a candidate to re-submit the thesis on one occasion only and no later than one year from the date of the original submission.
3. The Examiners for the Degree shall be drawn from the Professors, Readers and Lecturers in the College together with such other internal and additional Examiners as the Court shall appoint.

DEGREE OF DOCTOR OF HEALTH PROFESSIONS EDUCATION

RESOLUTION

The Degree of Doctor of Health Professions Education is governed by Resolution No. 633 of the University Court which came into effect on 1 September 2010 with provision that:

1. The Degree of Doctor of Health Professions Education (DHPE) may be awarded by the Senate of the University of Glasgow in the College of Medical, Veterinary & Life Sciences (the College).
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 stated under 'Regulations'.
3. The early exit awards of Postgraduate Certificate, Postgraduate Diploma and Master of Science (MSc (Med Sci) Health Professions Education) are also included in the Regulations.

REGULATIONS

A candidate admitted to the Programme leading to the award of the Degree of Health Professions Education must follow the instructions issued by the relevant School and be aware of the content of the Programme Specification and the Programme Document which will contain further details on the Programme including further requirements associated with the award.

1. Admission

Before being considered for admission to study for the Degree of Doctor of Health Professions Education, a candidate must normally have obtained a First Class or Upper Second Class Honours MBChB, BVS, BDS, Bachelor of Nursing, BSc Degree or other equivalent qualification.

2. Duration of Study

- 2.1 The minimum period of study for the award of the Degree is one year of full-time study followed by two years of part-time study, or five years of part-time study.
- 2.2 The maximum period within which the Programme must normally be completed is six years from the date of initial registration.

2.3 A candidate who has not completed the Programme, and the duration of whose period of study has reached the limit prescribed in §2.2, may apply to the College Higher Degrees Committee (or equivalent) for permission to extend their period of study by a maximum of one year. Such application must be accompanied by evidence of the candidate's progress and an explanation for the delay in completion, and must be supported by the candidate's supervisor and the Programme Director. Where the candidate has fulfilled the minimum period of part-time study or full-time study required by the regulations, and has not submitted the thesis for examination, the candidate shall register as a writing-up student for the final session. If further supervision is required, the College may require the candidate to register as a full-time or part-time student.

3. Recognition of Prior Learning

Credit may be awarded towards the completion of the Programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution. Such award will be made in accordance with procedures approved by the College Higher Degrees Committee and set out in the Programme Handbook, up to a maximum of 60 credits.

4. Structure of Programme

The programme will consist of two taught courses, each carrying a value of 60 credits, a dissertation carrying 60 credits, and a research project leading to the submission of a thesis or equivalent research portfolio. In other respects the taught courses, dissertation and research project will conform to the descriptions set out in the Programme Handbook.

5. Minimum Requirement for the Award of Credits

Credits for taught courses 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

6. Progress

6.1 A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average⁵⁸ of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or above.

6.2 A candidate will be permitted to progress to commencement of the research project leading to submission of a thesis or equivalent research portfolio only if they have obtained a grade point average of 15 (equivalent to B3) or above in the taught courses and dissertation described in §4.

7. Thesis or Research Portfolio

The thesis or research portfolio must be written in English and must consist normally of approximately 50,000 words. It must be the candidate's own account of their research and must be accompanied by a declaration to this effect signed by the candidate.

A candidate must submit two copies of the thesis which must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed, nor does it indicate that the thesis has achieved the required standard for the award of the degree. A candidate may submit a thesis against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

8. Assessment

8.1 Each candidate will be assessed on all taught components of the Programme, on the dissertation, and on the thesis or research portfolio.

⁵⁸ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

- 8.2 For each academic session, assessment and reassessment of the taught components is governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 8.3 An oral examination of the candidate must be held in the presence of all of the examiners of the thesis or research portfolio.

9. Examiners

The thesis shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener and shall act as an examiner in the normal way. 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 thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate School.

10. Recommendation of the Examiners of the Candidate's Thesis or Research Portfolio

The examiners of the candidate's thesis or research portfolio will recommend to the Higher Degrees Committee one of the following outcomes:

- 10.1 the Degree be awarded unconditionally.
- 10.2 the Degree be awarded subject to certain minor corrections of detail or of presentation specified by the examiners. These shall not involve changes of substance to the thesis or research portfolio. The corrections shall normally be carried out within one month of receipt of the specifications to the satisfaction of the internal examiner.
- 10.3 the Degree be awarded subject to certain changes of substance in a specific element or elements of the thesis or research portfolio specified by the examiners. These shall not involve a revision of the whole thesis or research portfolio or of a major proportion of it. They may, however, include a requirement to carry out a further period of research in order to strengthen the thesis or research portfolio. The revisions shall be carried out within a timescale determined by the examiners and shall be confirmed by all of the examiners.
- 10.4 the thesis or research portfolio as a whole is unacceptable. The candidate is invited to resubmit the thesis or research portfolio taking account of the comments of the examiners. The resubmitted thesis or research portfolio will be examined on one occasion only. It will be resubmitted within a timescale to be determined by the examiners but normally no later than 12 months after the date of the joint report notifying the candidate of the requirements for revision. A resubmission fee will be charged to cover the examining costs.

11. Requirements for the Exit Awards of Master of Science (Medical Science), Postgraduate Diploma and Postgraduate Certificate and Rules for Award of Distinction and Merit

- 11.1 A candidate will be eligible for the award of the Degree of Master of Science (Medical Science) Health Professions Education on obtaining a grade point average⁵⁸ of 12 (equivalent to C3) or above in the 120 credits of taught courses described in §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.
- 11.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 180 credits completed on the programme comprising 120 credits of taught courses and the dissertation, and
 - b) a grade point average of at least 14 (equivalent to C1) in the 120 credits of taught courses, and
 - c) a grade of at least C1 in the dissertation.
- 11.3 Where a candidate has satisfied the requirements set out at §11.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 11.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 180 credits completed on the programme comprising 120 credits of taught courses and the dissertation, and
 - b) a grade point average of at least 17 (equivalent to B1) in the 120 credits of taught courses, and
 - c) a grade of at least B1 in the dissertation.
- 11.5 Where a candidate has satisfied the requirements set out at §11.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 11.6 The requirement for the award of a Postgraduate Diploma is a grade point average of 9 (equivalent to D3) in 120 taught credits, with not less than 80 of these credits at grade D or above.

11.7 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to D3) in 60 taught credits, with not less than 40 of these credits at grade D or above.

11.8 The Postgraduate Diploma and Postgraduate Certificate may be awarded with Merit or Distinction where a candidate has achieved at the first attempt a grade point average of 15 (equivalent to B3) or above, or a grade point average of 18 (equivalent to A5) or above, respectively. The Board of Examiners shall have the discretion to make the award with Merit or Distinction where the grade point average falls within the range 14.1 to 14.9, or 17.1 to 17.9, respectively.

DEGREE OF DOCTOR OF MEDICINE

RESOLUTION

The Degree of Doctor of Medicine is governed by Resolution No. 562 of the University Court which came into effect on 1 September 2006 with provision that:

1. The Degree of Doctor of Medicine (MD) may be awarded by the University of Glasgow in the College of Medical, Veterinary & Life Sciences.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree, and in particular the presentation of the thesis upon which the award shall be based. These are set out in the section entitled 'Regulations'.

REGULATIONS

1. To be admitted as a candidate for the Degree of Doctor of Medicine a person must normally be a graduate in Medicine and Surgery of at least four years' standing. In addition, the person must have been engaged since graduation for at least three years in either scientific work bearing directly on their profession, or in the practice of Medicine or Surgery.
2. A prospective candidate for the Degree of Doctor of Medicine shall submit in advance a brief account of the work on which the thesis will be based. The work must be carried out in the University of Glasgow or an Institution recognised for this purpose by the University Court, on the recommendation of the Senate. Before a candidate offers themselves for the Degree of Doctor of Medicine, the College shall normally require the prospective candidate to have undertaken a period of full-time registered study of no less than two years, or four years part-time, under the supervision of a member of staff in the College or in the recognised Institution appointed for the purpose. Senate reserves the power, in exceptional cases, to reduce this period by one academic year.

A candidate must submit the thesis for examination within four years of registering for full-time study or within six years of registering for part-time study.

A candidate holding an appointment as a member of the teaching or research staff of the University of Glasgow, paid through the Finance Office or directly by a grant awarding body approved by the University Court, may register part-time whilst being subject to the same provisions regarding minimum periods of full-time study if they devote the major part of the day, typically 75–80% of their time, to research studies.

3. A candidate for the Degree of Doctor of Medicine shall submit for the approval of the College a thesis on any branch of knowledge comprised in or related to the curriculum for the Degrees of Bachelor of Medicine and Bachelor of Surgery, and shall normally be required to present themselves for oral or other examination in the subject matter thereof. In undertaking such an examination the candidate must follow any requirements for the assessment as stated by the Graduate School. The thesis must be in English.
4. The Examiners for the Degree shall be drawn from the Professors, Readers and Lecturers in the College together with such other internal and additional Examiners as the Court shall appoint.
5. A thesis may be considered unacceptable if it does not conform to accepted national standards of clinical research, ethics or animal welfare. Where original research involves human subjects the candidate will be required to confirm that each study protocol was reviewed in advance and approved by an independent Ethics Review Committee and that appropriate informed consent was obtained. In the case of studies involving laboratory animals, the candidate is required to confirm that the animal care and welfare and the procedures performed are conducted under an appropriate Home Office Licence or other national regulations.
6. Two copies of each thesis are required. These may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School, with whom theses should be lodged.
7. A person satisfying the requirements stated at §1 may be accepted as a candidate for the degree by published work if they are:
 - a) (i) a graduate of the University of Glasgow, or
 - (ii) a member of staff of the University of Glasgow who has been employed for the full-time equivalent of at least two years, or

(iii) a former member of staff of the University of Glasgow who was employed for the full-time equivalent of at least two years and presents as a candidate for the degree within one year of leaving the University's employment, and

b) is not already in possession of any Doctoral Degree in the same subject area.

Such a candidate may submit the results of original observations already published in medical or scientific journals or in the transactions of learned societies or otherwise in place of a thesis. Such published papers submitted in lieu of a thesis must be related and accompanied by a statement, preferably in the form of an essay, showing the relationship between the various studies and placing the whole work critically into perspective with the general state of knowledge in the field of investigation to which the candidate's researches are related.

8. A thesis will not be approved unless it gives evidence of original observation and makes a significant new contribution to knowledge. It should include accurate references to the literature of its subject.
9. A declaration signed by the candidate that the work has been done and written up by themselves must be submitted with the thesis. Where material based on work undertaken in collaboration with others is included in the thesis or reprints, a separate statement clearly defining the extent of their personal contribution must also be submitted by the candidate. If any of the material contained in the thesis has been completed sometime before the date of submission, the candidate in their own interests should provide evidence of the originality of such work, for example, published papers. If any part of the subject matter of the thesis has been included in a thesis submitted or already approved for a Degree or Diploma in this or another University, the candidate must make a declaration to this effect and must lodge with their thesis a copy of such previously approved thesis and a full statement of the extent of any overlap.
10. An adequate and informative summary of not more than 1,000 words should be bound in each copy of the thesis. One further unbound copy of the summary is also required.
11. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
12. In the case of a thesis not approved for the Degree of Doctor of Medicine, the Higher Degrees Committee, on the recommendation of the Examiners, may permit a candidate to re-submit the thesis on one occasion only and no later than one year from the date of the original submission. In the case of published papers submitted in lieu of a thesis in accordance with §7, a candidate may not apply for re-examination for the degree of MD by published work until the lapse of at least three years from the date of the original submission.

DEGREE OF DOCTOR OF SCIENCE IN MEDICINE

RESOLUTION

The Degree of Doctor of Science in Medicine is governed by Resolution of the University Court with provision that:

1. The Degree of Doctor of Science in Medicine (DSc (Med)) may be awarded by the University of Glasgow.
2. The following categories of persons may, after being found by the College of Medical, Veterinary & Life Sciences to possess prima facie a qualification for the degree, be admitted as candidates for the Degree of Doctor of Science in Medicine:
 - a) A graduate of the University of Glasgow after the expiry of seven years from the date of their first graduation in the University of Glasgow.
 - b) Any person who has held for a period or periods totalling at least four years such office or offices in the University of Glasgow as the University Court, on the recommendation of the Senate, may approve; provided either that they are a graduate of not less than seven years' standing of a University likewise approved or that they have held for not less than seven years some other qualification specially recognised by the University Court, on the recommendation of the Senate, as equivalent for this purpose.
 - c) Any person who has carried out research work, in terms of the Ordinance or Resolution for the time being in force for the regulation of research, for at least five years in the University of Glasgow (or in a College affiliated thereto); provided always that they are a graduate of not less than seven years' standing of a University approved by the University Court, on the recommendation of the Senate.
3. All candidates for the Degree of Doctor of Science in Medicine shall present a thesis or a published memoir or work, which shall be a record of original research in relation to science undertaken by the candidate, and shall be accompanied by a declaration signed by them that the work has been done and the thesis composed by themselves. In the case of collaboration the candidate's individual contribution must be clearly defined. The thesis, or a major

part of it, shall have been published either as a book or in periodicals of recognised standing, and shall be presented in such manner as the Senate may by regulation prescribe.

4. The thesis shall be examined by one or more examiners appointed by the Senate from among the Professors, Readers and Lecturers in the University, and by one or more additional examiners appointed by the University Court on the recommendation of the Senate. The reports of the examiners shall be submitted independently to the College, who shall if they think fit make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of the College and of the examiners, the thesis constitutes an original, substantial and authoritative contribution to scientific knowledge.
5. The Senate shall have power to make such regulations governing the award of the Degree as may be approved by the University Court.
6. The Degree of Doctor of Science in Medicine shall not be conferred upon a person who has not satisfied the conditions hereinbefore set forth; provided always that it shall be in the power of the Senate to confer the Degree *honoris causa* under such regulations as may be made by the Senate with the approval of the University Court.

REGULATIONS

1. For the purpose of Section 2 of the Resolution, every prospective candidate for the Degree shall submit to the College a summary of their proposed thesis, together with a list of the publications that are to be included in the thesis. The summary should be no longer than one thousand words. Only if it is the opinion of the College and of any adviser whom it may consult that:
 - a) the work described properly falls into the area of medical science; and
 - b) it is likely to be of the required standard will the candidate be considered to possess *prima facie* the necessary qualification.
2. Each qualified candidate must submit two copies of their thesis: both copies, if approved for the Degree, shall become the property of the University.
3. In addition to making the declaration required under Section 3 of the Resolution, the candidate must identify any material in the DSc submission which has been, or is about to be, included in a submission by the candidate for any other Higher Degree or Diploma in the University of Glasgow or for a Higher Degree or Diploma in another Institution; and they must lodge, together with their DSc submission, either a copy of such other submission (if available) or a precise statement of its scope. Material which has been included in a successful submission for another Higher Degree or Diploma will not be taken into account in assessing a submission for the Degree of DSc in Medicine of the University of Glasgow.
4. Before acceptance for adjudication, a thesis, or an important part of it, shall have been published either as a book or in periodicals of recognised standing. The thesis may be presented in the form of a single memoir or writing containing a connected account of the candidate's research or work. Published papers under various headings may be submitted in lieu of a single thesis provided that they are accompanied by a statement showing the relationship between the various studies and placing the whole work critically into perspective with the general state of knowledge in the field of investigation to which the candidate's researches are related.
5. Material other than books must be bound in a volume in cloth with stiff boards. The layout and binding of the thesis should generally conform to the *Recommendations for the presentation of theses and dissertations* published by the British Standards Institution (BS4821:1990) which is available for consultation in the University Library or may be obtained from the College Graduate School. The thesis must include a summary (500–1,000 words), which must be an adequate and informative abstract of the work. The summary should be bound with the thesis where possible; and three separate copies of the summary should also be provided.
6. If approved for the degree, an electronic copy of the thesis, this conforming to specifications published at <http://theses.gla.ac.uk/format.html>, shall also be deposited with the University Library. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
7. No candidate may apply for re-examination for the Degree of DSc in Medicine until the elapse of at least three years from the date of the previous submission.

DEGREES OF DOCTOR OF VETERINARY MEDICINE AND DOCTOR OF VETERINARY SURGERY

RESOLUTION

The Degrees of Doctor of Veterinary Medicine and Doctor of Veterinary Surgery will be governed by Resolutions of the University Court with provision that:

1. The Degrees of Doctor of Veterinary Medicine (DVM) and Doctor of Veterinary Surgery (DVS) may be awarded by the University of Glasgow.

2. a) A candidate for the Degree of Doctor of Veterinary Medicine, or for the Degree of Doctor of Veterinary Surgery, shall be a Bachelor of Veterinary Medicine and Surgery of the University, or a member of the staff of the Veterinary School and Hospital being a registered veterinary surgeon and holding such qualification as the University Court, on the recommendation of the Senate, may recognise for the purpose, and shall have been engaged for at least four years either in scientific work bearing directly on their profession or in the practice of veterinary medicine or veterinary surgery respectively.
- b) A candidate for the Degree of Doctor of Veterinary Medicine, or for the Degree of Doctor of Veterinary Surgery, may be required to pass an examination in such subjects of veterinary science or practice as the Senate may prescribe.
- c) A candidate for the Degree of Doctor of Veterinary Medicine, or for the Degree of Doctor of Veterinary Surgery, shall submit for the approval of the College a thesis on any branch of knowledge comprised in or related to the curriculum for the Degree of Bachelor of Veterinary Medicine and Surgery, and may be required to present themselves for oral or other examination in the subject-matter thereof; provided that a candidate for the Degree of Doctor of Veterinary Medicine shall not submit a thesis on a subject which is exclusively surgical and that a candidate for the Degree of Doctor of Veterinary Surgery shall not submit a thesis on a subject which is exclusively medical.
- d) The thesis shall be presented in accordance with the following regulations.

REGULATIONS

The following extracts from the University regulations cover the principal points affecting the award of the degree:

1. Two copies of each thesis are required. Theses must be typewritten and may be soft-bound but otherwise conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990). The title of the thesis and the name of the author must be printed in block letters on the outside binding. Theses should be lodged with the College Graduate School.

Two copies of a separate summary (500–1,000 words) giving a reasoned and informative abstract of the work must be submitted with the thesis.
2. A thesis will not be approved unless it gives evidence of original observation and makes a significant new contribution to knowledge. If the thesis deals with the researches of others, it must give a full statement of the literature of its subject with accurate references and critical investigation and an assessment of the views or facts cited; mere compilations will in no case be accepted. The thesis will not normally be acceptable if it contains material from or is merely a continuation of subject matter of a thesis already approved for another degree.
3. A thesis must be a dissertation written for the purpose. The results of original observation already published in veterinary or scientific journals or in the transactions of learned societies or otherwise may be accepted in place of such a dissertation. Published papers submitted in lieu of a dissertation must be related and accompanied by a statement, preferably in the form of an introductory paper, showing the relationship between the various studies and placing the whole work critically into perspective with the general state of knowledge in the field of investigation to which the candidate's researches are related.
4. A declaration signed by the candidate that the work has been done and the thesis composed by themselves must be submitted with the thesis. Where material based on work undertaken in collaboration with others is included in the thesis a separate statement clearly defining the extent of their personal contribution must also be submitted by the candidate. If the whole or any part of the subject matter of the thesis has been included in a thesis already approved for a degree in this or another University, the candidate must make a declaration to this effect and must lodge with their thesis a copy of such previously approved thesis or a precise statement of its scope.
5. a) The examiners for the Degree shall be drawn from the Professors, Readers and Lecturers in the University, together with such additional Examiners as the Court shall appoint, on the recommendation of the Senate.
b) A thesis of exceptional merit approved for the Degree may be deemed worthy of 'Honours'.
6. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
7. In the case of a thesis not approved for the Degree, the Higher Degrees Committee, on the recommendation of the Examiner, may permit a candidate to resubmit the thesis on one occasion only, and no later than one year from the date of the original submission.



University
of Glasgow

Calendar 2018-19

COLLEGE OF SCIENCE & ENGINEERING

VICE-PRINCIPAL AND HEAD OF COLLEGE: Professor Muffy Calder

Dean of Graduate Studies: Professor Stefan Hild

Dean of Internationalisation: Dr Ian Watson

Dean of Learning & Teaching: Professor John Davies

Dean of Research: Professor Chris Pearce

DATES OF SEMESTERS

Semester 1: 17th September 2018 - 14th December 2018

Christmas Vacation: 17th December 2018 - 4th January 2019

Semester 2: 7th January 2019 - 24th May 2019

Spring Vacation: 25th March 2019 - 12th April 2019

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GENERIC UNDERGRADUATE REGULATIONS

The Generic Undergraduate Regulations are governed by Resolution No. 582 of the University Court which came into effect on 1 September 2008, as subsequently amended, with the following provisions:

1. All undergraduate degrees of the University of Glasgow except those listed in §20 of the section entitled 'Regulations' may be governed by common regulations (the Generic Undergraduate Regulations) and by supplementary regulations specific to each degree.
2. The Senate may make such Generic Undergraduate Regulations, which are subject to the approval of the University Court - these are stated in §1 – §19 of the section entitled 'Regulations'.

REGULATIONS

1. Introductory and Definitions

These regulations must be read together with each degree's supplementary regulations, programme specification, and associated programme and course documentation (handbooks) which, in some cases, will contain further requirements associated with the award. The definitions set out in the [Glossary of Terms](#) apply to these regulations.

2. Scope of Regulations

These regulations apply to all undergraduate degrees offered by the University of Glasgow other than those listed in §20.

3. Duration of Study

A candidate for a degree shall, subject to §4, normally attend the University of Glasgow either full-time or part-time for at least the number of academic sessions indicated as a minimum in the table below. The candidate must normally complete their studies for the award of a degree within the number of sessions indicated as a maximum in the degree's supplementary regulations.

Type of degree	Minimum duration of study (academic sessions)	
	Full-time	Part-time
Ordinary/designated degree ¹	3	4
Honours degree	4	5
MA Honours language degree ²	5	7
Integrated Masters degree	5	6
BVMS, MBChB, BDS	5	N/A

4. Recognition of Prior Learning

- 4.1 Credit may be awarded towards the completion of a degree programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution or, where indicated in the degree's supplementary regulations, for other examinations satisfactorily completed. Such credit may permit a candidate entry to the second or subsequent year of the degree programme. The maximum limit for the award of such credit is, other than in exceptional circumstances and with the approval of the Clerk of Senate, 50% of the credits associated with the degree programme. Candidates must normally attend courses offered by the University of Glasgow during their final year of study.
- 4.2 Although appropriate prior learning may be recognised for the award of credit, all such credit is ungraded for the purposes of the University except that credit obtained in earlier study at the University of Glasgow may be graded. Guidance on the inclusion of ungraded APL credit in the application of degree regulations is set out in the University's [APL policy](#).
- 4.3 Graded credit may be awarded for study undertaken at an institution other than the University of Glasgow where this is done while registered for a degree programme at the University of Glasgow.

5. Recognition of Prior Experiential Learning

Where indicated in the degree's supplementary regulations, a candidate may be awarded credit for prior experiential learning. The procedure for approval of such credit is set out in the University's [APL policy](#).

¹ The minimum duration of study for the ordinary degrees of Bachelor of Technical Education and MA Religious & Philosophical Education with Secondary Teaching Qualification is four academic sessions.

² Exceptionally, where exemption is granted from the requirement to complete a Language Year Abroad, the minimum durations for the Honours degree may be applied.

6. Composition of Degree Programmes

- 6.1 Each 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. Each course shall convey either 10, 15, 20, 30, 40, or 60 credits, or exceptionally a different number of credits where approved by the College.
- 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.
- 6.3 The structure of a degree programme, including the compulsory and optional courses of which it is composed, is shown in the degree's supplementary regulations and the programme specification.

7. Pre-requisites, Co-requisites and Excluded Combinations

- 7.1 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.
- 7.2 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.

8. Approval of Curriculum

The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of each session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies or the Advising Team.

9. Assessment

For each academic session, assessment and re-assessment are governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.

10. Progress

- 10.1 The progress of candidates shall be reviewed annually.
- 10.2 In the case of an Honours programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average³ of at least 9 (equivalent to grade D3) across all third year courses contributing to the programme will be permitted to progress from Junior Honours to Senior Honours.⁴
- 10.3 In the case of an Integrated Masters programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all third year courses contributing to the programme will be permitted to progress to year 4; and a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all fourth year courses contributing to the programme will be permitted to progress to year 5.
- 10.4 The requirements for a full-time candidate to progress, other than those covered in §10.2 and §10.3, are set out in the degree's supplementary regulations.
- 10.5 For a part-time candidate, the minimum achievement required to progress will be determined for and communicated to the candidate at the start of each session by the Chief Adviser for the degree on which the candidate is enrolled. A candidate who fails to meet this progress requirement must apply for re-admission to the Chief Adviser.

11. Administration of Progress

- 11.1 Decisions on progress shall be taken by the College Progress Committee or a sub-committee thereof. The committee shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress.

³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

⁴ Alternative requirements may be set for candidates undertaking their third year of study in another Higher Education Institution as part of a Study Abroad programme. Such requirements will be set by the Chief Adviser of Studies.

11.2 The College shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements. The College shall notify such candidates of the date of the meeting of the committee and the procedures to permit a candidate to make representations at or prior to the committee meeting.

11.3 Appeal against decisions of the College Progress Committee may be made following the Codes of Procedure set out in the 'University Fees and General Information for Students' section of the *University Calendar*.

12. Award of a Certificate of Higher Education

12.1 A candidate who has completed courses totalling at least 120 credits with a grade point average³ of at least 7 shall be eligible to receive a Certificate of Higher Education, unless the candidate proceeds immediately to a diploma or 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.

12.2 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.

12.3 Where the candidate has accumulated more than 120 credits, the credit counted in the calculation of the grade point average shall be reduced to 120 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

13. Award of a Diploma of Higher Education

13.1 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 average³ 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 in subsequent completion of a degree programme of credit counted towards the award of a Diploma of Higher Education.

13.2 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.

13.3 Where the candidate has accumulated more than 240 credits, the credit counted in the calculation of the grade point average shall be reduced to 240 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14. Award of an Ordinary/Designated Degree

14.1 Subject to further requirements contained in the degree's supplementary regulations, the candidate, to be eligible for the award of an ordinary/designated degree, must have obtained at least 360 credits and achieved an overall grade point average³ of 9. Within these 360 credits:

- a) at least 120 must be at level 2 or higher, **and**
- b) at least 280 must be at grade D or better including at least 60 at level 3 or higher.

14.2 Subject to further requirements contained in the degree's supplementary regulations, the ordinary/designated degree 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.

14.3 Where the candidate has accumulated more than 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14.4 The ordinary/designated degree may be awarded to candidates on Honours programmes who fail to meet the requirements of the Honours degree, including any progress requirements, provided that the requirements of §14.1 are met. The supplementary regulations for a degree programme shall specify any provision for candidates who have been assessed at level H to be reassessed at level 3.

15. Entry to an Honours or Integrated Masters Degree Programme

15.1 In order to obtain entry to an Honours or Integrated Masters degree programme at the end of the second year of full-time study,⁵ a candidate must:

- a) achieve 240 credits at levels 1 and 2 with a grade point average³ of at least 9; at least 140 of these credits must be derived from the list of recognised courses for the degree; and
- b) achieve a grade D or better in 200 credits; and
- c) achieve a minimum of 40 credits at level 2 at a grade point average of 12 in the subject of the Honours programme⁶ at the first attempt; and
- d) meet any further requirements set out in the degree's supplementary regulations; and

⁵ This regulation only applies to degree programmes which select for entry to Honours at the end of second year.

⁶ For entry to a Joint Honours degree, this requirement applies to each Joint Honours Subject.

- e) meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.
- 15.2 In order to obtain entry to an Integrated Masters degree programme, a candidate must normally, in addition to meeting the requirements in §15.1:
- meet the requirements set out in the degree's supplementary regulations; and
 - meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.
- 15.3 Exceptionally, a candidate who does not meet all of the requirements in either §15.1 or §15.2 may be offered admission to Honours, or an Integrated Masters programme, if the Head of School (or their nominee) judges that in other respects the candidate's previous performance offers a reasonable prospect of the candidate reaching the minimum standard required for the award to which admission is granted.
- 15.4 The College and School will provide all candidates with written information on the specific level of performance required to obtain entry to each Honours and Integrated Masters degree programme in the School. This information will be made available to candidates at the start of the session preceding that in which Honours study normally commences.
- 15.5 Admission to an Honours or Integrated Masters degree programme does not guarantee admission to a particular course. A candidate must apply for admission to a particular course in accordance with the instructions issued by the School. Admission to a particular course cannot be guaranteed even for a candidate who satisfies the minimum admission requirements. Where there are more applicants for a particular course than there are places available, selection of candidates will be based on criteria published in course documentation and/or School web pages.

16. Award of an Honours Degree

- 16.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480⁷ credits, including at least 120 at level H, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.
- 16.2 A Joint Honours degree is awarded following successful completion of an Honours programme in years three and four in which two subjects are studied in depth. At least 120 credits but no more than 140 credits are studied in each subject, and the subjects are normally equally weighted in the calculation of the final classification.¹⁰
- 16.3 A Principal with Subsidiary Honours degree is awarded following successful completion of an Honours programme in years three and four where 180 credits will normally be in one subject with 60 in another, the weighting of the programme's scheme of assessment reflecting the respective credit values of the two subjects.¹⁰
- 16.4 A scheme of assessment may permit a candidate for Honours in a single subject to be assessed in not more than 25% of the total assessment for Honours from the scheme of assessment in one other subject.
- 16.5 Courses at level 3 or above which form a candidate's Honours programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 course registration continues:

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

17. Award of an Integrated Masters Degree

- 17.1 To be eligible for the award of an Integrated Masters degree, the candidate must have obtained at least 600 credits, including at least 120 credits at level M, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.
- 17.2 Courses at level 3 or above which form a candidate's Integrated Masters programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 course registration continues:

- on the date on which the first summative assessment for that course is to be submitted; or

⁷ For the award of the MA Honours degree in modern language subjects, the candidate must normally have obtained at least 600 credits.

⁸ Any penalty imposed for the late submission of the piece of independent work will be ignored when determining whether this requirement has been met.

⁹ The credits for the piece of independent work must contribute to the candidate's Honours classification.

¹⁰ The overall total number of credits undertaken in the Honours programme for programmes involving Law will be less than 240, as further described in programme documentation.

b) on such other date as may be specified in the course document for that course.

18. Award of an MBChB, BVMS or BDS Degree

Eligibility for the award of an MBChB, BVMS or BDS degree is defined in the degree's supplementary regulations.

19. Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of the University of Glasgow, or of another institution of tertiary education recognised for this purpose by the Senate, may be permitted by a School in consultation with the College Head of Academic & Student Administration (or equivalent) to enrol in a course, complete the assessment elements of the course, and receive certification of the outcome of the assessment.

20. Degree Programmes not Subject to these Regulations

College of Arts

Degree of Bachelor of Science in Medical Science (Medical Humanities)

College of Medical, Veterinary & Life Sciences

Degree of Bachelor of Science in Dental Science

Degree of Bachelor of Science in Medical Science

Degree of Bachelor of Science in Veterinary Science

All University of Glasgow degrees offered at the following institutions:

Edinburgh Theological Seminary

The Glasgow School of Art

SRUC (Scotland's Rural College)

SUPPLEMENTARY UNDERGRADUATE REGULATIONS

DEGREES OF MASTER OF ENGINEERING,¹¹ BACHELOR OF ENGINEERING AND BACHELOR OF SCIENCE IN ENGINEERING

RESOLUTION

The Degrees of Master of Engineering, Bachelor of Engineering, and Bachelor of Science in Engineering are governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 596, as subsequently amended, are as follows:

1. The Degrees of Master of Engineering (MEng) and Bachelor of Engineering (BEng) may be awarded by the Senate of the University of Glasgow in the College of Science & Engineering (the College) as Degrees with Honours in such designations as may be prescribed by Regulations. The Degree of Bachelor of Science in Engineering (BSc (Eng)) may be awarded by the Senate of the University in the College as a Degree with Honours in such designations as may be prescribed by Regulation, and as an Ordinary Degree.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 596 - "Degrees of Bachelor of Engineering, Bachelor of Science in Engineering, and Master of Engineering". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. 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.

REGULATIONS

1. Recognition of Prior Learning

1.1 Assessed prior experiential learning cannot be counted on these degrees.

1.2 Non-university examinations can permit entry with advanced standing. Such examinations give entry with advanced standing as follows: GCE Advanced level or SQA Advanced Higher in subjects and with grades as detailed in the University of Glasgow prospectus;

1.3 a) A candidate already registered on a programme at the University may not be admitted to the MEng programme later than the start of year 4.

¹¹ For the purposes of these regulations, a candidate admitted to a 4 year accelerated MEng programme will be considered as a direct entrant to year 2.

- b) A candidate from an institution other than the University of Glasgow may not be admitted to the BEng or MEng programmes later than the start of year 3 except in accordance with the terms of an articulation agreement.
- c) A candidate who enters with advanced standing may be required to attend and perform satisfactorily in special courses held prior to the commencement of the academic year.

2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies provided that they comply with the progress regulations set out at §3.

3. Progress

- 3.1 a) A candidate who fails to satisfy the requirements for progress on the degree for which they are registered as detailed in §3.2 – §3.4 will have their performance reviewed in terms of the progress regulations for other degrees; and may, in the light of this review, be transferred from one programme to another (e.g. from MEng to BEng).
- b) At any stage, a candidate who fails to meet the progress regulations will be considered for the early exit awards of Diploma of Higher Education and Certificate of Higher Education.

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements.

3.2 BSc Ordinary

The minimum requirements for progress to a succeeding year of study are as follows.

- After one session: the candidate must have obtained at least 80 credits, of which at least 60 must be at grade D3 or better and achieved a grade point average¹² of at least 8.
- After two sessions: the candidate must have obtained at least 160 credits, of which at least 120 must be at grade D3 or better, and achieved a grade point average of at least 8.
- After three sessions: the candidate must have obtained:
- 240 credits with a minimum grade point average of 9;
 - 160 credits at grade D3 or better;
 - 60 credits at level 2 or above.

3.3 BEng or BSc Honours

Every candidate must satisfy the requirements set out in §3.2 to progress to a succeeding year of the curriculum. In addition, a candidate must achieve:

- a) a grade point average of at least 9 across all courses;
- b) grade E3 or better in all courses;
- c) grade D3 or better in 100 credits.

3.4 MEng

In addition to meeting the requirements set out in §3.2 and §3.3, a candidate must achieve a grade point average of at least 14 across all courses in order to progress to year 4 or year 5 of the curriculum.

A candidate who fails to meet the progress requirement at the end of year 4 will be required to complete any missing components of the corresponding BEng or BSc Honours programme and will then be considered for the degree of BEng or BSc Honours in the normal way.

Any candidate who is transferred to a BEng or BSc Honours programme must complete any missing components within one further academic year of study.

4. Courses Available to Candidates

The available courses are detailed in the appropriate Programme Specification.

5. Programme Requirements for the Award of the Degrees

5.1 MEng

Generic Undergraduate Regulation §17 applies with the following additional requirements.

In order to graduate, a candidate must:

¹² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

- a) obtain a grade D3 or better in the major individual project at the first attempt;
- b) achieve grade E3 or better in all courses in the final year;
- c) achieve grade D3 or better in 100 credits in the final year.

The calculation of the final classification is based on weightings from years 3, 4, and 5 of 20:40:40.

A candidate who fails to complete the curriculum of year 5, or whose overall performance falls below the standard required, will be required to complete any missing components of the corresponding BEng or BSc Honours programme and will then be considered for the degree of BEng or BSc Honours in the normal way.

5.2 **BEng**

Generic Undergraduate Regulation §16 applies with the following additional requirements:

In order to graduate, a candidate must:

- a) obtain a grade D3 or better in the major individual project at the first attempt;
- b) achieve grade E3 or better in all courses in the final year;
- c) achieve grade D3 or better in 100 credits in the final year.

The calculation of the final classification is based on weightings from years 3 and 4 of 30:70, except for Electronic and Software Engineering, for which the weighting is 35:65.

A candidate who does not meet these conditions will be considered for the corresponding award of BSc Honours.

5.3 **BSc Honours**

Generic Undergraduate Regulation §16 applies with no additional requirements. The calculation of the final classification is the same as for BEng.

5.4 **BSc Ordinary (Engineering Studies)**

Generic Undergraduate Regulation §14 applies with the following additional requirement:

At least 200 of the credits contributing to the award must correspond to courses in Engineering subjects.

5.5 **Diploma of Higher Education (Engineering Studies)**

Generic Undergraduate Regulation §13 applies with the following additional requirement:

At least 140 of the credits contributing to the award must correspond to courses in Engineering subjects.

5.6 **Certificate of Higher Education (Engineering Studies)**

Generic Undergraduate Regulation §12 applies with the following additional requirement:

At least 80 of the credits contributing to the award must correspond to courses in Engineering subjects.

6. **List of Degree Programmes**

Full details of the curriculum for each Degree Programme are provided in the corresponding Programme Specification. All programmes are offered as MEng, BEng and BSc Honours degrees. The curriculum for BSc Honours is identical to that for the corresponding BEng programme but the requirements for graduation are different (see §5.3).

Aeronautical Engineering¹³
Aerospace Systems¹³
Biomedical Engineering
Civil Engineering
Civil Engineering with Architecture¹⁴
Electronics & Electrical Engineering
Electronics & Electrical Engineering (UESTC & Glasgow)
Electronics & Electrical Engineering with Communications (UESTC & Glasgow)
Electronic & Software Engineering
Electronics with Music
Mechanical Design Engineering¹³
Mechanical Engineering
Mechanical Engineering with Aeronautics
Mechatronics¹³
Product Design Engineering¹⁴

¹³ Also available as a BEng programme delivered jointly by University of Glasgow and Singapore Institute of Technology.

¹⁴ Delivered in conjunction with The Glasgow School of Art.

DEGREES OF BACHELOR OF SCIENCE AND MASTER IN SCIENCE

RESOLUTION

The Degrees of Bachelor of Science and Master in Science are governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 605 are as follows:

1. The Degrees of Bachelor of Science (BSc) and Master in Science (MSci) may be awarded by the Senate of the University of Glasgow in the Colleges of Medical, Veterinary & Life Sciences, and Science & Engineering, as Degrees in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 605 - "Degree of Bachelor of Science and Master in Science". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The Degree of Bachelor of Science may be offered as a Degree in a Designated Subject, or as a Degree in a Designated Subject with Work Placement, or as a Degree with Honours in a Principal Subject, or as a Degree with Honours in a Principal Subject with Work Placement; the Degree of Master in Science may be offered as a Degree in a Principal Subject or as a Degree in a Principal Subject with Work Placement. The early exit awards of Diploma of Higher Education (General Science) and Certificate of Higher Education (General Science) shall be governed by the Generic Undergraduate Regulations.

REGULATIONS

1. Recognition of Prior Learning

A candidate may qualify for exemption from level 1 courses up to a maximum of 120 credits by obtaining passes in appropriate subjects at specified grades in approved school examinations at SCQF level 7, under such conditions as the Senate may prescribe in each case. Such credit shall be awarded by the Chief Adviser of Studies.

2. Maximum Period of Study

The maximum period of study, including full and part-time attendance, is normally as follows:

- For the award of a BSc Designated degree - six sessions
- For the award of a BSc Honours degree - six sessions
- For the award of an MSci degree - seven sessions

3. Progress

The requirements referred to in Generic Undergraduate Regulations §10.1 and §15.2 are listed below:

3.1 Annual Review of Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

Unless subject to specific requirements on entry or following consideration by the Progress Committee, the normal requirements to progress as a full-time student are:

After one session: The candidate must have obtained at least 80 credits; there must be a grade point average¹⁵ of at least 8 over the best 80 credits; at least 60 credits must be at grade D3 or better.

After two sessions: The candidate must have obtained at least 160 credits; there must be a grade point average of at least 8 over the best 160 credits; at least 120 credits must be at grade D3 or better; the candidate must have fulfilled level 1 entry requirements that allow entry to level 2 Science courses totalling 60 credits.

The candidate must have obtained a minimum of 80 credits during session two; there must be a grade point average of at least 8 across the best 80 credits within session two; the candidate must have achieved D3 or better in at least 60 credits within session two.

¹⁵ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

After three sessions: The candidate must have obtained at least 240 credits; there must be a grade point average of at least 9 over the best 240 credits; at least 160 credits must be at grade D3 or better; at least 60 credits must be at level 2 or above.

After four sessions: The candidate must be qualified for entry to BSc in a Designated Subject (see §3.2) or BSc Honours programme (see §3.3).

3.2 BSc in a Designated Subject

a) Admission Requirements

The following general requirements shall apply for admission to all level 3 courses:

- i) The candidate must have completed qualifying courses totalling at least 240 credits, with a grade point average of 9, unless admitted directly to level 3;
- ii) The candidate must have completed qualifying courses totalling at least 120 credits in Science subjects.

b) Progress Requirements

To continue studying for a second or subsequent year at level 3, the candidate must have already achieved at least 40 credits at level 3 with a grade of D3 in the current session.

3.3 BSc Honours Programme

a) Admission Requirements

Generic Undergraduate Regulation §15.1 shall apply with the following additional requirement.

- i) The candidate must have completed an additional 20 credits at level 2, bringing the total requirement for level 2 credits to 60.

b) Progress Requirements

Generic Undergraduate Regulation §10.2 shall apply.

The candidate must have met the requirements for the award of the Designated Degree (see §5.1).

3.4 MSci Programme

a) Admission Requirements

The following general requirements shall apply for admission to the third year of an MSci programme:

- i) The candidate must have completed qualifying courses totalling at least 240 credits, with a grade point average of at least 12;
- ii) The candidate must have completed qualifying courses totalling at least 140 credits in Science with a grade point average of at least 12;
- iii) The candidate must have completed qualifying courses totalling at least 60 credits at level 2 or above in Science with a grade point average of at least 15.

b) Progress Requirements

Generic Undergraduate Regulation §10.3 shall apply.

3.5 Admission to Qualifying Courses

Subject to the approval of the Science Taught Programmes Committee, admission to any qualifying course may be restricted if the number of candidates wishing to enrol exceeds the number of places available. Where there are more applicants for a particular course than there are places available, selection of candidates shall be based on criteria published in the Programme or Course Handbook.

3.6 Appeals Against Non-Admission to Courses

A candidate who has been refused admission or re-admission to a course under the provisions of §3.5 may appeal in writing to the Chief Adviser of Studies in the relevant School or College, citing any special circumstances bearing on their case.

3.7 Transfers from Part-time to Full-time Study

A part-time candidate may apply to the Chief Adviser of Studies in the relevant School or College for transfer to full-time study. In considering such an application, the Chief Adviser shall take into account the candidate's progress so far.

4. Science Courses

Science subjects, and courses in these subjects, shall be as defined below. In addition, candidates may take courses in non-Science subjects, subject to the provisions of §3.2 – §3.4.

Recognised Science qualifying courses are currently as follows:

- 4.1 Courses contributing to the awards of BSc Designated, BSc Honours and MSci offered by the Schools of Chemistry, Computing Science, Geographical & Earth Sciences, Life Sciences, Mathematics & Statistics, Physics & Astronomy and Psychology.

- 4.2 Other courses contributing to the awards of BSc Designated, BSc Honours and MSci offered by the School of Humanities in Archaeology and the School of Engineering in Electronics & Electrical Engineering.
- 4.3 For the purposes of the Intercalated Degree of BSc combined with the Degree of MB ChB, BDS, or BVMS, the courses constituting the first two or three sessions, depending on the curriculum of the MB ChB, BDS, or BVMS are recognised as Science qualifying courses. Recognition of these courses will be subject to review in the event of substantial changes in the MB ChB, BDS, or BVMS curriculum.

4.4 **Standard Curricula**

- a) Generic Undergraduate Regulation 6.2 applies. In addition, full-time students will normally take no less than 100 credits. Each part-time candidate shall enrol for courses totalling a maximum of 100 credits in each session.
- b) In year 1 full-time candidates must normally enrol for Science courses totalling at least 80 credits.

5. **Programme Requirements for the Award of the Degree**

5.1 **Degree of Bachelor of Science in a Designated Subject**

In addition to meeting the requirements of Generic Undergraduate Regulation §14, the candidate must satisfy the following:

- a) The 360 credits required must include:
- i) at least 200 credits in Science; and
 - ii) at least 120 credits at level 2 or above in Science, with a grade point average¹⁵ of at least 8, and with at least 60 of these credits at grade D or better.
- b) Where the Designated Subject is a single subject, the credits in (a) must include courses in that subject at level 3 or 3H or 3M, totalling at least 80 credits with a grade point average of at least 9.
- c) Where the Designated Subject is a combination of two subjects, the credits in (a) must include courses at level 3 or H or M totalling at least 40 credits with a grade point average of at least 9 in each of these subjects separately.
- d) Any special requirements of the Designated Subject specified by the School and approved by the Colleges of Medical, Veterinary & Life Sciences, and Science & Engineering.

The Degree of BSc in a Designated Subject shall be awarded with merit if the candidate has a grade point average of at least 12, or with distinction if the candidate has a grade point average of at least 15, both overall and in the Designated Subject (or Subjects in a combined degree) at level 3. To meet this requirement, the best 80 credits at level 3 may be used in the case of a Designated Degree in a single subject and the best 40 credits from each contributing subject in the case of a combined Designated Degree.

5.2 **Degree of Bachelor of Science (BSc) with Honours**

Each candidate must meet the requirements of Generic Undergraduate Regulation §16. Additionally, the Principal Subject for the Degree of BSc with Honours shall be, as shown in Appendix 1, either:

- a) one of the single subjects shown as such in List 1(a) ('Single Honours'); or,
- b) one of the combinations of subjects shown as such in List 1(b) ('Combined Honours')

as approved by the Colleges and the Senate.

The calculation of the final BSc Honours classification is normally based on a contribution of 50% from final year courses and 50% from third year courses where these courses are of equal credit rating. Exceptions to this are noted below with the third and final year percentage contributions given in brackets.

Archaeology (40:60), Chemistry, including Chemistry with Medicinal Chemistry and Chemistry with Forensic Studies (25:75), Computing Science including Software Engineering (40:60), Environmental Chemistry (30:70), Geographical & Earth Sciences (40:60), Life Sciences (25:75), Mathematics (40:60), Psychology (40:60).

5.3 **Degree of Master in Science**

5.3.1 Each candidate must meet the requirements of Generic Undergraduate Regulation §17. Additionally, the Principal Subject for the Degree of MSci shall be, as shown in Appendix 1, either:

- a) one of the single subjects shown as such in List 1(a) ('Single Honours'); or,
- b) one of the combinations of subjects shown as such in List 1(b) ('Combined Honours')

as approved by the Colleges and the Senate.

The calculation of the final classification for the MSci award is normally based on weightings from years 3, 4 and 5 within the range 10:20:70 and 20:30:50. Exceptions to this are noted below.

Astronomy, Physics and Statistics are equally weighted across years 3, 4 and 5; Mathematics (24:36:40).

5.3.2 For the degree of MSci with work placement as specified in Appendix 1, a work placement shall be undertaken in an industrial, research, or similar establishment. The College shall approve a proposed work placement only if it is satisfied that the work to be undertaken will make a substantial contribution to the objectives of the candidate's Degree programme. The work shall be supervised by a responsible person approved by the College, and shall be monitored by a member of academic staff of the University of Glasgow nominated by the College. Candidates require a grade of at least C3 for the work placement to be eligible for the award of MSci.

5.4 Early Exit Points

5.4.1 Certificate of Higher Education (General Science)

Generic Undergraduate Regulation §13 shall apply with the following additional requirements.

A candidate may be awarded the Certificate of Higher Education (General Science) where at least 80 of the credits are in Science courses as defined in §4.1 and §4.2.

5.4.2 Diploma of Higher Education (General Science)

Generic Undergraduate Regulation §12 shall apply with the following additional requirements.

A candidate may be awarded the Diploma in Higher Education (General Science) where at least 140 of the credits contributing to the award are in Science courses as defined in §4.1 and §4.2.

5.4.3 Degree of BSc in a Designated Subject with Work Placement

The Degree of BSc in a Designated Subject may be awarded 'with Work Placement' to a candidate on the MSci programme who has achieved at least a grade D3 for the work placement of an MSci degree and is qualified for the award of a BSc in a Designated Subject as in §5.1. The degree shall be awarded with Merit and Distinction as specified in §5.1; the work placement will not contribute to the grade point average for these calculations.

5.4.4 Degree of BSc (Honours) with Work Placement

The Degree of BSc (Honours) may be awarded 'with Work Placement' to a candidate on the MSci programme who has achieved at least a grade D3 for the work placement year and is qualified for the award of Degree of BSc Honours as in §5.2. The calculation of the final BSc Honours classification is based on weightings from levels 3 and H as stated in §5.2.

5.4.5 Degree of BSc (Honours) as an MSci Exit Point

A candidate who fails to complete the final year of a five-year MSci programme may be awarded a BSc Honours Degree subject to the candidate's satisfying published School conditions for such an award, consistent with Generic Undergraduate Regulation §16.

6. Other Information on Awards

6.1 Study for the awards of BSc and MSci (listed in Appendix 1) at the University of Glasgow

Normally, the Principal Subject in the curriculum for the Degree of BSc with Honours or the Degree of MSci shall be the candidate's sole subject of study during the session immediately preceding their final examination, except by prior agreement of the Schools concerned. The study of the Principal Subject shall extend over not less than two sessions of full-time study; and where the Principal Subject itself is not studied over at least three sessions, the study of the Principal Subject shall be preceded by the study of appropriate cognate subjects.

A candidate who is exempted from courses on the basis of studies undertaken elsewhere (as described in Generic Undergraduate Regulation §4) shall attend courses in the University of Glasgow for at least one session for the Degree of BSc in a Designated Subject, or for at least two sessions for the Degree of BSc with Honours or the Degree of MSci. Each candidate for the Degree of BSc with Honours or the Degree of MSci must attend the University of Glasgow during the final year of their curriculum, except where that final year is an approved work placement year, and may be required by the Head of School concerned to attend the University of Glasgow during the final two years of their curriculum.

A candidate in Life Sciences may not enrol for study abroad or work placement in two consecutive sessions.

Appendix 1

List 1(a) Single Degree Subjects

Subject	BSc Designated Subject	BSc (Hons) Principal Subject	MSci Principal Subject	MSci Principal Subject, with Work Placement
Anatomy	✓	✓		✓
Animal Biology	✓			
Archaeological Studies	✓			
Archaeology		✓		
Biochemistry	✓	✓		✓
Biomolecular Sciences	✓			
Chemical Physics				✓
Chemical Studies	✓			

<i>Subject</i>	<i>BSc Designated Subject</i>	<i>BSc (Hons) Principal Subject</i>	<i>MSci Principal Subject</i>	<i>MSci Principal Subject, with Work Placement</i>
Chemistry	✓	✓	✓	✓
Chemistry with Medicinal Chemistry	✓	✓	✓	✓
Computing Science ¹⁶	✓	✓	✓	
Earth Science	✓	✓	✓	
Earth Studies	✓			
Electronic & Software Engineering	✓	✓		
Genetics	✓	✓		✓
Geography	✓	✓		
Geology	✓	✓	✓	
Human Biology	✓	✓		✓
Human Biology & Nutrition		✓		
Human Life Sciences	✓			
Immunology	✓	✓		✓
Infection Biology	✓			
Informatics	✓	✓	✓	
Marine & Freshwater Biology	✓	✓		✓
Mathematics	✓	✓	✓	
Mathematics & Statistics	✓			
Microbiology	✓	✓		✓
Mobile Software Engineering	✓	✓	✓	
Molecular & Cellular Biology	✓	✓		✓
Molecular & Cellular Biology (with Biotechnology)	✓	✓		✓
Molecular & Cellular Biology (with Plant Science)	✓	✓		✓
Neuroscience	✓	✓		✓
Pharmacology	✓	✓		✓
Physics	✓	✓	✓	
Physics with Astrophysics	✓	✓	✓	
Physiology	✓	✓		✓
Physiology & Sports Science	✓	✓		✓
Physiology, Sports Science & Nutrition		✓		✓
Psychological Studies	✓			
Psychology		✓		
Software Engineering	✓	✓	✓	✓
Sports Science	✓			
Statistics ¹⁷	✓	✓	✓	✓
Theoretical Physics		✓	✓	
Zoology	✓	✓		✓
List 1(b) Combined Degree Subjects				
<i>Subject Combination</i>	<i>BSc Designated Subject</i>	<i>BSc (Hons) Principal Subject</i>	<i>MSci Principal Subject</i>	
Accounting <i>and</i> Mathematics	✓	✓		
Accounting <i>and</i> Pure Mathematics	✓	✓		
Accounting <i>and</i> Statistics	✓	✓		
Applied Mathematics <i>and</i> Business and Management		✓		
Applied Mathematics <i>and</i> Economics		✓		
Applied Mathematics <i>and</i> Physics	✓	✓	✓	
Applied Mathematics <i>and</i> Statistics	✓	✓	✓	
Archaeology <i>and</i> Earth Science	✓	✓		
Archaeology <i>and</i> Geography	✓	✓		
Astronomy <i>and</i> Mathematics	✓	✓	✓	
Astronomy <i>and</i> Physics	✓	✓	✓	

¹⁶ Also available as a BSc programme delivered jointly by University of Glasgow and Singapore Institute of Technology.

¹⁷ Also available as a Double degree arrangement with the University of Bologna.

<i>Subject Combination</i>	<i>BSc Designated Subject</i>	<i>BSc (Hons) Principal Subject</i>	<i>MSci Principal Subject</i>
Chemistry <i>and</i> Mathematics	✓	✓	✓
Chemistry <i>and</i> Physics	✓	✓	✓
Computing Science <i>and</i> Economics		✓	
Computing Science <i>and</i> Geography	✓	✓	
Computing Science <i>and</i> Physics	✓	✓	✓
Computing Science <i>and</i> Psychology		✓	
Computing Science <i>and</i> Statistics	✓	✓	
Finance <i>and</i> Mathematics	✓	✓	
Finance <i>and</i> Statistics	✓	✓	
Geography <i>and</i> Mathematics	✓	✓	
Geography <i>and</i> Statistics	✓	✓	
Mathematics <i>and</i> Business & Management		✓	
Mathematics <i>and</i> Economics		✓	
Mathematics <i>and</i> Philosophy		✓	
Mathematics <i>and</i> Physics	✓	✓	✓
Mathematics <i>and</i> Psychology		✓	
Mathematics <i>and</i> Statistics	✓	✓	✓
Psychological Studies <i>and</i> Computing		✓	
Psychological Studies <i>and</i> Mathematics		✓	
Psychological Studies <i>and</i> Statistics		✓	
Psychology <i>and</i> Neuroscience		✓	✓
Psychology <i>and</i> Statistics		✓	
Pure Mathematics <i>and</i> Business & Management	✓	✓	
Pure Mathematics <i>and</i> Economics	✓	✓	
Pure Mathematics <i>and</i> Philosophy	✓	✓	
Pure Mathematics <i>and</i> Physics	✓	✓	
Pure Mathematics <i>and</i> Psychology	✓	✓	
Pure Mathematics <i>and</i> Statistics	✓	✓	
Statistics <i>and</i> Business & Management		✓	
Statistics <i>and</i> Economics		✓	✓

DEGREE OF BACHELOR OF ENGINEERING

(Joint Educational Programme with the University of Electronic Science and Technology of China (UESTC). Candidates may also be awarded the degree of Bachelor of Engineering by UESTC on satisfying the requirements stipulated by UESTC.)

RESOLUTION

The Degree of Bachelor of Engineering is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 647, which at the time of publication were in draft form, are as follows:

1. The Degree of Bachelor of Engineering (BEng) may be awarded by the Senate of the University of Glasgow in the College of Science & Engineering (the College) as a Degree with Honours in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 647 – "Degree of Bachelor of Engineering". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. Provision for the following early exit awards is also included in the Regulations: the Degree of Bachelor of Science in Engineering (BSc (Eng)), which may be awarded as a Degree with Honours and as an Ordinary Degree; Diploma of Higher Education in Engineering Studies (DipHE(Engineering Studies)); and Certificate of Higher Education in Engineering Studies (CertHE(Engineering Studies)).
4. It shall be the duty of the Joint Management Board of the University of Glasgow and the University of Electronic Science and Technology of China (UESTC) to consider annually the curriculum for the Degree.

5. It shall be competent for the University Court on the recommendation of the Senate to recognise and appoint as associated teachers of the University for the purposes of the Degree such lecturers and other officers of UESTC having responsibilities for courses qualifying for the Degree as may be proposed for such recognition by the Joint Management Board.
6. The University Court may appoint as an examiner for the Degree, but not as an external examiner, any associate teacher recognised in accordance with §5.
7. The examiners shall be drawn from the Professors, Readers and Lecturers in the University of Glasgow together with 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 Management Board.
8. It shall be competent for the Senate on the recommendation of the Joint Management 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.

REGULATIONS

1. Recognition of Prior Learning

Up to 40 credits of prior learning may be permitted at the discretion of the Programme Director.

2. Maximum Period of Study

The maximum period of study is normally six sessions. Part-time study is not permitted.

3. Progress

The minimum requirements for progress to the next year of study are:

- a) grade E3 or better in all courses;
- b) no more than 24 credits below grade D3;
- c) pass in all English for Engineering courses in the curriculum for that year after one reassessment.

In addition, progress from year 2 to year 3 requires attainment of a minimum score of 6.0 in all IELTS sub-tests.

4. Courses Available to Candidates

The available courses are listed in the Programme Specification.

5. Programme Requirements for the Award of the Degree

5.1 Bachelor of Engineering (BEng) with Honours

Generic Undergraduate Regulation §16 applies with the following additional requirements:

- a) grade D3 or better in all courses in all years of the curriculum;
- b) grade D3 or better in the major individual project at the first attempt;
- c) grade E3 or better in all courses in the final year at the first attempt;
- d) no more than 20 credits below grade D3 in the final year at the first attempt;
- e) pass in all English for Engineering courses;
- f) attainment of a minimum score of 6.0 in all IELTS sub-tests.

The calculation of the final classification is based on weightings from years 3 and 4 of 50 : 50.

5.2 Bachelor of Science (BSc) with Honours

Generic Undergraduate Regulation §16 applies with the following additional requirements:

- a) grade D3 or better in all courses in all years of the curriculum;
- b) pass in all English for Engineering courses;
- c) attainment of a minimum score of 6.0 in all IELTS sub-tests.

The calculation of the final classification is based on weightings from years 3 and 4 of 50 : 50.

5.3 Bachelor of Science (BSc) Ordinary (Engineering Studies)

Generic Undergraduate Regulation §14 applies with the following additional requirement:

- a) attainment of a minimum score of 6.0 in all IELTS sub-tests.

5.4 Diploma of Higher Education (Engineering Studies)

Generic Undergraduate Regulation §13 applies with the following additional requirement:

- a) attainment of a minimum score of 6.0 in all IELTS sub-tests.

5.5 Certificate of Higher Education (Engineering Studies)

Generic Undergraduate Regulation §12 applies with the following additional requirement:

- a) attainment of a minimum score of 6.0 in all IELTS sub-tests.

6. List of Programmes to which these Regulations Apply

BEng Electronics and Electrical Engineering (Joint Educational Programme with UESTC)

BEng Electronics and Electrical Engineering with Communications (Joint Educational Programme with UESTC)

7. Variations to Assessment and Reassessment in the Code of Assessment

Generic Undergraduate Regulation §9 applies with the following variations:

- a) Reassessment to meet requirement §5.1(a) and §5.2(a) for the award of the BEng and BSc (Hons) degrees is not subject to the usual limits of the Provision for Reassessment in the Code of Assessment, but only to the maximum period of study and the standard provision for reassessments at UESTC.
- b) The assessment of English for Engineering courses is exempt from Schedule A of the Code of Assessment and is assessed on a two point scale Pass/No Pass.
- c) Students who achieve No Pass in courses graded Pass/No Pass have not met the threshold grade and are therefore entitled to reassessment under the normal provision.

NON GENERIC UNDERGRADUATE REGULATIONS

DEGREE OF BACHELOR OF ENGINEERING in CIVIL ENGINEERING (SIT)

This programme leads to the award of a degree awarded jointly by the University of Glasgow and the Singapore Institute of Technology. The regulations governing the degree are those promulgated by the Singapore Institute of Technology, the lead institution. Copies of the regulations can be obtained from the College of Science & Engineering.

RESEARCH STUDENTS

Ordinance 350 (General No 12), which came into force in October 1961, governs the admission of Research Students and the appointment of Research Fellows. The following are the provisions of that Ordinance relevant to the admission of Research Students:

- II. The Senate, with the approval of the University Court, shall have power to make regulations under which any person who has given satisfactory evidence of their fitness to engage in special study or research may be admitted to the University as a Research Student.
- IV. Research Students shall have access to and the use of the University laboratories, libraries and museums, subject to the provisions of any Ordinances and under such other conditions as the University Court, after consultation with the Senate, may determine.

REGULATIONS

The following are the Regulations made under Section II:

1. Applications for admission to the status of Research Student must be made to the relevant College Graduate School in accordance with published procedures.
2. Each application for admission will be referred to the appropriate College Graduate School for evaluation. Applications will be assessed by at least one member of the School or Research Institute within which the proposed line of study or research falls. The College Graduate School shall accept no applicant who has not satisfied them by examination or otherwise: (a) that their proposed line of study or research is a fit and proper one, and that they are qualified to prosecute it; (b) that they are of good character; and (c) that they propose to prosecute their studies or research during a period to be approved by the Senate.
3. Subject to the regulations of the Senate, the College or the Committee shall provide for the supervision of the work of each applicant admitted by the Senate to the status of Research Student, and shall report to the College Graduate School at least once a year as to their progress and conduct. The College may suspend or exclude from any course any Research Student whose conduct or progress is unsatisfactory.
4. Every Research Student must register each year, paying the ordinary Registration Fee.
5. A Research Student may be required at the discretion of the Head of the School or Research Institute concerned to report their attendance to the supervisor of their research, or to the Clerk of Senate, at least once a week in term-time, except during periods when, with the permission of the *Senate*, they are prosecuting special study or research elsewhere than in the University or in a College affiliated thereto.
6. A Research Student may be required by their supervisor(s) to attend classes in the University related to their research topic, and may also be required by their supervisor(s) to perform the class exercises and take class examinations; but they shall not be eligible for prizes in classes so attended and their attendance shall not qualify for graduation.
7. All papers arising out of work done in a School or Research Institute shall be submitted before publication to the Dean of Graduate Studies, and in all such papers, when they are published, a due recognition of the University shall be inserted.

GENERIC REGULATIONS FOR POSTGRADUATE CERTIFICATES AND DIPLOMAS – COLLEGE OF SCIENCE & ENGINEERING

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the awards listed in §9.
- 1.2 These regulations apply also to the awards listed in §10 subject to alternative requirements described in the relevant Programme Document. The requirements for these awards may vary only in respect of duration of study (§3), requirements for the award (§7) to reflect the requirements of professional or statutory bodies, or progress to a Masters degree (§8).

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

3. Duration of Study

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

4. Programme Components

- 4.1 In order to qualify for an award in respect of the programmes specified in §9 – §10, a candidate must complete minimum credits¹⁸ as follows:
- For the award of a Postgraduate Diploma: 120 credits of taught courses.
 - 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 Document.

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 For each academic session assessment and reassessment 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* published for that session.
- 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 §7¹⁹ and §8 unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

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

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

- 7.1 The requirement for the award of a Postgraduate Diploma is a grade point average²⁰ of 9 (equivalent to D3) or above in 120 credits, with not less than 80 of these credits at grade D or above.
- 7.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to D3) or above in 60 credits, with not less than 40 of these credits at grade D or above.
- 7.3 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 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 7.4 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.

8. Progress to a Masters Degree

A candidate may be permitted to progress to study for a Masters degree if a Masters programme in the same subject is available and only if the candidate has obtained a grade point average²⁰ of 12 (equivalent to C3) in the taught courses described in §4 with at least 75% of these credits at grade D or above and all credits at grade F or

¹⁸ 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: 90 credits for a Postgraduate Diploma, 40 credits for a Postgraduate Certificate.

¹⁹ Except for §7.2, §7.3 and §7.4 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

²⁰ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 award and progress, no further rounding is permitted. For example, a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

9. Awards to which these Regulations Apply

The following awards are governed by the above regulations:

College of Science & Engineering

Certificate in Computing Science
 Certificate in Data Analytics²¹
 Certificate in Geoinformation Technology
 Certificate in Geospatial & Mapping Sciences
 Certificate in Human Geography
 Certificate in Information Technology
 Certificate in Land & Hydrographic Surveying
 Diploma in Computing Science
 Diploma in Computing Science (Research)
 Diploma in Data Analytics²¹
 Diploma in Geoinformation Technology & Cartography
 Diploma in Geospatial & Mapping Sciences
 Diploma in Human Geography
 Diploma in Information Retrieval Systems
 Diploma in Information Security
 Diploma in Information Technology
 Diploma in Land & Hydrographic Surveying

10. Awards which Include Variations to Clauses 3, 7 and 8

College of Science & Engineering

Diploma in Mathematics
 Diploma in Software Engineering

GENERIC REGULATIONS FOR MASTERS DEGREES

GENERIC REGULATIONS FOR TAUGHT MASTERS DEGREES – COLLEGE OF SCIENCE & ENGINEERING

The Masters degrees listed in §11 and §12 are governed by Resolution No. 552 of the University Court which came into effect on 1 October 2005, as subsequently amended, with provision that:

1. The Masters Degrees listed in §11 – §12 of the section entitled 'Regulations' may be awarded by the University of Glasgow in the Colleges with which these Degrees are identified in these Regulations. Degrees listed in these clauses under the title 'SRUC (Scotland's Rural College)' may be awarded by the University on the recommendation of that College.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees - these are stated in §1 – §10 of the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the degrees listed in §11.
- 1.2 These regulations apply also to the degrees listed in §12 subject to alternative requirements described in the relevant Programme Document. The requirements for these degrees may vary only in respect of duration of study (§3) or progress (§7) to reflect the requirements of professional or statutory bodies.

²¹ Delivered by online distance delivery.

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

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 maximum period within which all candidates must complete the programme is five years from the date of initial registration.²²

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 credits²³ as follows:

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

4.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. The length and nature of the substantial independent work is as specified in the relevant Programme Document.

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 For each academic session assessment and reassessment 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* published for that session.

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 §10²⁴ 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 substantial independent work required by the degree, only if they have obtained a grade point average²⁵ of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. 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 substantial

²² For programmes with a minimum period of study of three years, the maximum period within which candidates must complete the programme is six years from the date of initial registration.

Where a candidate has progressed to study under §8 of the Generic Regulations for Postgraduate Certificates and Diplomas that candidate's duration of study for the Masters degree shall be counted as the period since first registration for the Postgraduate Certificate or Diploma.

²³ 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.

²⁴ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

²⁵ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

independent work where it is judged²⁶ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the substantial independent work, only if they have 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 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 substantial independent work where it is judged²⁶ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.3 A candidate may be required to commence work on the substantial independent work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the substantial independent work has been submitted, it will be marked and a grade published.
 - If the substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of the Substantial Independent Work

- 8.1 Where a candidate requires a higher grade in the substantial independent work to satisfy the requirements set out in §9.1, reassessment of that 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 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 substantial independent work or to undertake further practical work.
- 8.2 Where at the time of publication of the grade achieved on the substantial independent work a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard required in relation to the taught courses specified in §9.1 for the award of the degree, a resubmission of the substantial independent work will only be permitted where the Board determines that no further supervisory input is required.

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 average²⁵ of 12 (equivalent to C3) or above in the taught courses described in §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 substantial independent work.
- 9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
 - c) a grade of at least C1 in the substantial independent work.
- 9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
 - c) a grade of at least B1 in the substantial independent work.

²⁶ 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.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

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

10.1 The requirement for the award of a Postgraduate Diploma is a grade point average²⁵ 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 A candidate who has achieved at the first attempt a grade point average of 15 or 18 will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

10.4 Where a candidate has achieved at the first attempt a grade point average of between 14.1 and 14.9 or between 17.1 and 17.9 the Exam Board shall have discretion to make the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

11. Degrees²⁷ to which these Regulations Apply

The following degrees are governed by the above regulations:

College of Science & Engineering

Master of Research (MRes) Advanced Statistics
Master of Research (MRes) Human Geography
Master of Research (MRes) Integrative Sensing & Measurement
Master of Research (MRes) Mathematical Sciences
Master of Science (MSc) Applied Mathematics
Master of Science (MSc) Applied Population & Statistical Mapping
Master of Science (MSc) Astrophysics
Master of Science (MSc) Biostatistics
Master of Science (MSc) Chemistry
Master of Science (MSc) Chemistry with Medicinal Chemistry
Master of Science (MSc) Coastal System Management
Master of Science (MSc) Computing Science
Master of Science (MSc) Data Analytics²⁸
Master of Science (MSc) Data Science
Master of Science (MSc) Environmental Statistics
Master of Science (MSc) Geoinformation Technology & Cartography
Master of Science (MSc) Geomatics & Management
Master of Science (MSc) Geospatial & Mapping Sciences
Master of Science (MSc) Information Security
Master of Science (MSc) Information Technology
Master of Science (MSc) IT Cyber Security
Master of Science (MSc) Land & Hydrographic Surveying
Master of Science (MSc) Mathematics
Master of Science (MSc) Physics: Advanced Materials
Master of Science (MSc) Physics: Energy & Environment
Master of Science (MSc) Physics: Nuclear Technology
Master of Science (MSc) Psychology (conversion)²⁹
Master of Science (MSc) Psychological Science (conversion)
Master of Science (MSc) Quantum Technology
Master of Science (MSc) Research Methods of Psychological Science
Master of Science (MSc) Software Development
Master of Science (MSc) Software Engineering
Master of Science (MSc) Statistics
Master of Science (MSc) Sustainable Water Environments
Master of Science (MSc) Theoretical Physics

²⁷ Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see §10).

²⁸ On-campus and online distance learning versions of this programme are offered.

²⁹ Delivered by online distance learning.

12. Degrees which include Variations to Regulations 3 and 7

None recognised by Senate for session 2018-19.

DEGREE OF MASTER OF PHILOSOPHY**RESOLUTION**

The Degree of Master of Philosophy is governed by Resolution No. 575 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 each of the Colleges.
2. a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule B or Schedule C³⁰ as set out in the Regulations.³¹ Such study shall be prosecuted in the University of Glasgow or The Glasgow School of Art or in another institution recognised for the purposes of study and research.
 - b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Every candidate for the Degree, before being admitted to a programme of research qualifying therefore, (a) must have obtained a Degree in any Institution of Higher Education specially recognised for this purpose by the University Court on the recommendation of the Senate, provided always that a diploma or a certificate recognised in like manner as equivalent to a Degree may be accepted in place of a Degree and (b) must have satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in the University or another Institution recognised for the purpose:
 - a) in the College of Arts, the College of Medical, Veterinary & Life Sciences and the College of Social Sciences, for 12 months, and
 - b) in the College of Science & Engineering, for 24 months.

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

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 the College on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for such written examination as may be prescribed by the Senate and may be required to submit a dissertation. The candidate may also be required to undergo oral and/or practical examination.
7. The examiners for the Degree shall be such Professors and Lecturers in the University as the Senate shall designate and such additional examiners as the University Court, on the recommendation of the Senate shall appoint.
8. The Degree shall in no case be conferred on persons who have not satisfied the 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 B - Master of Philosophy by Research

1. Admission to study for the Degree will normally be granted from the beginning of the academic year.
2. 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,

³⁰ Schedule C is published in The Glasgow School of Art section of the *University Calendar*.

³¹ Schedule A, pertaining to the award of the Degree following a prescribed course of study, has been deleted from the Regulations.

may be accepted by the College 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:
 - a) in the College of Arts, the College of Medical Veterinary & Life Sciences and the College of Social Sciences, one year's full-time study or two years' part-time study, and
 - b) in the College of Science & Engineering two years' full-time study or four years' part-time study.

The candidate shall prosecute this research under the supervision of a member of staff from the appropriate subject area appointed by the College Higher Degrees Committee (or equivalent) on the recommendation of the Head of School. The Higher Degrees Committee shall have power for special reasons to permit a candidate to pursue study elsewhere for part of the prescribed period. The College Graduate School shall organise research training course(s) as appropriate for each research student.

A part-time candidate, and in the College of Science & Engineering a full-time candidate, shall be subject to the College requirements for progress prior to being permitted to progress to a subsequent year of study.

4.
 - a) On completion of the research the candidate shall present a thesis or a portfolio of work.
 - b) The thesis shall normally be 30,000–40,000 words in length, embodying the results of the work for examination for the degree. The composition of the portfolio will be defined and agreed with the supervisor at the outset.
 - c) In Theology & Religious Studies candidates may present themselves for a practice-based MPhil. The candidate shall present a portfolio of work for examination containing both a practical component and a critical component. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The critical component shall consist of an academically rigorous reflection upon the research process and its critical significance within theology/religious studies. The length of the critical component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 10,000–15,000 words.
 - d) The candidate must expect to attend an oral examination unless specified otherwise by the Graduate School.
 - e) Subject to §4(a), the thesis and portfolio must normally be written and defended in English. Exceptionally, however, in the College of Arts at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School, and the Higher Degrees Committee, and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.
5. A candidate must submit the thesis or portfolio for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by regulation. The College will specify the date of commencement of part-time study. In exceptional circumstances, and on submission of a stated case, an extension of six months may be approved by the College Higher Degrees Committee.
6. A candidate must submit two bound typewritten or printed copies of the thesis or portfolio accompanied by a declaration that the research has been carried out and the submission composed by the candidate, and that the submission has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The submitted copies of the thesis or portfolio may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
7. If the Examiners consider that the thesis or portfolio, has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis or portfolio and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
8. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
9. In addition to these regulations, each student must also comply with the detailed requirements for research degrees published by the relevant Graduate School.

DEGREE OF MASTER OF RESEARCH

RESOLUTION

The Degree of Master of Research is governed by Resolution No. 557 of the University Court which came into effect on 1 September 2006, as subsequently amended, with provision that:

1. The Degree of Master of Research (MRes) may be awarded by the University of Glasgow in the Colleges of Arts, Medical, Veterinary & Life Sciences and Science & Engineering.
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’.
3. The examiners for the Degree shall be such Professors and Lecturers in the University of Glasgow and, if appropriate, a full-time member of staff of a recognised institution as the Senate shall designate, together with such External Examiners as the University Court, on the recommendation of the Senate, shall appoint.
4. The early exit awards of Postgraduate Diploma of Research and Postgraduate Certificate are included in the Regulations.

REGULATIONS

1. Before being admitted to study qualifying for the Degree of Master of Research, every candidate must satisfy the following conditions, namely:
 - a) i) they must have obtained a Degree in a University or College recognised for this purpose by the University Court on the recommendation of the Senate, or
 - ii) they must have obtained such other qualifications as may be recognised for this purpose by the University Court on the recommendation of the Senate; and
 - b) they must have fulfilled such other entrance requirements as may be specified for a particular course of study / research;
 - c) they must have satisfied the Senate of their fitness to undertake advanced research/study.
2. Candidates may be permitted to pursue a course of prescribed study / research on either a full-time or a part-time basis. The minimum period of study / research for each candidate shall be determined by the appropriate College at the time of their admission, according to their qualifications and other relevant factors and shall normally be
 - a) for full-time candidates, either 12 months or two academic years of full-time study / research;
 - b) for part-time candidates, either two or three academic years of part time study/research.
3. The Senate may for special reasons permit a candidate, whether full-time or part-time, to prosecute part of their studies elsewhere, in another institution recognised for the purpose by the University Court on the recommendation of the Senate.
4. The College concerned shall designate for each candidate a supervisor who shall report at least once in the year to the College on the progress of the Candidate.
5. Each candidate shall present themselves for written examination and shall submit written reports or other work, as prescribed in each syllabus. They may also be required to take an oral or practical examination or both. Performance in work assessed during the course may be taken into account in determining the award of the Degree.
6. The examiners may recommend the Degree be awarded with Merit or Distinction.
7. A candidate who fails to satisfy the examiners for the Degree may be permitted by the examiners to present themselves for re-examination, on one occasion only and normally not later than two years from the date of their first (final) examination, in the whole of the examination, or in a specific component of the examination, as the examiners may determine in each case; and in such cases the examiners shall prescribe whether the candidate shall be required to re-attend the whole course or specific parts of the course, or whether they may be permitted to present themselves for re-examination without further attendance on the course. An examination may be made up of components such as examination papers, submitted essays, dissertations, laboratory reports, project reports and field reports.
8. The examiners shall have discretion to recommend the award of a Postgraduate Diploma of Research in the appropriate subject area to a candidate who has gained a minimum of 120 credits.
9. Details of the grading scheme, the requirements for the award of the Degree, the Postgraduate Diploma and the Postgraduate Certificate, and the criteria for the award of Merit and Distinction are contained in the programme documentation.
10. a) A list of institutions, approved by the relevant College Committee, where candidates may undertake external research projects, is held by the College Graduate Schools and by Research, Strategy & Innovation Office.

- b) On the recommendation of the College concerned, and of the Senate, the University Court may recognise, in the case of individual candidates, other appropriate institutions for the purpose of §3 of these Regulations, where satisfactory arrangements can be made for the supervision of the candidate.
- c) A full-time member of staff of a recognised institution may be nominated to Senate either as a supervisor or as an internal examiner or a member of an examination committee. In such cases, a member of staff from an appropriate subject area in the University shall be appointed in addition.

Schedule A

1. Subjects in which the MRes may be offered are listed below.

College of Science & Engineering

Nanoscience & Nanotechnology

DEGREE OF MASTER OF SCIENCE

RESOLUTION

The Degree of Master of Science is governed by Resolution No. 558 of the University Court, which came into effect on 1 October 2006, as subsequently amended, with provision that:

1. The Degree of Master of Science (MSc) may be awarded by the University of Glasgow in each of its Colleges; the Degrees of Master of Science (Adult & Continuing Education), Master of Science (Adult & Continuing Education (Teaching Adults)), Master of Science (Adult & Continuing Education (Community Development)) and Master of Science (Inter-professional Science Education and Communication) in the College of Social Sciences, the Degree of Master of Science (Medical Science) and the Degree of Master of Science (Veterinary Science) in the College of Medical, Veterinary & Life Sciences.
2. The Degree of Master of Science may also be awarded on the recommendation of SRUC (Scotland's Rural College).
3. The Degree of Master of Science or the Degree of Master of Science (Inter-professional Science Education and Communication), or the Degree of Master of Science (Medical Science) or the Degree of Master of Science (Veterinary Science) may be conferred (a) as an Honorary degree upon persons who have done work deserving of such recognition in any School in the Colleges of Medical, Veterinary & Life Sciences and Science & Engineering, (b) *iure officii* upon any person holding office in the University who is not already a graduate of the University.
4. The Senate may make regulations, which are subject to the approval of the University Court, governing the award of these Degrees – these are set out in the section entitled 'Regulations'.

REGULATIONS

1. Candidates for the Degree may undertake, subject to the decision of the College concerned, research in accordance with the requirements of Schedule A.³²
Such research shall be prosecuted in the University of Glasgow or in another institution recognised for the purpose by the University Court on the recommendation of the Senate, except as provided under Section 4.
2. Before being admitted to study qualifying for the Degree of Master of Science, every candidate must satisfy the following conditions, namely:
 - a) i) they must have obtained a Degree in a University or College recognised for this purpose by the University Court on the recommendation of the Senate, or a Degree awarded by the Council for National Academic Awards; *or*
 - ii) they must have obtained a diploma or certificate recognised as equivalent to a Degree for this purpose by the University Court on the recommendation of the Senate; *or*
 - iii) in the case of the intercalated Master of Science (Veterinary Science), they must be registered on and have successfully completed three years of the Bachelor of Veterinary Medicine and Surgery; *or*
 - iv) in exceptional circumstances, they must have obtained such other qualification(s) as may be recognised for this purpose by the University Court on the recommendation of the Senate; *and*
- b) they must have fulfilled such other entrance requirements as may be specified for a particular programme of research; *and*
- c) they must have satisfied the Senate of their fitness to undertake advanced study.

³² Schedule B, pertaining to the award of the Degree following a prescribed course of study, and Schedule C, pertaining to the award of the Degree following a programme of work-based learning, have been deleted from the Regulations.

3. a) Candidates may be permitted to pursue research on either a full-time or a part-time basis. Full-time candidates must devote the major part of the day to their studies; provided that candidates shall be subject to the same provisions regarding minimum periods of study as full-time candidates if they have pursued their studies while holding appointment as a member of the teaching staff of the University of Glasgow, or as a Research Assistant or Research Fellow of the University of Glasgow paid through the Finance Office or directly by a grant-awarding body approved by the University Court.
 - b) The minimum period of study for each candidate shall be determined by the appropriate College at the time of their admission, according to their qualifications and other relevant factors, and shall normally be:
 - i) for full-time candidates, either 12 months or two academic years of full-time study;
 - ii) for part-time candidates, either two or three academic years of part-time study.
 - c) To qualify for the shorter minimum periods of study specified in (b), candidates should normally possess a Degree with Honours of the First or Second Class of an approved University, or a qualification deemed equivalent by the College concerned.
 - d) Where the longer minimum period of study has been initially prescribed but the candidate has made sufficient progress, the Senate may subsequently reduce the total period of study to not less than 12 months of full-time study or two academic years of part-time study as appropriate.
4. The Senate may for special reasons permit a candidate, whether full-time or part-time, to prosecute part of their studies elsewhere, provided that normally at least half of the candidate's total period of study is prosecuted in the University of Glasgow or in a recognised Institution.
 5. The College concerned shall designate for each candidate a supervisor who shall report at least once a year to the College Graduate School on the progress of the candidate.

Schedule A: Master of Science by Research

1. Research Students within the meaning of Ordinance 350 (General No 12) may be candidates for the Degree of Master of Science, or Master of Science (Medical Science) or Master of Science (Veterinary Science) in any appropriate area of study in the College of Medical, Veterinary & Life Sciences and Science & Engineering and Social Sciences.
2. On completion of the prescribed period of research, each candidate shall present a thesis embodying the results of their work. The thesis must be in English. The thesis may be either a record of original research, or a critical review of existing knowledge. In either case, either a written or an oral examination, or both, may be required, and candidates shall be notified of such requirements through their supervisors.
3. In no case shall the thesis required from a candidate be submitted before the completion of 12 months from the date of their admission as a research student. Except by special permission of the Senate, a thesis may not be presented after the lapse of 12 months from the date on which the candidate ceases to be a registered student.
4. Application for examination for the Degree of MSc, or the Degree of MSc (Medical Science) or the Degree of MSc (Veterinary Science), must be submitted in accordance with the procedures of the appropriate College, details of which may be obtained from the College Graduate School on request.
5. A Committee of Examiners shall be appointed to examine the thesis of each candidate. The Committee shall consist of one or more members appointed by the Senate, together with one or more external examiners appointed by the University Court on the recommendation of the Senate. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe in each case, but in no case shall the examination of the thesis constitute less than half of the final assessment.
6. A candidate must submit two bound printed or typewritten copies of their thesis. The thesis must include a summary (250–1,000 words), which must be accompanied by a declaration by the candidate that it has been composed by them. The candidate must also state the extent to which they have availed themselves of the work of others, and must further state which portions of the thesis, if any, they claim as original. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standards Institution's *Recommendations for the Presentation of Theses and Dissertations* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
7. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis, portfolio or project and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
8. If approved for the degree, one bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule D: General Provisions

1. a) The following institutions are recognised for the purpose of Regulation 4:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK
Centre for Environment, Fisheries and Aquaculture Science, UK
Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia
Children's Hospital, Tabriz, Iran
Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK
Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria
European Molecular Biology Laboratory, Heidelberg, Germany
Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
Fisheries Research Services, Marine Laboratory, Aberdeen, UK
Glasgow and West of Scotland Blood Transfusion Service, UK
Glaxo SmithKline, Stevenage, UK
Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
Macaulay Land Use Research Institute, UK
Moredun Research Institute, Pentlands Science Park, Penicuik, UK
National Institute for Biological Standards and Control, UK
Natural History Museum, London, UK
Papworth Hospital, Cambridge, UK
Royal Botanic Garden, Edinburgh, UK
Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
Scottish Crops Research Institute, Invergowrie, UK
Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
SRUC (Scotland's Rural College), UK
Swartz Center Institute for Neural Computation, University of California, San Diego, La Jolla, USA
The Fredric Rieders Foundation, 2300 Stratford Avenue, Willow Grove PA 19090, USA
The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
Universities Marine Biological Station, Millport, UK
Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia
CEA Saclay, France
Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain
Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France
Fermi National Accelerator Laboratory, Chicago, IL, USA
Gooch & Housego (UK) Ltd, UK
GSI (Society for Heavy Ion Research) Darmstadt, Germany
Henrich-Heine University, Dusseldorf, Germany
Institute for Cosmic Ray Research, University of Tokyo, Japan
Institute Laue-Langevin, Grenoble, France
Institute of Nuclear Physics, University of Mainz, Germany
International Atomic Energy Agency, Austria
ISIS Pulsed Neutron and Muon Source, UK

Jefferson Accelerator Laboratory, Newport, News, VA, USA
 Johns Hopkins University, Baltimore, USA
 Kelvin Nanotechnology Ltd, UK
 Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
 LIGO Hanford Observatory, Hanford USA
 LIGO Livingston Observatory, Livingston USA
 Macquarie University, Australia
 Mathematische Institut Westfälische Wilhelms-Universität Münster, Germany
 McMaster University, Canada
 MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA
 MRC Mitochondrial Biology Unit, Cambridge, UK
 Nanyang Polytechnic, Singapore
 National University of Singapore, Singapore
 NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
 Northeastern University, Boston, USA
 Offshore Renewable Energy Catapult (OREC), UK
 Parliamentary Offices for Science and Technology, London, UK
 ROHM Semiconductor, Kyoto, Japan
 Scottish Universities Environmental Research Centre, East Kilbride, UK
 Tokyo Institute of Technology, Japan
 Universitat Politècnica de Valencia, Valencia, Spain
 University of Alabama, USA
 University of Bergamo, Italy
 University of California at San Diego, La Jolla, Ca, USA
 University of Dar Es Salaam, Tanzania
 University of Delft, Centre for Systems and Control, The Netherlands
 University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
 University of Hong Kong, China
 University of Melbourne, Australia
 University of Oregon, Eugene, USA
 University of Ottawa, Ontario, Canada
 Université Paris 13, France
 University of Toronto, Toronto, Canada
 University of Tsukuba, Japan
 Xerox Research Centre Europe, Meylan, France
 Yale University, USA

- b) On the recommendation of the College concerned, and of the Senate, the University Court may recognise, in the case of individual candidates, other appropriate institutions for the purpose of Section 2 of the Resolution, where satisfactory arrangements can be made for the supervision of the candidate.
- c) A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner or a member of a Special Committee. In such cases, a member of staff from an appropriate subject area in the University shall be appointed also.

NON GENERIC MASTERS REGULATIONS

DEGREE OF MASTER OF RESEARCH in PHOTONIC INTEGRATION & ADVANCED DATA STORAGE

The MRes in Photonic Integration & Advanced Data Storage is awarded jointly with the Queen's University, Belfast. The regulations governing the degree are those promulgated by the Queen's University, Belfast, the administering institution. Copies of the regulations can be obtained from the College Office in the College of Science & Engineering.

DEGREE OF MASTER OF SCIENCE

RESOLUTION

The Masters degrees listed in §11 are governed by Resolution No. 678 of the University Court which at the time of publication was in draft form with provision that:

1. The Masters Degrees listed in §11 of the section entitled 'Regulations' may be awarded by the University of Glasgow in the College of Science & Engineering.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees - these are stated in §1 – §10 of the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

These regulations apply to the degrees listed in §11.

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

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 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, a candidate must complete minimum credits³³ as follows:

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

4.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. The length and nature of the substantial independent work is as specified in the relevant Programme Document.

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 For each academic session assessment and reassessment 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* published for that session.

6.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average³⁴ for the purposes of §7, §9 and §10³⁵ 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

³³ 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.

³⁴ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

³⁵ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

b) on such other date as may be specified in the course document for that course.

6.3 The threshold grade referred to in §16.6 of the Code of Assessment (Provision for Reassessment) shall be grade D for all courses on the degrees governed by these regulations. The number of grade points derived from the final result for a course following reassessment shall not be more than 9.

7. Candidates for a Masters Degree: Progress

7.1 A candidate will be permitted to progress to preparation of the substantial independent work required by the degree, only if they either:

- a) have met the requirements in relation to taught courses specified in §9.1 for the award of a Masters degree; or
- b) have at the first attempt met the requirements specified in §10.1 for the award of the Postgraduate Diploma and can meet the requirements in relation to taught courses specified in §9.1 for the award of a Masters degree following reassessment in no more than 20 credits of courses.

7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the substantial independent work required by the degree at the end of the session in which study was commenced only if they have at the first attempt met the requirements specified in §10.2 for the award of the Postgraduate Certificate.

7.3 The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

7.4 A candidate may be required to commence work on the substantial independent work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:

- If the substantial independent work has been submitted, it will be marked and a grade published.
- If the substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
- If the substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of the Substantial Independent Work

8.1 Where a candidate requires a higher grade in the substantial independent work to satisfy the requirements set out in §9.1, reassessment of that 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 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 substantial independent work or to undertake further practical work.

8.2 Where at the time of publication of the grade achieved on the substantial work a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard required in relation to the taught courses specified in §9.1 for the award of the degree, a resubmission of the substantial work will only be permitted where the Board determines that no further supervisory input is required.

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 average³⁴ of 9 (equivalent to D3) or above in the taught courses described in §4, with at least 100 of these credits at grade D3 or better, and all credits at grade E3 or better, and obtaining a grade D3 or better in the substantial independent work.

9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

- a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
- b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
- c) a grade of at least C1 in the substantial independent work.

9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and

- b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
- c) a grade of at least B1 in the substantial independent work.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

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

10.1 The requirement for the award of a Postgraduate Diploma is a grade point average³⁴ 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 A candidate satisfying the requirements set out in §10.1 or 10.2 who has achieved a grade point average of 15 (equivalent to B3) at the first sitting will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate respectively with Merit. Where the grade point average falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

10.4 A candidate satisfying the requirements set out in §10.1 or 10.2 who has achieved a grade point average of 18 (equivalent to A5) at the first sitting will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate respectively 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.

11. Degrees to which these Regulations Apply

The following degrees are governed by the above regulations:

College of Science & Engineering

- Master of Science (MSc) Aerospace Engineering
- Master of Science (MSc) Aerospace Engineering & Management
- Master of Science (MSc) Biomedical Engineering
- Master of Science (MSc) Civil Engineering
- Master of Science (MSc) Civil Engineering & Management
- Master of Science (MSc) Computer Systems Engineering
- Master of Science (MSc) Electronics & Electrical Engineering
- Master of Science (MSc) Electronics & Electrical Engineering and Management
- Master of Science (MSc) Electronics Manufacturing
- Master of Science (MSc) Mechanical Engineering
- Master of Science (MSc) Mechanical Engineering & Management
- Master of Science (MSc) Mechatronics
- Master of Science (MSc) Nanoscience & Nanotechnology
- Master of Science (MSc) Structural Engineering
- Master of Science (MSc) Sustainable Energy

12. Degrees which include Variations to Regulations 3 and 7

None recognised by Senate for session 2018–19.

DEGREE OF MASTER OF SCIENCE in LAND & HYDROGRAPHIC SURVEYING WITH WORK PLACEMENT

RESOLUTION

The Degree of Master of Science in Land & Hydrographic Surveying with Work Placement is governed by Resolution No. 686 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Science (MSc) in Land & Hydrographic Surveying with Work Placement may be awarded by the Senate of the University of Glasgow in the College of Science & Engineering (the College).
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 stated under 'Regulations'.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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 considered for admission to study for the degree a candidate must normally have obtained a degree or equivalent.

2. Duration of Study

The minimum period of study for the award of the degree is 15 months. 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 the award of the degree a candidate must complete a minimum of 180 credits,³⁶ consisting of 120 credits of taught courses and a 60 credit work placement. Details of the components of assessment relating to the work placement will be specified in the relevant Programme Document.

3.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

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

5.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §6, §8 and §9³⁷ 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.

6. Progress

6.1 A candidate will be permitted to progress to undertake the work placement only if they have achieved:

- a) grade C3 or above at the first attempt in the each of the taught courses (totalling 60 credits) taken in semester 1; and
- b) a grade point average³⁸ of 15 (equivalent to B3) or above in the 120 credits of taught courses referred to in §3.1 with at least 75% of the credits at D3 or better and all credits at grade F or above.

6.2 A candidate who does not meet the requirements specified in §6.1 for progression to the work placement, or who is unable to secure an appropriate work placement, may transfer their registration to the MSc Land & Hydrographic Surveying.

7. Reassessment of Work Placement

7.1 Where, in order to satisfy the requirements set out in §8.1, a candidate requires a higher grade for the work placement, resubmission of the assessed work for the placement will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each case. Normally resubmission shall 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 work placement or to undertake further practical work.

7.2 Where at the time of publication of the grade achieved for the work placement a candidate has exhausted all assessment opportunities on the taught courses referred to in §3 and has failed to satisfy the standard required in

³⁶ 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.

³⁷ Except for §9.2, §9.3 and §9.4 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

³⁸ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

relation to the taught courses specified in §8.1 for the award of the degree, a resubmission in relation to the work placement will only be permitted where the Board determines that no further supervisory input is required.

8. Requirements for the Award of Masters of Science in Land and Hydrographic Surveying with Work Placement and Rules for Award of Distinction and Merit

- 8.1 A candidate will be eligible for the award of the degree on satisfying the requirements set out at §6.1, and obtaining 60 credits from the work placement at grade D3 or better.
- 8.2 A candidate will be eligible for the award of the degree with Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 180 credits completed on the programme; and
 - b) a grade of at least C1 in the work placement.
- 8.3 Where a candidate has satisfied the requirement specified at §8.2 (b), and their grade point average for the 180 credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 8.4 A candidate will be eligible for the award of the degree with Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 180 credits completed on the programme; and
 - b) a grade point average of at least 17 (equivalent to B1) in the 120 credits of taught courses; and
 - c) a grade of at least B1 in the work placement.
- 8.5 Where a candidate has satisfied the requirements set out at §8.4 (b) and (c), and their grade point average for the 180 credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

DEGREE OF MASTER OF SCIENCE in SENSOR & IMAGING SYSTEMS

The Taught Masters Programme in Sensor and Imaging Systems is offered jointly by the Universities of Glasgow and Edinburgh (the partner institutions). The regulations following are those promulgated by the University of Glasgow, the lead institution.

RESOLUTION

The Degree of Master of Science in Sensor & Imaging Systems is governed by Resolution No. 661 of the Court of the University of Glasgow, which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Science (MSc) in Sensor & Imaging Systems may be awarded jointly by the Universities of Glasgow and Edinburgh.
2. A Joint Management Committee will be formed in relation to the Programme. The composition, terms of reference and remit of the Joint Management Committee are as set out in the Memorandum of Agreement entered into by the partner institutions.
3. The Senate of the University of Glasgow may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees. These are stated in §1 – §11 of the section entitled 'Regulations'.

REGULATIONS

A student admitted onto the programme leading to the award of the Master of Science in Sensor and Imaging Systems (the Programme) must follow the instructions issued on behalf of the relevant Schools and Departments of the partner institutions and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details of the Programme and may include further requirements associated with the award.

1. Application of Regulations

Unless otherwise specified in these Programme specific regulations, the regulations of the lead university (the University of Glasgow) shall apply to all candidates on the Programme.

2. Admission

a) Entrance Requirements

Candidates must normally possess:

- i) at least a second class honours degree in a relevant subject; or
- ii) a qualification deemed by the Joint Management Committee to be equivalent to the above.

b) Registration

All candidates shall normally be initially registered for the Masters degree.

3. Duration of Study

The minimum period of study for the award of the Masters degree is 12 calendar months. The maximum period for full-time study is 24 calendar months of registered study. 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, a candidate must complete minimum credits³⁹ as follows:

- i) For the award of the Masters degree: 180 credits, which includes both taught courses and a 60 credit project dissertation.
- ii) For the award of the Postgraduate Diploma: 120 credits of taught courses.
- iii) For the award of the 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 Document. The length and nature of the project dissertation are as specified in the relevant Programme Document.

5. Minimum Requirement for the Award of Credits

- i) Credits for taught courses studied at the University of Glasgow 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 of the *University of Glasgow Calendar*.
- ii) For each taught course studied at the University of Edinburgh a candidate shall be awarded credit on achievement of at least a grade C or mark of 50% on the University of Edinburgh Common Marking Scheme. In addition, if a candidate achieves at least a grade C or mark of 50% on the University of Edinburgh Common Marking Scheme in at least 40 credits and has an overall average of 40% or more for the 60 taught credits studied at the University of Edinburgh, then they will be awarded credits on aggregate for any of the University of Edinburgh taught courses for which a grade of less than C or mark of less than 50% is awarded.

6. Assessment

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

6.2 For taught courses studied at the University of Edinburgh a candidate will be offered one assessment opportunity only.

6.3 The assessment of each taught course will be conducted by the institution teaching that course, with the course result determined in accordance with the assessment grading/mark schedule of that institution. In determining whether a candidate has satisfied the requirements set out in these regulations, the equivalence of course results recorded by the University of Edinburgh to those recorded by the University of Glasgow shall be governed by Appendix 1. The result for the project dissertation will be determined in accordance with the assessment schedule of the University of Glasgow.

6.4 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 §10⁴⁰ 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

A candidate will be permitted to progress to preparation of the project dissertation only if they have obtained a grade point average⁴¹ of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of

³⁹ 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.

⁴⁰ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations

⁴¹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B of the University of Glasgow'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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

the credits at grade D3 or better and all credits at grade F or above. Exceptionally, a candidate may be permitted to progress to the project dissertation where it is judged⁴² that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any reassessment for which they are eligible on courses studied at the University of Glasgow.

8. Reassessment of the Dissertation

Where a candidate requires a higher grade in the project dissertation to satisfy the requirements set out in §9.1, reassessment of that 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 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 project dissertation 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 average⁴¹ of 12 (equivalent to C3) or above in the taught courses described in §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 D3 or better in the project dissertation.
- 9.2 A candidate who has achieved a grade point average of 15 (equivalent to B3) or above for the taught courses and grade B3 or above for the project dissertation will be eligible for the award with Merit. Where the grade point average for the taught courses falls within the range 14.1 to 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 project dissertation.
- 9.3 A candidate who has achieved a grade point average of 18 (equivalent to A5) or above for the taught courses and grade A5 or above for the project dissertation 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 project dissertation.
- 9.4 Where a candidate has been reassessed on one or more taught courses delivered by the University of Glasgow and/or has resubmitted the project dissertation, only the result(s) obtained at the first attempt may be counted in determining eligibility for the award of Merit or Distinction.

10. Requirements for the Exit 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 average⁴¹ of 9 (equivalent to D3) in 120 credits, with not less than 80 of these credits at grade D3 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 D3 or above.
- 10.3 These awards may be granted with Merit or Distinction according to the criteria specified in §9.2, §9.3 and §9.4 in relation to the taught courses.

11. Academic Appeals

A candidate wishing to appeal against an academic decision relating to a course should follow the academic appeals procedure of the institution delivering that course; a candidate wishing to appeal against an academic decision made in relation to the overall Programme should follow the academic appeals procedure of the University of Glasgow.

Appendix 1

Glasgow				Edinburgh	
Primary Grade	Gloss	Secondary Band	Grade Point	Grade	Mark
A	Excellent	A1	22	A1	90-100
		A2	21		
		A3	20	A2	80-89
		A4	19		
		A5	18		
B	Very Good	B1	17	B	60-69
		B2	16		
		B3	15		
C	Good	C1	14	C	50-59
		C2	13		
		C3	12		
D	Satisfactory	D1	11	D	40-49
		D2	10		

⁴² 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.

		D3	9		
E	Weak	E1	8	E	30-39
		E2	7		
		E3	6		
F	Poor	F1	5	F	20-29
		F2	4		
		F3	3		
G	Very Poor	G1	2	G	10-19
		G2	1		
H			0	H	0-9

GENERIC REGULATIONS FOR DOCTORATE DEGREES

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, as subsequently amended. 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;⁴³
3. A candidate for the Degree may either undertake study or research in accordance with the provisions of Schedule A or, in the case of The Glasgow School of Art, Schedule C, or shall present either a published thesis or a published memoir or work or other material in accordance with the provisions of Schedule B or, in the case of The Glasgow School of Art, Schedule D;
4. The Degree of Doctor of Philosophy whether by research or by published work shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

Schedule A: Degree of Doctor of Philosophy by Research

The following regulations are supplemented by a series of Guidance Notes for students which are available with the on-line *University Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

1. A research student who has pursued in the University of Glasgow,⁴⁴ or in an institution recognised and approved for the purpose, a course of special study or research, may offer themselves for the Degree of Doctor of Philosophy under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a 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 will have been registered for such study on a full-time basis for a period of not less than three academic years, or on a part-time basis for a period of either not less than five years of part-time study or not less than four years, comprising three years of part-time study and one year of full-time study, provided always that the Senate shall have power, in exceptional cases, to reduce the period by one academic year;
 - d) that they must be available for supervision in the University throughout the period of study except when given permission to pursue research elsewhere.
 - e) that they have pursued such formal research training and any other attendance requirements as set down by the College concerned.
2. The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a relevant discipline but another qualification, being a qualification approved by the University Court as provided in Section 1, may be accepted by the relevant College as being suitable for the programme of study which it is proposed that the applicant should follow.

⁴³ Schedules C and D are published in The Glasgow School of Art section of the *University Calendar*.

⁴⁴ It is possible for candidates to pursue research off-campus subject always to provisions applied by the College which will reflect the nature of study in the associated discipline.

- 3.1 Each candidate for the Degree of Doctor of Philosophy shall present for the approval of the Senate 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 themselves.
- In the College of Arts and the College of Social Sciences the thesis shall be a minimum of 70,000 and a maximum of 100,000 words including references, bibliography and appendices in each case.
 - In the College of Medical, Veterinary & Life Sciences and the College of Science & Engineering the thesis shall be a maximum of 80,000 words excluding references, bibliography and appendices in each case.
- A candidate who wishes to submit a thesis of greater or lesser length or submit documentary appendices must seek prior permission of the appropriate College Higher Degrees Committee or equivalent.
- 3.2 A thesis for the degree of PhD shall normally be presented for examination within four years from the date when a candidate first registered for full-time study or eight years from the date when a candidate first registered for part-time study. Where the candidate has registered for a combination of full-time and part-time study, or where the College has approved suspension⁴⁵ of study for a period of time, the maximum period of study permitted shall be equivalent to the duration for full and part-time study plus the approved period of suspension adjusted proportionately.
- 3.3 Where the candidate has fulfilled the prescribed period of full-time or part-time study required by the regulations, and has not submitted the thesis for examination, the candidate shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause may result in exclusion from further study.
- 3.4 The thesis shall be examined by one or more examiners appointed by the Dean of Graduate Studies on behalf of Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the Dean of Graduate Studies on behalf of the University Court and Senate. No person who has been involved in the direct supervision of the candidate may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §3.6 and Guidance Note 4) and shall act as an examiner in the normal way. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁴⁶ A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies.
- 3.5 A candidate for the Degree of PhD must present themselves for oral examination by the Committee of Examiners on the subject matter of the thesis and its context. The requirement for an oral examination shall be observed at the first submission of the thesis. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School.
- 3.6 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.
- The Convener will be responsible for the following:
- making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis;
 - attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - assisting the examiners to reach a consensus, noting that, subject to the authority of Senate, the view of the External Examiner shall normally prevail;
 - arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
- 3.7 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 3.8 Where a candidate has been permitted to resubmit a thesis for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may

⁴⁵ A College Higher Degrees Committee or equivalent may permit the period of study to be suspended for a defined period when a candidate is ill or has other personal circumstances which prevent the candidate from continuing the research. Suspension can be agreed by the College Higher Degrees Committee or equivalent for other reasons, such as student internships. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

⁴⁶ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.

- 3.9 Where a candidate has been permitted to resubmit the thesis, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission.

If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree of PhD but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters degree.

4. Particular conditions relating to study or research in the Colleges are set out below. A candidate must also comply with detailed requirements for research degrees published by the relevant Graduate School.

Arts

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Graduate School Board (or equivalent) may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Graduate School Board and where the School and the Graduate School Board are satisfied that appropriate arrangements can be made for supervision and examination. In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

Where a School determines it to be appropriate, candidates may present a thesis accompanied by a related piece of creative work, for example, a play, a theatrical performance, a translation or computer software. In cases where a performance element is involved, candidates must provide a permanent record of the creative aspect of the overall submission to be deposited with the thesis in the University Library. In such cases, the Graduate School Board shall, in consultation with the supervising School, advise candidates on the minimum length of the thesis component. The Board of Examiners is required to attend a performance of the creative work.

In English Literature, candidates may present themselves for a PhD in a specific Creative Writing genre. Before being considered for admission to study for the award, candidates must normally satisfy the requirements of §1, and present sufficient evidence of potential in creative writing, through submission of a portfolio of creative and critical work. Registered candidates must satisfactorily complete, in the first two years, prescribed studies which shall include attendance at writing seminars and/or workshops. Each candidate's progress in the prescribed studies shall be assessed by means of set projects and/or a journal of studies maintained by the candidate. During the third year, under the supervision of a person appointed for the purpose by the College, candidates shall prepare and present for the approval of the Senate, a thesis or portfolio of written work which shall make significant contribution to literature in the generic route chosen, normally containing material worthy of publication. The thesis shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1. Following successful completion of the first two years of study, candidates will be eligible for the award of Master of Philosophy if they elect to end their studies at this stage.

In Film & Television Studies, candidates may present themselves for a practice-based PhD. The candidate shall typically complete a thesis of 30,000–40,000 words in length and a practical component of significant originality and sophistication (examples might include, but are not limited to, an artistic or experimental video work, documentary, video-essay, a collection of shorts, an exhibition or installation, festival, and so on). In exceptional circumstances a shorter or longer thesis might be agreed, to provide an appropriate balance with the practical component, thereby enabling either the completion of a larger and appropriately sophisticated or complex practical component, or, conversely, to weigh in favour of a longer thesis in relation to a more discrete focus on the practical component. The thesis and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

In Music, PhD candidates may present themselves for examination by thesis or by portfolio. Normally a thesis will be of 70,000–100,000 words. For examination by thesis, the candidate may include a range of practical components in support of their underlying argument, but this is not a requirement. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project. For examination by portfolio, candidates may submit work in a range of disciplines, including composition, sonic art, performance or other forms of creative practice. Extended critical and methodologically informed documentation of the research project will accompany the creative inquiry. The written component is expected to complement and reflect in a rigorous manner upon the practical component. Normally the portfolio will comprise creative work of approximately two hours' duration or work of equivalent depth or complexity and the written component will be 10,000–20,000 words. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project.

In Theatre Studies, candidates may present themselves for a practice-based PhD. The balance between academic writing and research-driven practice will vary depending on the needs of the research project and will be agreed with the supervisory team. The candidate shall typically complete a significant piece of practice, or portfolio of practice, such as playtexts, installations or performances, accompanied by a written thesis of 30,000-60,000 words in length. The written and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

In Theology & Religious Studies candidates may present themselves for a practice-based PhD. The candidate shall present both a practical component and a written component for examination. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The written component shall consist of an academically rigorous reflection upon the research process and its critical significance within theology/religious studies. The length of the written component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 30,000-40,000 words. The written component and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

Medical, Veterinary & Life Sciences

A candidate holding an appointment as a member of the teaching or research staff of the University of Glasgow, paid through the Finance Office or directly by a grant awarding body approved by the University Court, may register part-time whilst being subject to the same provisions regarding minimum periods of full-time study if they devote the major part of the day, typically 75-80% of their time, to research studies.

In addition to the requirement for satisfactory completion of a thesis, a candidate will normally be required to attend training courses as specified by the College Graduate School.

Science & Engineering

To qualify for the award of a PhD, a candidate must have demonstrated to a Committee of Examiners by the presentation of a thesis and by performance in an oral examination that they are capable of:

- a) pursuing original research in their specific field of study, and
- b) relating their results to the general body of knowledge in the field, and
- c) presenting their results in a critical and scholarly manner.

In addition to the requirement for satisfactory completion of a thesis, the candidate will normally be required to attend training courses as specified by the College Graduate School.

Social Sciences

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended 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 relevant School and the Higher Degrees Committee and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.

In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

5. Teaching or Research Staff of the University or Recognised Institutions - Candidature for the Degree

A member of the teaching staff of the University, or a person who holds an appointment as Research Assistant or Research Fellow of the University of Glasgow and is paid through the Finance Office or directly by a grant-aiding body approved by the University Court, or a member of the teaching or research staff of any other institution recognised for the purpose of §1, may notwithstanding offer themselves for the Degree of Doctor of Philosophy if they have prosecuted a course of special study or research on a part-time basis for a period of not less than three years.

6. Research in External Institutions

As permitted in §1, College Graduate Schools may allow the candidate's study or research to be conducted in an institution external to the University of Glasgow. The period of study or research elsewhere shall not normally exceed 12 months except where that study or research is undertaken in an institution or location approved by the appropriate College Committee. The choice of an external institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed study or 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 by the College Graduate School on behalf of Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases

where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.

The following institutions are recognised for the purpose of this regulation:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK
Centre for Environment, Fisheries and Aquaculture Science, UK
Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia
Children's Hospital, Tabriz, Iran
Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK
Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria
European Molecular Biology Laboratory, Heidelberg, Germany
Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
Fisheries Research Services, Marine Laboratory, Aberdeen, UK
Glasgow and West of Scotland Blood Transfusion Service, UK
Glaxo SmithKline, Stevenage, UK
Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
Macaulay Land Use Research Institute, UK
Moredun Research Institute, Pentlands Science Park, Penicuik, UK
National Institute for Biological Standards and Control, UK
Natural History Museum, London, UK
Papworth Hospital, Cambridge, UK
Royal Botanic Garden, Edinburgh, UK
Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
Scottish Crops Research Institute, Invergowrie, UK
Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
SRUC (Scotland's Rural College), UK
Swartz Center Institute for Neural Computation, University of California San Diego La Jolla USA
The Fredric Rieders Foundation 2300 Stratford Avenue, Willow Grove PA 19090, USA
The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
Universities Marine Biological Station, Millport, UK
Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia
CEA Saclay, France
Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain
Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France
Fermi National Accelerator Laboratory, Chicago, IL, USA
Gooch & Housego (UK) Ltd, UK
GSI (Society for Heavy Ion Research) Darmstadt, Germany
Henrich-Heine University, Dusseldorf, Germany
Institute for Cosmic Ray Research, University of Tokyo, Japan
Institute Laue-Langevin, Grenoble, France
Institute of Nuclear Physics, University of Mainz, Germany
International Atomic Energy Agency, Austria

ISIS Pulsed Neutron and Muon Source, UK
Jefferson Accelerator Laboratory, Newport, News, VA, USA
Johns Hopkins University, Baltimore, USA
Kelvin Nanotechnology Ltd, UK
Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
LIGO Hanford Observatory, Hanford USA
LIGO Livingston Observatory, Livingston USA
Macquarie University, Australia
Mathematisches Institut Westfälische Wilhelms-Universität Münster, Germany
McMaster University, Canada
MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA
MRC Mitochondrial Biology Unit, Cambridge, UK
Nanyang Polytechnic, Singapore
National University of Singapore, Singapore
NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
Northeastern University, Boston, USA
Offshore Renewable Energy Catapult (OREC), UK
Parliamentary Offices for Science and Technology, London, UK
ROHM Semiconductor, Kyoto, Japan
Scottish Universities Environmental Research Centre, East Kilbride, UK
Tokyo Institute of Technology, Japan
Universitat Politècnica de Valencia, Valencia, Spain
University of Alabama, USA
University of Bergamo, Italy
University of California at San Diego, La Jolla, Ca, USA
University of Dar Es Salaam, Tanzania
University of Delft, Centre for Systems and Control, The Netherlands
University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
University of Hong Kong, China
University of Melbourne, Australia
University of Oregon, Eugene, USA
University of Ottawa, Ontario, Canada
Université Paris 13, France
University of Toronto, Toronto, Canada
University of Tsukuba, Japan
Xerox Research Centre Europe, Meylan, France
Yale University, USA

7. *Submission of Thesis*

In submitting a thesis a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis which they claim as original. The thesis must be in English.

In the College of Arts and the College of Medical, Veterinary & Life Sciences a candidate must submit three copies of the thesis; in the other Colleges two copies of the thesis must be submitted. In all cases the submission must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis has achieved the required standard for the award of the degree. A candidate may submit a thesis against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be

restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule B: Degree of Doctor of Philosophy by Published Work

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 University of Glasgow and whose date of submission of their thesis is at least five years from the date of their first graduation in the University; 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 University Finance Office or directly by a grant aided body approved by the University Court; 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 University Finance Office or directly by a grant aided body approved by the University Court, and who presents themselves as a candidate for the degree within one calendar year of leaving the University's employment.
- b) has not been enrolled as a Research Student in the University of Glasgow during the five years preceding the date of submission although the College Higher Degrees Committee (or equivalent) 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 University of Glasgow or of any other University or College in the same subject area; and
- d) has been found by the appropriate College to possess *prima facie* a qualification for the Degree.

A College Higher Degrees Committee (or equivalent) 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 §9 of Schedule B of this Resolution, candidates for the Degree of Doctor of Philosophy by published work shall present for the approval of Senate 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 them.
3. Every prospective candidate for the degree shall submit to the appropriate College two copies of the work to be examined together with copies of the following documentation each in triplicate: a curriculum vitae, and an explanatory essay of 2,000–5,000 words which justifies the intellectual significance of the submission. Should the submission comprise diverse publications, the explanatory essay should explain the relationship, if any, between the works submitted, including any developments which have occurred between one piece and another.

Material other than books must be bound in a volume in cloth with stiff boards. The layout and binding of the thesis should generally conform to the *Recommendation for the Presentation of Theses and Dissertations* published by the British Standards Institution (BS4821:1990), a summary of which is available in the University Library or may be obtained from the Clerk of the appropriate College. The thesis must include a summary (500–1,000 words), which must be an adequate and informative abstract of the work. The summary should be bound with the thesis where possible; and three separate copies of the summary should also be provided.

4. The Dean of Graduate Studies shall nominate a member of staff to give advice to the candidate with regard to the preparation of their submission.
5. Preliminary assessment – Only if it is in the opinion of the College Higher Degrees Committee (or equivalent) 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 College Higher Degrees Committee (or equivalent), 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 University.
7. All the materials submitted must normally be in English and 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.

Materials must be published in terms of the following definition:

A work is normally regarded as published only if it is traceable through ordinary catalogues, abstracts or citation notices, and copies are available to the general public. This will normally require the work to be publicly registered with an ISSN/ISBN number. Material which is unpublished or which has only a restricted circulation is not acceptable in whole or partial fulfilment of the requirements for this degree.

Exceptionally, the College Higher Degrees Committee (or equivalent) may approve the submission and defence of the work in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Higher Degrees Committee (or equivalent), and where the School and Higher Degrees Committee (or equivalent) are 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 University of Glasgow or in any other institution, or which has already been included in a submission, whether successful or unsuccessful, for any other Higher Degree or Diploma in another institution is not admissible in whole or partial fulfilment of the requirements for the Degree of PhD by published work.
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 Higher Degrees Committee (or equivalent).
10. A Higher Degrees Committee (or equivalent) 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 Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (Guidance Note 3) and shall act as an examiner in the normal way. A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁴⁷

The Board of Examiners shall normally require that the candidate present themselves 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 College Higher Degrees Committee (or equivalent) who shall if it thinks fit make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of the College 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. The Board of Examiners may require minor changes to the explanatory essay as a requirement for the award if there is otherwise agreement that the submitted work meets the criteria for the Degree.

12. An unsuccessful submission for the degree of PhD by published work will not become eligible for the award of a Masters 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 Higher Degrees Committee (or equivalent) regarding the previous submission. Such re-examination shall be regarded as a de novo application and not the resubmission of the initial application.

DEGREE OF DOCTOR OF PHILOSOPHY WITH INTEGRATED STUDY

RESOLUTION

The Degree of Doctor of Philosophy with Integrated Study is governed by Resolution 665, which at the time of publication was in draft form, with provision that:

1. The Degree of Doctor of Philosophy (PhD) with Integrated Study 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;
3. The Degree of Doctor of Philosophy with Integrated Study shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

The following regulations are supplemented by PhD Guidance Notes for students, which additionally apply to the Degree of Doctor of Philosophy with Integrated Study unless specifically excluded by regulation, and which are available within the current on-line *Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

⁴⁷ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

REGULATIONS

1. A research student who has pursued in the University of Glasgow, or in an institution recognised and approved for the purpose, a programme of study comprising taught courses and research, may offer themselves for the Degree of Doctor of Philosophy with Integrated Study under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a degree may be accepted in place of a degree). The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a relevant discipline of a Scottish University, or an approved equivalent qualification;
 - b) that they have produced to the Senate evidence of satisfactory progress in the taught courses and research undertaken by them;
 - c) that they will have been registered for such study on a full-time basis for a period of not less than four academic years;
 - d) that each candidate will be supported by a supervision team which will normally include the primary academic supervisor, a second academic supervisor, and other academic staff as required to offer expertise in guiding and supporting the candidate's research;
 - e) that they have pursued such formal research training as set down by the Higher Degrees Committee or equivalent and as any other training or attendance requirements as specified by the College;
 2. Each candidate for the Degree of Doctor of Philosophy with Integrated Study shall:
 - a) complete a programme of study prescribed at the commencement of the period of study by the Higher Degrees Committee or equivalent, which shall include a minimum of 120 credits⁴⁸ of taught courses, and may also include a project leading to the submission of a 60 credit dissertation.
 - b) present for the approval of the Senate a thesis which shall embody the results of the research, and which shall be accompanied by a declaration signed by the candidate that the thesis has been composed by them. In the College of Arts and the College of Social Sciences the thesis shall be a minimum of 70,000 and a maximum of 100,000 words including references, bibliography and appendices in each case. In the College of Medical, Veterinary & Life Sciences and the College of Science & Engineering the thesis shall be a maximum of 80,000 words excluding references, bibliography and appendices in each case. A candidate who wishes to submit a thesis of greater or lesser length or submit documentary appendices must seek prior permission of the appropriate College Higher Degrees Committee or equivalent.
- 3. Assessment of Taught Courses**
- 3.1 For each academic session assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
 - 3.2 Where a candidate whose programme of study includes a 60 credit dissertation requires a higher grade in the dissertation to satisfy the requirements set out in §4.3, or §6.1 reassessment of that dissertation will be permitted on one occasion only, under such conditions as the Higher Degrees Committee or equivalent may prescribe in each particular case. There is no automatic entitlement to repeat any previous practical work associated with the dissertation or to undertake further practical work.
- 4. Progress**
- 4.1 Prior to being permitted to progress to a subsequent year of study a candidate shall be subject to the College requirements for progress in relation to both the programme of prescribed study and the research.
 - 4.2 The minimum achievement required in relation to the prescribed programme of study for progress to a subsequent year will be determined by the Higher Degrees Committee or equivalent and communicated to the candidate at the start of each year.
 - 4.3 In addition to requirements determined under §4.1 and §4.2:
 - a) For subjects listed under Schedule A of these regulations, in order to progress to the fourth year of study a candidate must have achieved a grade point average⁴⁹ of 12 (equivalent to C3) or above in the taught courses

⁴⁸ In compliance with the Scottish Credit and Qualification Framework a minimum of 90 credits must be gained from Masters level courses (level M/SCQF level 11).

⁴⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

referred to in §2(a), with at least 75% of these credits at grade D3 or better, and all credits at grade F or above, and, where a candidate's programme of study includes a 60 credit dissertation, the candidate must have achieved a grade D3 or better in the dissertation. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

- b) For subjects listed under Schedule B of these regulations, in order to progress to the second year of study a candidate must have obtained a grade point average of 15 (equivalent to B3) in 120 credits at the first attempt, 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. A candidate who does not meet the progress requirements will be eligible to transfer to a programme of study leading to the award of a Taught Masters degree on such terms as the Higher Degrees Committee or equivalent may determine.
- 4.4 A candidate whose progress in relation to the research is deemed by the College to be unsatisfactory may be excluded from further study towards the degree of Doctor of Philosophy with Integrated Study. The candidate may apply for their registration to be transferred to a programme of study leading to the award of a Taught Masters degree on such terms as the Higher Degrees Committee or equivalent may determine.
- 4.5 A candidate who fails to comply with the requirements of §4.2 and §4.3 may be excluded from further study towards the degree of Doctor of Philosophy with Integrated Study. The candidate may apply to have their registration transferred to the Degree of Doctor of Philosophy on such terms as the Higher Degrees Committee or equivalent may determine.

5. Thesis

- 5.1 In the College of Science & Engineering, a thesis for the Degree of Doctor of Philosophy with Integrated Study shall normally be presented for examination within four years from the date when a candidate first registered for full-time study. In the College of Medical, Veterinary & Life Sciences, a thesis for the Degree of Doctor of Philosophy with Integrated Study shall normally be presented for examination within five years from the date when a candidate first registered for full-time study. Where the College has approved suspension of study for a period of time,⁵⁰ the maximum period of study permitted shall be equivalent to the duration for full-time study plus the approved period of suspension adjusted proportionately.
- 5.2 Where the candidate has fulfilled the minimum period of study required by the regulations and has not submitted the thesis for examination, they shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause, may result in exclusion from further study.
- 5.3 The thesis shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §5.5 and the Guidance Notes for the Degree of Doctor of Philosophy by Research) and shall act as an examiner in the normal way.
- 5.4 A candidate for the Degree of Doctor of Philosophy with Integrated Study must present themselves for oral or other examination by the Committee of Examiners on the subject matter of the thesis. This requirement for an oral examination shall be observed at the first submission of the thesis.
- 5.5 A Convener shall be appointed by the Dean of Graduate Studies to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - c) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - d) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
- 5.6 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.

⁵⁰ The appropriate College Committee may permit the period of study to be suspended for a defined period when a candidate is ill or has other personal circumstances which prevent the candidate from continuing the research or taught elements. Suspension can be agreed by the appropriate College Committee for other reasons. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

- 5.7 Where a candidate has been permitted to resubmit a thesis, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 5.8 Where a candidate has been permitted to resubmit the thesis, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission. If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters by Research degree.
- 6. Requirements for Early Exit Awards of Masters Degree, Postgraduate Diploma and Postgraduate Certificate**
- The following provisions will apply where a candidate does not satisfy the requirements for award of the degree of Doctor of Philosophy with Integrated Study
- 6.1 A candidate who has achieved a grade point average⁴⁹ of 12 (equivalent to C3) or above in the taught courses referred to in §2(a), with at least 75% of these credits at grade D3 or better, and all credits at grade F or above and who has completed a 60 credit dissertation at grade D or better will be eligible for the award of a Taught Masters degree in a designation approved by the Higher Degrees Committee or equivalent.
- 6.2 A candidate will be eligible for the award of the Taught Masters degree with Merit on achieving at the first attempt:
- a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
 - a grade point average of at least 14 (equivalent to C1) in the taught courses, and
 - a grade of at least C1 in the dissertation.
- 6.3 Where a candidate has satisfied the requirements set out at §6.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 6.4 A candidate will be eligible for the award of the Taught Masters degree with Distinction on achieving at the first attempt:
- a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
 - a grade point average of at least 17 (equivalent to B1) in the taught courses, and
 - a grade of at least B1 in the dissertation.
- 6.5 Where a candidate has satisfied the requirements set out at §6.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.
- 6.6 A candidate who has achieved a grade point average of 9 (equivalent to D3) in 120 credits, with not less than 80 of these credits at grade D3 or above will be eligible for the award of a Postgraduate Diploma.
- 6.7 A candidate who has achieved a grade point average of 9 (equivalent to D3) in 60 credits, with not less than 40 of these credits at grade D3 or above will be eligible for the award of a Postgraduate Certificate.
- 6.8 The awards of Postgraduate Diploma and Postgraduate Certificate may be granted with Merit or Distinction where a candidate has achieved at the first attempt a grade point average of 15 (equivalent to grade B3) or above, or a grade point average of 18 (equivalent to A5) or above, respectively. The Board of Examiners shall have the discretion to make the award with Merit or Distinction where the grade point average falls within the range 14.1 to 14.9, or 17.1 to 17.9, respectively.
7. Particular conditions relating to study or research in the Colleges are set out below. A candidate must also comply with detailed requirements for research degrees published by the relevant Graduate School.

Science & Engineering

To qualify for the award of a PhD with Integrated Study, a candidate must have demonstrated to a Committee of Examiners by the presentation of a thesis and by performance in an oral examination that they are capable of:

- pursuing original research in their specific field of study, and
- relating their results to the general body of knowledge in the field, and
- presenting their results in a critical and scholarly manner.

8. Research in External Institutions

As permitted in §1, College Graduate Schools may allow the candidate's study or research to be conducted in an institution external to the University of Glasgow. The period of study of research elsewhere shall not normally exceed 12 months except where that study or research is undertaken in an institution or location approved by the appropriate College Committee. The choice of an external institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed study or 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 by the College Graduate School on behalf of Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.

The institutions recognised for the purpose of this regulation are as listed in §6 of the Regulations for the Degree of Doctor of Philosophy.

9. Submission of Thesis

In submitting a thesis a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis which they claim as original. The thesis must be in English.

A candidate must submit three copies of the thesis. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis has achieved the required standard for the award of the degree. A candidate may submit a thesis against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/gettingstarted/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Subjects of Integrated Study in which the Degree may be offered are:

College of Science & Engineering

Schedule A

Intelligent Sensing & Measurement

Schedule B

Mathematical Sciences

DEGREE OF DOCTOR OF SCIENCE

RESOLUTION

The Degree of Doctor of Science is awarded under Resolution No. 577 of the University Court, which came into force on 1 September 2007. The following are the relevant provisions of that Resolution.

1. The Degree of Doctor of Science (DSc) may be awarded by the Senate of the University of Glasgow.
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'.
3. All candidates for the Degree of Doctor of Science shall present a thesis or a published memoir or work which shall be a record of original research undertaken by the candidate in relation to science, and shall be accompanied by a declaration signed by them that the work has been done and the thesis composed by them. In the case of collaboration, the candidate's individual contribution must be clearly defined. The thesis, or a major part of it, shall have been published either as a book or in periodicals of recognised standing, and shall be presented in such manner as the Senate may by regulation prescribe.
4. The thesis shall be examined by one or more examiners appointed by the Senate from among the professors, readers and lecturers in the University, and by one or more additional examiners appointed by the University

Court on the recommendation of the Senate. The reports of the examiners shall be submitted independently to the appropriate College Committee which shall, if it thinks fit, make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of one of the Colleges of Medical, Veterinary & Life Sciences and Science & Engineering, and of the examiners, the thesis constitutes an original, substantial and authoritative contribution to scientific knowledge.

5. The Degree of Doctor of Science shall not be conferred upon a person who has not satisfied the conditions set forth in the Regulations; provided always that it shall be in the power of the Senate to award the Degree as an Honorary degree under such regulations as may be made by the Senate with the approval of the University Court.

REGULATIONS

1. The following categories of persons may, after being found by the College of Medical, Veterinary & Life Sciences or the College of Science & Engineering to possess *prima facie* a qualification for the Degree, be admitted as candidates for the Degree of Doctor of Science:
 - a) A graduate of the University of Glasgow after the expiry of seven years from the date of their first graduation in the University of Glasgow.
 - b) Any person who has held for a period or periods totalling at least four years such office or offices in the University of Glasgow as the University Court, on the recommendation of the Senate, may approve; provided either that they are a graduate of not less than seven years' standing of a university likewise approved or that they have held for not less than seven years some other qualification specially recognised by the University Court, on the recommendation of the Senate, as equivalent for this purpose.
 - c) Any person who has carried out research work, in terms of the Ordinance or Resolution for the time being in force for the regulation of research, for at least five years in the University of Glasgow (or in a college affiliated thereto); provided always that they are a graduate of not less than seven years' standing of a university approved by the University Court, on the recommendation of the Senate.
2. For the purpose of §1 of these Regulations, every prospective candidate for the Degree shall submit to the relevant College a summary of their proposed thesis, together with a list of the publications that are to be included in the thesis. The summary should be no longer than one thousand words. Only if it is the opinion of the College and of any adviser whom it may consult that:
 - a) the work described properly falls into the area of science; and
 - b) it is likely to be of the required standard
 will the candidate be considered to possess *prima facie* the necessary qualification.
3. Each qualified candidate must submit two copies of their thesis: both copies, if approved for the Degree, shall become the property of the University.
4. In addition to making the declaration required under Section 3 of the Resolution governing this Degree, the candidate must identify any material in the DSc submission which has been, or is about to be, included in a submission by the candidate for any other higher degree or diploma in the University of Glasgow or for a higher degree or diploma in another institution; and they must lodge, together with their DSc submission, either a copy of such other submission (if available) or a precise statement of its scope. Material which has been included in a successful submission for another higher degree or diploma will not be taken into account in assessing a submission for the Degree of DSc of the University of Glasgow.
5. Before acceptance for adjudication, a thesis, or an important part of it, shall have been published either as a book or in periodicals of recognised standing. The thesis may be presented in the form of a single memoir or writing containing a connected account of the candidate's research or work. Published papers under various headings may be submitted in lieu of a single thesis provided that they are accompanied by a statement showing the relationship between the various studies and placing the whole work critically into perspective with the general state of knowledge in the field of investigation to which the candidate's researches are related.
6. Material other than books must be bound in a volume in cloth with stiff boards. The layout and binding of the thesis should generally conform to the Recommendations for the presentation of theses and dissertations published by the British Standards Institution (BS4821:1990) which is available for consultation in the University Library or may be obtained from the College Graduate School. The thesis must include a summary (500–1,000 words) which must be an adequate and informative abstract of the work. The summary should be bound with the thesis where possible; and three separate copies of the summary should also be provided.
7. If approved for the Degree, an electronic copy of the thesis, this conforming to specifications published at <http://theses.gla.ac.uk/format.html>, shall also be deposited with the University Library. It is the University's normal practice to make a bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, *Enlighten*. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.
8. No candidate may apply for re-examination for the Degree of DSc until the elapse of at least three years from the date of the previous submission.

NON GENERIC DOCTORATE REGULATIONS

DEGREE OF DOCTOR OF ENGINEERING in APPLIED PHOTONICS

The Degree of Doctor of Engineering in Applied Photonics is offered by the University of Glasgow, as part of the Centre for Doctoral Training (CDT) in Applied Photonics Technologies with partner institutions Heriot-Watt University, the University of Glasgow, the University of Dundee, the University of St. Andrews and the University of Strathclyde. The CDT is conducted through a Management Committee, which has overall responsibility for the strategy, priorities and management of the Centre, and a Course Committee, to which some of the academic functions pertaining to the individual EngD programmes are devolved from the partner institutions. The programme is run in co-operation with industrial companies providing sponsorship of students.

RESOLUTION

The Degree of Doctor of Engineering in Applied Photonics is governed by Resolution 671 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Doctor of Engineering in Applied Photonics (EngD) may be awarded by the Senate of the University of Glasgow in the College of Science & Engineering;
2. The Senate shall have power to make such regulations governing the award of the Degree as may be approved by the University Court;
3. A candidate for the Degree shall undertake study and research in accordance with the provisions below, and shall present either a thesis or a themed portfolio;
4. The Degree of Doctor of Engineering in Applied Photonics shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

The following regulations are supplemented by a series of PhD Guidance Notes for students, which additionally apply to the Doctor of Engineering in Applied Photonics unless specifically excluded by regulation, and which are available within the current on-line *Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

REGULATIONS

1. A research student who has pursued in the University of Glasgow, or in an institution recognised and approved for the purpose, a programme of prescribed study and industrially-focussed research, may offer themselves for the Degree of Doctor of Engineering in Applied Photonics under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a degree may be accepted in place of a degree). The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a Science or Engineering discipline of a Scottish University, or an approved equivalent qualification;
 - b) that they have produced to the Senate evidence of satisfactory progress in the prescribed study and research undertaken by them;
 - c) that they will have been registered for such study on a full-time basis for a period of not less than four academic years, or on a part-time basis for a period normally of not less than eight academic years;
 - d) that for each candidate undertaking a programme of study and research leading to the Degree there must be one or more sponsoring companies, or equivalent organisations, that will be nominated by the Course Committee;
 - e) that each candidate will be supported by a supervision team which will normally include the primary academic supervisor, an industrial adviser and other academic staff as required to offer expertise in guiding and supporting the candidate's research project. The sponsoring company or companies will appoint an industrial adviser for the duration of the programme and, to ensure continuity of the research project, provide an alternative industrial adviser should the first appointee be unable to continue in the role;
 - f) that within the prescribed duration of the programme, each candidate will be required to achieve 180 credits at the appropriate standard (50% average across all taught modules, or an average of at least C3 [aggregation score 12]) from the portfolio of courses prescribed by the Course Committee in the programme documentation;
 - g) that they have pursued such formal research training as set down by the Course Committee.
- 2.1 Each candidate for the Degree of Doctor of Engineering in Applied Photonics Technologies shall present for the approval of the Senate a thesis or a themed portfolio which shall embody the results of the research, and which shall be accompanied by a declaration signed by the candidate that the thesis or themed portfolio has been composed by themselves. For a candidate permitted by the supervision team to submit a themed portfolio of a number of projects, they must be in the standard format and must include the following:

- i) a succinct bound summary which describes the contribution to knowledge and innovation demonstrated by the candidate;
 - ii) clear evidence, either directly or indirectly, of the relationship between each project through demonstrable relevance to the doctoral programme.
- 2.2 A thesis or themed portfolio for the degree of EngD shall normally be presented for examination within five years from the date when a candidate first registered for full-time study. Where the College has approved suspension⁵¹ of study for a period of time, the maximum period of study permitted shall be equivalent to the duration for full-time study plus the approved period of suspension adjusted proportionately.
 - 2.3 Where the candidate has fulfilled the minimum period of full-time study required by the regulations, and has not submitted the thesis or themed portfolio for examination, they shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause, may result in exclusion from further study.
 - 2.4 The thesis or themed portfolio shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §2.6 and Guidance Note 3) and shall act as an examiner in the normal way.
 - 2.5 A candidate for the Degree of EngD must present themselves for oral or other examination by the Committee of Examiners on the subject matter of the thesis or themed portfolio and its context. This requirement for an oral examination shall be observed at the first submission of the thesis or themed portfolio.
 - 2.6 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

 - a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis or themed portfolio;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - c) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - d) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
 - e) recommending to the Higher Degrees Committee the appointment of an additional examiner in instances where agreement has not been reached. The additional examiner will normally be an External Examiner.
 - 2.7 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
 - 2.8 Where a candidate has been permitted to resubmit a thesis or themed portfolio for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
 - 2.9 Where a candidate has been permitted to resubmit the thesis or themed portfolio, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission. If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree of EngD but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters degree.

⁵¹ A College Higher Degrees Committee or equivalent may permit the period of study to be suspended for a defined period when a student is ill or has other personal circumstances which prevent the student from continuing the research. Suspension can be agreed by the College Higher Degrees Committee or equivalent for other reasons, such as student internships. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

3. Submission of Thesis or Themed Portfolio

In submitting a thesis or themed portfolio a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis or themed portfolio which they claim as original. The thesis must be in English.

A candidate must submit three copies of the thesis or themed portfolio which must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis or themed portfolio has achieved the required standard for the award of the degree. A candidate may submit a thesis or themed portfolio against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis or themed portfolio and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/gettingstarted/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

DEGREE OF DOCTOR OF ENGINEERING in OPTICS & PHOTONICS TECHNOLOGIES

The Degree of Doctor of Engineering in Optics & Photonics Technologies is offered by the University of Glasgow, as part of the Industrial Doctorate Centre (IDC) in Optics & Photonics Technologies with partner institutions Heriot-Watt University, the University of Glasgow, the University of St. Andrews and the University of Strathclyde. The IDC is conducted through a Management Committee, which has overall responsibility for the strategy, priorities and management of the Centre, and a Course Committee, to which some of the academic functions pertaining to the individual EngD programmes are devolved from the partner institutions. The programme is run in co-operation with industrial companies providing sponsorship of students.

RESOLUTION

The Degree of Doctor of Engineering in Optics & Photonics Technologies is governed by Resolution 618 of the University Court which came into effect on 1 September 2010, with provision that:

1. The Degree of Doctor of Engineering (EngD) in Optics & Photonics Technologies may be awarded by the Senate of the University of Glasgow in the College of Science and Engineering (College);
2. The Senate shall have power to make such regulations governing the award of the Degree as may be approved by the University Court;
3. A candidate for the Degree shall undertake study and research in accordance with the provisions below, and shall present either a thesis or a themed portfolio;
4. The Degree of Doctor of Engineering in Optics & Photonics Technologies shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

The following regulations are supplemented by a series of PhD Guidance Notes for students, which additionally apply to the Doctor of Engineering in Optics & Photonics Technologies unless specifically excluded by regulation, and which are available within the current on-line *Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

REGULATIONS

1. A research student who has pursued in the University of Glasgow, or in an institution recognised and approved for the purpose, a programme of prescribed study and industrially-focussed research, may offer themselves for the Degree of Doctor of Engineering in Optics & Photonics Technologies under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a degree may be accepted in place of a degree). The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a Science or Engineering discipline of a Scottish University, or an approved equivalent qualification;

- b) that they have produced to the Senate evidence of satisfactory progress in the prescribed study and research undertaken by them;
 - c) that they will have been registered for such study on a full-time basis for a period of not less than four academic years, or on a part-time basis for a period normally of not less than eight academic years;
 - d) that for each candidate undertaking a programme of study and research leading to the Degree there must be one or more sponsoring companies, or equivalent organisations, that will be nominated by the Course Committee;
 - e) that each candidate will be supported by a supervision team which will normally include the primary academic supervisor, a second academic supervisor, an industrial adviser and other academic staff as required to offer expertise in guiding and supporting the candidate's research project. The sponsoring company or companies will appoint an industrial adviser for the duration of the programme and, to ensure continuity of the research project, provide an alternative industrial adviser should the first appointee be unable to continue in the role;
 - f) that within the prescribed duration of the programme, each candidate will be required to achieve 180 credits at the appropriate standard (50% average across all taught modules, or an average of at least C3 [aggregation score 12]) from the portfolio of courses prescribed by the Course Committee in the programme documentation;
 - g) that they have pursued such formal research training as set down by the Course Committee.
- 2.1 Each candidate for the Degree of Doctor of Engineering in Optics & Photonics Technologies shall present for the approval of the Senate a thesis or a themed portfolio which shall embody the results of the research, and which shall be accompanied by a declaration signed by the candidate that the thesis or themed portfolio has been composed by themselves. For a candidate permitted by the supervision team to submit a themed portfolio of a number of projects, they must be in the standard format and must include the following:
- i) a succinct bound summary which describes the contribution to knowledge and innovation demonstrated by the candidate;
 - ii) clear evidence, either directly or indirectly, of the relationship between each project through demonstrable relevance to the doctoral programme.
- 2.2 A thesis or themed portfolio for the degree of EngD shall normally be presented for examination within five years from the date when a candidate first registered for full-time study, or within nine years from the date when they first registered for part-time study. Where the College has approved suspension of study for a period of time⁵², the maximum period of study permitted shall be equivalent to the duration for full-time or part-time study plus the approved period of suspension adjusted proportionately.
- 2.3 Where the candidate has fulfilled the minimum period of full-time study, or the minimum period of part-time study, required by the regulations, and has not submitted the thesis or themed portfolio for examination, they shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause, may result in exclusion from further study.
- 2.4 The thesis or themed portfolio shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. Normally, two External Examiners shall be appointed with one external examiner being responsible for assessing the candidate's technical ability and the other, the candidate's management skills and understanding of the industrial context of the research project. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §2.6 and Guidance Note 3) and shall act as an examiner in the normal way.
- 2.5 A candidate for the Degree of EngD must present themselves for oral or other examination by the Committee of Examiners on the subject matter of the thesis or themed portfolio and its context. This requirement for an oral examination shall be observed at the first submission of the thesis or themed portfolio.
- 2.6 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.
- The Convener will be responsible for the following:
- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis or themed portfolio;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;

⁵² The appropriate College Committee may permit the period of study to be suspended for a defined period when a student is ill or has other personal circumstances which prevent the student from continuing the research or taught elements. Suspension can be agreed by the appropriate College Committee for other reasons. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

- c) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - d) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
 - e) recommending to the Higher Degrees Committee the appointment of an additional examiner in instances where agreement has not been reached. The additional examiner will normally be an External Examiner.
- 2.7 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 2.8 Where a candidate has been permitted to resubmit a thesis or themed portfolio for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 2.9 Where a candidate has been permitted to resubmit the thesis or themed portfolio, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission. If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree of EngD but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters degree.

3. Submission of Thesis or Themed Portfolio

In submitting a thesis or themed portfolio a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis or themed portfolio which they claim as original. The thesis must be in English.

A candidate must submit three copies of the thesis or themed portfolio which must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis or themed portfolio has achieved the required standard for the award of the degree. A candidate may submit a thesis or themed portfolio against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis or themed portfolio and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

DEGREE OF DOCTOR OF ENGINEERING in SENSOR & IMAGING SYSTEMS

The Degree of Doctor of Engineering in Sensor & Imaging Systems is offered by the University of Glasgow with partner institutions Heriot-Watt University, the University of Edinburgh, and the University of Strathclyde. The EngD Programme is conducted through a Management Committee, which has overall responsibility for the strategy, priorities and management of the EngD Programme, and a Programme Committee, to which some of the academic functions pertaining to the individual EngD programmes are devolved from the partner institutions. The programme is run in co-operation with industrial companies providing sponsorship of students.

RESOLUTION

The Degree of Doctor of Engineering in Sensor & Imaging Systems is governed by Resolution No. 660, which at the time of publication was in draft form, with provision that:

1. The Degree of Doctor of Engineering (EngD) in Sensor & Imaging Systems may be awarded by the Senate of the University of Glasgow in the College of Science and Engineering (College);
2. The Senate shall have power to make such regulations governing the award of the Degree as may be approved by the University Court;

3. A candidate for the Degree shall undertake study and research in accordance with the provisions below, and shall present either a thesis or a themed portfolio;
4. The Degree of Doctor of Engineering in Sensor & Imaging Systems shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

The following regulations are supplemented by a series of PhD Guidance Notes for students, which additionally apply to the Doctor of Engineering in Sensor & Imaging Systems unless specifically excluded by regulation, and which are available within the current on-line *Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

REGULATIONS

1. A research student who has pursued in the University of Glasgow, or in an institution recognised and approved for the purpose, a programme of prescribed study and industrially-focused research, may offer themselves for the Degree of Doctor of Engineering in Sensor and Imaging Systems under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a degree may be accepted in place of a degree). The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a Science or Engineering discipline of a Scottish University, or an approved equivalent qualification;
 - b) that they have produced to the Senate evidence of satisfactory progress in the prescribed study and research undertaken by them;
 - c) that they will have been registered for such study on a full-time basis for a period of not less than four academic years;
 - d) that for each candidate undertaking a programme of study and research leading to the Degree there must be one or more sponsoring companies, or equivalent organisations, that will be nominated by the Course Committee;
 - e) that each candidate will be supported by a supervision team which will normally include the primary academic supervisor, a second academic supervisor, an industrial adviser and other academic staff as required to offer expertise in guiding and supporting the candidate's research project. The sponsoring company or companies will appoint an industrial adviser for the duration of the programme and, to ensure continuity of the research project, provide an alternative industrial adviser should the first appointee be unable to continue in the role;
 - f) that within the prescribed duration of the programme, each candidate will be required to achieve 180 credits at the appropriate standard (50% average across all taught modules, or an average of at least C3 [aggregation score 12]) from the portfolio of courses prescribed by the Course Committee in the programme documentation;
 - g) that they have pursued such formal research training as set down by the Course Committee.
- 2.1 Each candidate for the Degree of Doctor of Sensor & Imaging Systems shall present for the approval of the Senate a thesis or a themed portfolio which shall embody the results of the research, and which shall be accompanied by a declaration signed by the candidate that the thesis or themed portfolio has been composed by themselves. For a candidate permitted by the supervision team to submit a themed portfolio of a number of projects, they must be in the standard format and must include the following:
 - i) a succinct bound summary which describes the contribution to knowledge and innovation demonstrated by the candidate;
 - ii) clear evidence, either directly or indirectly, of the relationship between each project through demonstrable relevance to the doctoral programme.
- 2.2 A thesis or themed portfolio for the degree of EngD shall normally be presented for examination within five years from the date when a candidate first registered for full-time study. Where the College has approved suspension of study for a period of time,⁵³ the maximum period of study permitted shall be equivalent to the duration for full-time study plus the approved period of suspension adjusted proportionately.
- 2.3 Where the candidate has fulfilled the minimum period of full-time study required by the regulations and has not submitted the thesis or themed portfolio for examination, they shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time student. Failure to meet College requirements for progress without good cause, may result in exclusion from further study.
- 2.4 The thesis or themed portfolio shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the

⁵³ The appropriate College Committee may permit the period of study to be suspended for a defined period when a student is ill or has other personal circumstances which prevent the student from continuing the research or taught elements. Suspension can be agreed by the appropriate College Committee for other reasons. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

University Court on the recommendation of the Senate. Normally, two External Examiners shall be appointed with one external examiner being responsible for assessing the candidate's technical ability and the other, the candidate's management skills and understanding of the industrial context of the research project. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §2.6 and Guidance Note 3) and shall act as an examiner in the normal way.

- 2.5 A candidate for the Degree of EngD must present themselves for oral or other examination by the Committee of Examiners on the subject matter of the thesis or themed portfolio and its context. This requirement for an oral examination shall be observed at the first submission of the thesis or themed portfolio.
- 2.6 A Convener shall be appointed by the Dean of Graduate Studies to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis or themed portfolio;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - c) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - d) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
 - e) recommending to the Graduate School Board the appointment of an additional examiner in instances where agreement has not been reached. The additional examiner will normally be an External Examiner.
- 2.7 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 2.8 Where a candidate has been permitted to resubmit a thesis or themed portfolio for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 2.9 Where a candidate has been permitted to resubmit the thesis or themed portfolio, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission. If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree of EngD but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters degree.

3. Submission of Thesis or Themed Portfolio

In submitting a thesis or themed portfolio a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis or themed portfolio which they claim as original. The thesis must be in English.

A candidate must submit four copies of the thesis or themed portfolio which must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis or themed portfolio has achieved the required standard for the award of the degree. A candidate may submit a thesis or themed portfolio against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis or themed portfolio and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

DEGREE OF DOCTOR OF ENGINEERING in SYSTEM LEVEL INTEGRATION

Students admitted to this programme in or before 2012-13 should refer to the *University Calendar* for the session in which they entered the programme. The Doctor of Engineering in System Level Integration is offered by the University of Edinburgh, the University of Glasgow, Heriot-Watt University and the University of Strathclyde, and the awards are made in the name of all four Universities.

DEGREE OF DOCTOR OF SCIENCE IN ENGINEERING

The Degree of Doctor of Science in Engineering is awarded under Ordinance 462 (Glasgow No. 128), which came into force in September, 1964. The following are the relevant provisions of that Ordinance.

1. The Degree of Doctor of Science in Engineering (DSc(Eng)) may be awarded by the University of Glasgow.
2. The following categories of persons may be admitted as candidates for the Degree of Doctor of Science in Engineering:
 - a) A graduate of the University of Glasgow after the expiry of seven years from the date of their first graduation in the University of Glasgow.
 - b) Any person who has held for a period or periods totalling at least four years such office or offices in the University of Glasgow as the University Court, on the recommendation of the Senate, may approve; provided either that they are a graduate of not less than seven years' standing of a University likewise approved or that they have held for not less than seven years some other qualification specially recognised by the University Court, on the recommendation of the Senate, as equivalent for this purpose.
 - c) Any person who has carried out research work, in terms of the Ordinance for the time being in force for the regulation of research, for at least five years in the University of Glasgow (or in a College affiliated thereto); provided always that they are a graduate of not less than seven years' standing of a University approved by the University Court, on the recommendation of the Senate.
3. All candidates for the Degree of Doctor of Science in Engineering shall present a thesis or a published memoir of work, which shall be a record of original work in relation to engineering science undertaken by the candidate and shall be accompanied by a declaration signed by them that the work has been done and the thesis composed by themselves. In the case of collaboration the candidate's individual contribution must be clearly defined. The thesis, or a major part of it, shall have been published either as a book or in periodicals of recognised standing, and shall be presented in such manner as the Senate may by regulation prescribe.
4. The thesis shall be examined by one or more examiners appointed by the Senate from among the Professors, Readers and Lecturers in the University, and by one or more additional examiners appointed by the University Court on the recommendation of the Senate. The reports of the Examiners shall be submitted independently to the College of Science & Engineering, who shall if they think fit make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of the College of Science & Engineering and of the examiners, the thesis constitutes an original and substantial contribution to engineering science.
5. The Senate shall have power to make such regulations governing the award of the Degree as may be approved by the University Court.
6. The Degree of Doctor of Science in Engineering shall not be conferred upon a person who has not satisfied the conditions hereinbefore set forth; provided always that the Senate may, at its discretion, permit a candidate to offer themselves for the Degree under the regulations previously in force during a period not exceeding five years from the date on which this Ordinance shall have come into operation.

DSc(Eng) - Regulations

1. Candidates who have been awarded a Certificate of Proficiency in the subjects of an Honours Group will be regarded as having 'passed the Examination in an Honours Group' for the purpose of proceeding to the Degree of DSc.
2. Before acceptance of candidature for the degree, applicants must supply to the College Graduate School, two copies of an adequate and informative abstract of the work around 1,000 words along with a list of the publications that will support the thesis. The College of Science & Engineering may decline to proceed to examine the candidate if the summary and list of supporting publications does not in its opinion, show evidence of sufficient originality.
3. Each candidate must submit two copies of their thesis. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

4. In addition to making the declaration required under Section III of the Ordinance a candidate must, if the whole or any part of the subject-matter of the thesis submitted by them have been included in a thesis already approved for a degree in this or another University, make a declaration to that effect, and must lodge together with their thesis either a copy of such previously approved thesis or a precise statement of its scope.
5. Before acceptance for adjudication, a thesis, or an important part of it, shall have been published either as a book or in periodicals of recognised standing. The thesis may be presented in the form of a single memoir or writing containing a connected account of the candidate's research or work. Published papers under various headings may be submitted in lieu of a single thesis provided that they are accompanied by a statement showing the relationship between the various studies and placing the whole work critically into perspective with the general state of knowledge in the field of investigation to which the candidate's researches are related. The thesis should also be accompanied by two copies of a separate summary (500–1,000 words) which must be an adequate and informative abstract of the work, suitable for publication by the University.



University
of Glasgow

Calendar 2018-19

COLLEGE OF SOCIAL SCIENCES

VICE-PRINCIPAL AND HEAD OF COLLEGE: Professor Anne Anderson

Dean of Graduate Studies: Dr Duncan Ross

Dean of Internationalisation: Dr Clare McManus

Dean of Learning & Teaching: Professor Moira Fischbacher-Smith

Dean of Research: Professor Catherine Schenk

DATES OF SEMESTERS

Semester 1: 17th September 2018 - 14th December 2018

Christmas Vacation: 17th December 2018 - 4th January 2019

Semester 2: 7th January 2019 - 24th May 2019

Spring Vacation: 25th March 2019 - 12th April 2019

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GENERIC UNDERGRADUATE REGULATIONS

The Generic Undergraduate Regulations are governed by Resolution No. 582 of the University Court which came into effect on 1 September 2008, as subsequently amended, with the following provisions:

1. All undergraduate degrees of the University of Glasgow except those listed in §20 of the section entitled 'Regulations' may be governed by common regulations (the Generic Undergraduate Regulations) and by supplementary regulations specific to each degree.
2. The Senate may make such Generic Undergraduate Regulations, which are subject to the approval of the University Court - these are stated in §1 - §19 of the section entitled 'Regulations'.

REGULATIONS

1. Introductory and Definitions

These regulations must be read together with each degree's supplementary regulations, programme specification, and associated programme and course documentation (handbooks) which, in some cases, will contain further requirements associated with the award. The definitions set out in the [Glossary of Terms](#) apply to these regulations.

2. Scope of Regulations

These regulations apply to all undergraduate degrees offered by the University of Glasgow other than those listed in §20.

3. Duration of Study

A candidate for a degree shall, subject to §4, normally attend the University of Glasgow either full-time or part-time for at least the number of academic sessions indicated as a minimum in the table below. The candidate must normally complete their studies for the award of a degree within the number of sessions indicated as a maximum in the degree's supplementary regulations.

Type of degree	Minimum duration of study (academic sessions)	
	Full-time	Part-time
Ordinary/designated degree ¹	3	4
Honours degree	4	5
MA Honours language degree ²	5	7
Integrated Masters degree	5	6
BVMS, MBChB, BDS	5	N/A

4. Recognition of Prior Learning

- 4.1 Credit may be awarded towards the completion of a degree programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution or, where indicated in the degree's supplementary regulations, for other examinations satisfactorily completed. Such credit may permit a candidate entry to the second or subsequent year of the degree programme. The maximum limit for the award of such credit is, other than in exceptional circumstances and with the approval of the Clerk of Senate, 50% of the credits associated with the degree programme. Candidates must normally attend courses offered by the University of Glasgow during their final year of study.
- 4.2 Although appropriate prior learning may be recognised for the award of credit, all such credit is ungraded for the purposes of the University except that credit obtained in earlier study at the University of Glasgow may be graded. Guidance on the inclusion of ungraded APL credit in the application of degree regulations is set out in the University's [APL policy](#).
- 4.3 Graded credit may be awarded for study undertaken at an institution other than the University of Glasgow where this is done while registered for a degree programme at the University of Glasgow.

5. Recognition of Prior Experiential Learning

Where indicated in the degree's supplementary regulations, a candidate may be awarded credit for prior experiential learning. The procedure for approval of such credit is set out in the University's [APL policy](#).

¹ The minimum duration of study for the ordinary degrees of Bachelor of Technical Education and MA Religious & Philosophical Education with Secondary Teaching Qualification is four academic sessions.

² Exceptionally, where exemption is granted from the requirement to complete a Language Year Abroad, the minimum durations for the Honours degree may be applied.

6. Composition of Degree Programmes

- 6.1 Each 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. Each course shall convey either 10, 15, 20, 30, 40, or 60 credits, or exceptionally a different number of credits where approved by the College.
- 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.
- 6.3 The structure of a degree programme, including the compulsory and optional courses of which it is composed, is shown in the degree's supplementary regulations and the programme specification.

7. Pre-requisites, Co-requisites and Excluded Combinations

- 7.1 Each course may have pre-requisite and/or co-requisite course(s). To be admitted to a course:
- i) 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.
 - ii) The candidate must either have attended, or be concurrently attending, each co-requisite course.
- 7.2 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.

8. Approval of Curriculum

The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of each session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies or the Advising Team.

9. Assessment

For each academic session, assessment and re-assessment are governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.

10. Progress

- 10.1 The progress of candidates shall be reviewed annually.
- 10.2 In the case of an Honours programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average³ of at least 9 (equivalent to grade D3) across all third year courses contributing to the programme will be permitted to progress from Junior Honours to Senior Honours.⁴
- 10.3 In the case of an Integrated Masters programme, and subject to further requirements contained in the degree's supplementary regulations, a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all third year courses contributing to the programme will be permitted to progress to year 4; and a full-time candidate who has achieved a grade point average of at least 12 (equivalent to grade C3) across all fourth year courses contributing to the programme will be permitted to progress to year 5.
- 10.4 The requirements for a full-time candidate to progress, other than those covered in §10.2 and §10.3, are set out in the degree's supplementary regulations.
- 10.5 For a part-time candidate, the minimum achievement required to progress will be determined for and communicated to the candidate at the start of each session by the Chief Adviser for the degree on which the candidate is enrolled. A candidate who fails to meet this progress requirement must apply for re-admission to the Chief Adviser.

11. Administration of Progress

- 11.1 Decisions on progress shall be taken by the College Progress Committee or a sub-committee thereof. The committee shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress.

³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

⁴ Alternative requirements may be set for candidates undertaking their third year of study in another Higher Education Institution as part of a Study Abroad programme. Such requirements will be set by the Chief Adviser of Studies.

11.2 The College shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements. The College shall notify such candidates of the date of the meeting of the committee and the procedures to permit a candidate to make representations at or prior to the committee meeting.

11.3 Appeal against decisions of the College Progress Committee may be made following the Codes of Procedure set out in the 'University Fees and General Information for Students' section of the *University Calendar*.

12. Award of a Certificate of Higher Education

12.1 A candidate who has completed courses totalling at least 120 credits with a grade point average³ of at least 7 shall be eligible to receive a Certificate of Higher Education, unless the candidate proceeds immediately to a diploma or 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.

12.2 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.

12.3 Where the candidate has accumulated more than 120 credits, the credit counted in the calculation of the grade point average shall be reduced to 120 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

13. Award of a Diploma of Higher Education

13.1 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 average³ 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 in subsequent completion of a degree programme of credit counted towards the award of a Diploma of Higher Education.

13.2 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.

13.3 Where the candidate has accumulated more than 240 credits, the credit counted in the calculation of the grade point average shall be reduced to 240 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14. Award of an Ordinary/Designated Degree

14.1 Subject to further requirements contained in the degree's supplementary regulations, the candidate, to be eligible for the award of an ordinary/designated degree, must have obtained at least 360 credits and achieved an overall grade point average³ of 9. Within these 360 credits:

- a) at least 120 must be at level 2 or higher, **and**
- b) at least 280 must be at grade D or better including at least 60 at level 3 or higher.

14.2 Subject to further requirements contained in the degree's supplementary regulations, the ordinary/designated degree 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.

14.3 Where the candidate has accumulated more than 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

14.4 The ordinary/designated degree may be awarded to candidates on Honours programmes who fail to meet the requirements of the Honours degree, including any progress requirements, provided that the requirements of §14.1 are met. The supplementary regulations for a degree programme shall specify any provision for candidates who have been assessed at level H to be reassessed at level 3.

15. Entry to an Honours or Integrated Masters Degree Programme

15.1 In order to obtain entry to an Honours or Integrated Masters degree programme at the end of the second year of full-time study,⁵ a candidate must:

- a) achieve 240 credits at levels 1 and 2 with a grade point average³ of at least 9; at least 140 of these credits must be derived from the list of recognised courses for the degree; and
- b) achieve a grade D or better in 200 credits; and
- c) achieve a minimum of 40 credits at level 2 at a grade point average of 12 in the subject of the Honours programme⁶ at the first attempt; and
- d) meet any further requirements set out in the degree's supplementary regulations; and

⁵ This regulation only applies to degree programmes which select for entry to Honours at the end of second year.

⁶ For entry to a Joint Honours degree, this requirement applies to each Joint Honours Subject.

- e) meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.

15.2 In order to obtain entry to an Integrated Masters degree programme, a candidate must normally, in addition to meeting the requirements in §15.1:

- a) meet the requirements set out in the degree's supplementary regulations; and
- b) meet any additional requirements set by the School or Schools in which the candidate is applying for entry to the Honours or Integrated Masters programme.

15.3 Exceptionally, a candidate who does not meet all of the requirements in either §15.1 or §15.2 may be offered admission to Honours, or an Integrated Masters programme, if the Head of School (or their nominee) judges that in other respects the candidate's previous performance offers a reasonable prospect of the candidate reaching the minimum standard required for the award to which admission is granted.

15.4 The College and School will provide all candidates with written information on the specific level of performance required to obtain entry to each Honours and Integrated Masters degree programme in the School. This information will be made available to candidates at the start of the session preceding that in which Honours study normally commences.

15.5 Admission to an Honours or Integrated Masters degree programme does not guarantee admission to a particular course. A candidate must apply for admission to a particular course in accordance with the instructions issued by the School. Admission to a particular course cannot be guaranteed even for a candidate who satisfies the minimum admission requirements. Where there are more applicants for a particular course than there are places available, selection of candidates will be based on criteria published in course documentation and/or School web pages.

16. Award of an Honours Degree

16.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480⁷ credits, including at least 120 at level H, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.

16.2 A Joint Honours degree is awarded following successful completion of an Honours programme in years three and four in which two subjects are studied in depth. At least 120 credits but no more than 140 credits are studied in each subject, and the subjects are normally equally weighted in the calculation of the final classification.¹⁰

16.3 A Principal with Subsidiary Honours degree is awarded following successful completion of an Honours programme in years three and four where 180 credits will normally be in one subject with 60 in another, the weighting of the programme's scheme of assessment reflecting the respective credit values of the two subjects.¹⁰

16.4 A scheme of assessment may permit a candidate for Honours in a single subject to be assessed in not more than 25% of the total assessment for Honours from the scheme of assessment in one other subject.

16.5 Courses at level 3 or above which form a candidate's Honours programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 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.

17. Award of an Integrated Masters Degree

17.1 To be eligible for the award of an Integrated Masters degree, the candidate must have obtained at least 600 credits, including at least 120 credits at level M, achieved a grade D3⁸ or better for a piece of independent work worth at least 20 credits,⁹ and complied with the other requirements set out in the degree's supplementary regulations.

17.2 Courses at level 3 or above which form a candidate's Integrated Masters programme must be counted towards the calculation of the candidate's Honours classification unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where level 3 course registration continues:

- a) on the date on which the first summative assessment for that course is to be submitted; or

⁷ For the award of the MA Honours degree in modern language subjects, the candidate must normally have obtained at least 600 credits.

⁸ Any penalty imposed for the late submission of the piece of independent work will be ignored when determining whether this requirement has been met.

⁹ The credits for the piece of independent work must contribute to the candidate's Honours classification.

¹⁰ The overall total number of credits undertaken in the Honours programme for programmes involving Law will be less than 240, as further described in programme documentation.

b) on such other date as may be specified in the course document for that course.

18. Award of an MBChB, BVMS or BDS Degree

Eligibility for the award of an MBChB, BVMS or BDS degree is defined in the degree's supplementary regulations.

19. Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of the University of Glasgow, or of another institution of tertiary education recognised for this purpose by the Senate, may be permitted by a School in consultation with the College Head of Academic & Student Administration (or equivalent) to enrol in a course, complete the assessment elements of the course, and receive certification of the outcome of the assessment.

20. Degree Programmes not Subject to these Regulations

College of Arts

Degree of Bachelor of Science in Medical Science (Medical Humanities)

College of Medical, Veterinary & Life Sciences

Degree of Bachelor of Science in Dental Science

Degree of Bachelor of Science in Medical Science

Degree of Bachelor of Science in Veterinary Science

All University of Glasgow degrees offered at the following institutions:

Christie's Education, London

Edinburgh Theological Seminary

The Glasgow School of Art

SRUC (Scotland's Rural College)

SUPPLEMENTARY UNDERGRADUATE REGULATIONS

DEGREE OF BACHELOR OF ACCOUNTANCY

RESOLUTION

The Degree of Bachelor of Accountancy is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 599 are as follows:

1. The Degree of Bachelor of Accountancy (BAcc) may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as an Ordinary Degree and as a Degree with Honours, in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 599 - "Degree of Bachelor of Accountancy". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education shall be governed by the Generic Undergraduate Regulations.

REGULATIONS

1. Recognition of Prior Learning

Generic Undergraduate Regulation §4 applies. Credits to a maximum of 120, or exceptionally above that, as deemed appropriate by the College, may count as part of the overall requirements of a minimum graduating curriculum for the Bachelor of Accountancy degree.

2. Maximum Period of Study

The period of study for the Degree with Honours shall normally extend over no more than five academic sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, no more than eight academic sessions.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

3.1 Full-time Candidates

- a) To progress a candidate must meet the following requirements after attending for the number of sessions specified in the first column:

	<i>Credits required</i>	<i>Additional requirements</i>
One	80 credits	Including at least two courses from Finance 1, Financial Accounting 1 and Management Accounting 1 at grade D or better.
Two	160 credits	Including Finance 1, Financial Accounting 1, Management Accounting 1 and at least two courses from Finance 2, Financial Accounting 2 and Management Accounting 2 at grade D or better.
Three	240 credits	Including all level 1 and level 2 courses (with the exception of Taxation) at grade D or better.

- b) A candidate will normally be required to discontinue studies for the Degree unless they have obtained grade D or better in at least 60 credits in the first session, at least 90 credits in each subsequent session of attendance and has obtained grade D or better in Finance 1, Financial Accounting 1 and Management Accounting 1 before the end of their second session of study and Finance 2, Financial Accounting 2 and Management Accounting 2 before the end of their third session of study.

3.2 Part-time Candidates

- a) To progress a candidate must meet the following requirements after attending for the number of sessions specified in the first column:

	<i>Credits required</i>	<i>Additional requirements</i>
One	40 credits	Including at least one course from Finance 1, Financial Accounting 1 and Management Accounting 1 at grade D or better.
Two	90 credits	Including at least two courses from Finance 1, Financial Accounting 1 and Management Accounting 1 at grade D or better.
Three	140 credits	Including Finance 1, Financial Accounting 1, Management Accounting 1 and at least one course from Finance 2, Financial Accounting 2 and Management Accounting 2 at grade D or better.
Four	190 credits	Including Finance 1, Financial Accounting 1, Management Accounting 1 and at least two courses from Finance 2, Financial Accounting 2 and Management Accounting 2 at grade D or better.
Five	240 credits	Including all level 1 and level 2 courses (with the exception of Taxation) at grade D or better.

- b) A candidate will normally be required to discontinue studies for the Degree unless they have obtained grade D or better in at least 30 credits in the first session, at least 40 credits in each subsequent session of attendance and has obtained grade D or better in Finance 1, Financial Accounting 1 and Management Accounting 1 before the end of their third session of study and Finance 2, Financial Accounting 2 and Management Accounting 2 before the end of their fifth session of study.

4. Courses Available to Candidates**Recognised Qualifying Courses**

- 4.1 Qualifying and compulsory courses are listed in the programme specifications for the relevant programmes.
- 4.2 Prescribed groups of qualifying courses may be recognised as leading to a degree with a specific designation. These are as specified in the programme specification for the relevant programme.

5. Programme Requirements for the Award of the Degree**5.1 Ordinary Degree**

Generic Undergraduate Regulation §14 for the award of an ordinary/designated degree applies with the following additional requirements:

- a) All level 1 and 2 courses must be obtained at grade D3 or better.
- b) In order to obtain grade D3 or better for any course except the general subjects, a candidate must achieve a grade of E2 or better in the final degree examination for that course.

5.2 Honours Degree

Generic Undergraduate Regulation §16 for the award of an Honours degree applies with the following additional requirements:

- a) All level 1 and 2 courses must be obtained at grade D3 or better.

- b) In order to obtain grade D3 or better for any course except the general subjects, a candidate must achieve a grade of E2 or better in the final degree examination for that course.
- c) At least 180 credits shall be at level 3/4.

6. Other Information on Awards

6.1 Year Abroad

The Head of School (or their nominee) may approve a course of study for the duration of one year or one term/semester at a recognised institution outside the United Kingdom. Such a course of study shall attract a maximum of 120 credits for the full year and a maximum of 60 credits for the one term/semester duration. The Head of School, in consultation with the Senior Adviser of Studies, shall determine which courses shall be undertaken outside the United Kingdom, and in the case of a Socrates exchange scheme ensure compliance with the European Credit Transfer System (ECTS).

7. List of Programmes

The following programmes are available:

- Bachelor of Accountancy
- Bachelor of Accountancy with Finance
- Bachelor of Accountancy with Languages
- Bachelor of Accountancy with International Accounting
- Joint Honours in Accountancy and Economics

DEGREE OF BACHELOR OF LAWS

RESOLUTION

The Degree of Bachelor of Laws is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 600 are as follows:

1. The Degree of Bachelor of Laws (LLB) may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as an Ordinary Degree and as a Degree with Honours in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 600 - "Degree of Bachelor of Laws". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education shall be governed by the Generic Undergraduate Regulations.

REGULATIONS

1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on this Degree.
- 1.2 Non-university examinations cannot permit entry with advanced standing.
- 1.3 a) Application may be made for reduction of the period of study for the Degree. Any reduction shall normally be not more than one academic session. In considering applications for reduction, the College may:
 - i) recognise examination passes in the University of Glasgow or another university or institution of higher or further education as equivalent to specified examination passes for the LLB, up to a normal maximum of 120 credits; or
 - ii) require a candidate seeking reduction to pass a further examination as a condition of granting the reduction sought; or
 - iii) recognise attendance on courses elsewhere as qualifying to sit the relevant examination for the LLB; or
 - iv) award general credit towards the requirements of the LLB, subject to a maximum of 120 credits, for examination passes in the University of Glasgow or another university or institution of higher or further education.
- b) Applications for reduction of the period of study and for recognition of passes must be made in writing to the Senior Adviser of Studies. The Senior Adviser shall have delegated power to determine applications and shall report on the exercise of this power to College. Where relevant, the application must be supported by evidence of attendance or examinations passed. Written notification of the result of the application will be given and only such written notification may be relied on as evidence that the application has been granted. Any candidate

who undertakes study elsewhere without such written notification of approval shall be deemed to be absent without leave and shall not normally be entitled to credit in respect of such study.

- 1.4 A candidate who already holds an Honours degree or equivalent may be enrolled as a candidate for the accelerated LLB.
- a) The candidate will normally have examination passes recognised to a value of 120 credits, including 60 credits at level 3. Applications for such recognition will be made in accordance with §1.3(b).
 - b) For the purposes of the calculation of the grade point average¹¹ under §5.1 and for the award of Distinction and Merit under Generic Undergraduate Regulation §14.2 only those credits obtained through study for the accelerated LLB will be counted.

2. Maximum Period of Study

- 2.1 A candidate for the Degree must normally satisfy the minimum requirements for the award of an Ordinary Degree within four academic sessions and for the award of an Honours Degree within five academic sessions.

2.2 Accelerated LLB

In respect of a candidate for the accelerated LLB, §2.1 and Generic Undergraduate Regulation §3 will apply with the following modification:

the minimum period of study shall be two academic sessions.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

3.1 General Progress Requirements for all Levels of the Award

- a) A candidate for the degree of LLB will normally be required to discontinue study if:
 - i) After one session of study, they have not accumulated 60 credits at grade D or better;
 - ii) After two sessions of study, they have not accumulated 160 credits, including 40 credits at level 2, at grade D or better;
 - iii) After three sessions of study, they have not accumulated 240 credits, including 40 at level 2, at grade D or better, and achieved an overall grade point average¹¹ of 7 or above;
 - iv) After four sessions of study, they have not achieved the requirements for the award of an ordinary degree.
- b) A candidate will normally be required to repeat a session of study if they have not accumulated the following numbers of credits at grade D or better:
 - i) after one session, 80 credits;
 - ii) after two sessions, 200 credits, including at least 40 at level 2;
 - iii) after three sessions, 280 credits, including at least 40 at each of levels 2 and 3.
- c) Where a candidate is required to repeat a session of study under §3.1(b), they may instead be suspended at their own request. The College may impose such conditions on suspension as it considers fit, and a suspended candidate shall normally be readmitted on application if they have satisfied those conditions. A candidate who has been suspended will be readmitted to the session of study which the College considers appropriate in view of their performance since beginning study for the Degree.

3.2 Admission to Honours

The requirements referred to in Generic Undergraduate Regulation §15.1(d) are:

- a) A candidate for admission to study at Honours level must apply in accordance with the instructions issued by the School of Law. Any candidate who is refused admission to Honours study may appeal to the College Appeals Committee. A candidate for admission to joint Honours must, in addition, apply in accordance with the instructions issued by the relevant other School.
- b) In order to obtain entry to single Honours in Law a candidate must normally achieve a minimum of 60 credits at level 2 with a grade point average of 12, at the first attempt, in courses offered by the School of Law. In this and the following subsections, a grade point average of 12 must be achieved in each course contributing to the minimum number of credits required.

¹¹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

- c) To be admitted to Honours in the LLB with joint Honours programme a candidate must meet the requirements of Generic Undergraduate Regulation §15.1. If such a candidate does not meet the requirement of entry to Honours specified by the joint subject, they will not normally be admitted to single Honours in Law unless they achieve a minimum of 40 credits at level 2 with a grade point average of 12, at the first attempt, in courses offered by the School of Law.
- d) To be admitted to Honours in any Law with Language programme a candidate must achieve a minimum of 50 credits at level 2 with a grade point average of 12, at the first attempt, in courses offered by the School of Law.

3.3 Progress within Honours

A candidate may normally proceed into Senior Honours only if they have attained grade D3 or better in at least two level 3 courses, or their equivalent if taken abroad, and attained a grade D3 or better for the compulsory courses listed in the relevant programme specification. A candidate who does not satisfy this requirement will be referred to the College Progress Committee.

4. Courses Available to Candidates

Courses that are available and courses that are compulsory for the Degree are listed in the relevant LLB programme specification for the LLB (Common Law) or LLB (Scots Law) as appropriate. A candidate who is admitted to either of these programmes will not be permitted to transfer to the other programme.

5. Programme Requirements for the Award of the Degree

5.1 Ordinary Degree Award

Generic Undergraduate Regulation §14 for the award of an ordinary/designated degree applies. In addition, to be awarded the ordinary degree, a candidate must:

- a) Have accumulated at least 180 credits from Honours courses included in the relevant LLB programme specification (see §4); and
- b) Have obtained grade D or better in all the subjects listed as compulsory for the Degree (see §4).

5.2 Honours Subjects

A candidate for the Degree with Honours, be it the LLB (Common Law) or the LLB (Scots Law), shall profess either (i) single Honours in Law; (ii) Honours in Law with another subject approved by the Board of Studies for the LLB; French, German, Italian, Portuguese, Russian or Spanish language ('Law with Language'); (iii) Honours in Law with European Legal Studies; or (iv) joint Honours in Law and another subject approved by the Board of Studies for the LLB. The requirements for these options are set out in the appropriate programme specification. Full details of the level 3 and level H courses offered by the School of Law, including syllabi, admission requirements, and timetable, are published annually and are available from the School of Law Undergraduate Office.

5.3 Honours Degree Award

- a) Generic Undergraduate Regulation §16 for the award of an Honours degree applies with the following additional requirement: to be awarded an Honours Degree, a candidate must meet the requirements set out in §5.1.
- b) Studies in Law undertaken during a period abroad may be granted recognition for the ordinary degree in Law and also be recognised as the equivalent of level 3.
- c) For the avoidance of doubt, it is competent for a candidate to count up to 30 credits of Honours courses from courses offered by another subject area where the candidate has met any pre-requisites.

6. Other Information on Awards

6.1 Achievement of Grade D where a Course involves more than One Instrument of Assessment

Generic Undergraduate Regulation §9 applies. In order to achieve a grade D in a course which involves more than one instrument of assessment a candidate will:

- a) obtain an overall mark for all instruments of assessment of at least grade D; and
- b) have no G or H grade for any individual instrument of assessment.

DEGREE OF MASTER OF ARTS (SOCIAL SCIENCES)

RESOLUTION

The Degree of Master of Arts (Social Sciences) is governed by Resolutions of the University Court which came into effect on 1 September 2008 and their subsequent revisions. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 597 are as follows:

1. The Degree of Master of Arts (MA) (Social Sciences) may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) in such designations as may be prescribed by Regulations.

2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 597 - "Degree of Master of Arts (Social Sciences)". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education shall be governed by the Generic Undergraduate Regulations.

REGULATIONS

1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on this Degree.
- 1.2 Non-university exams cannot permit entry with advanced standing.

2. Maximum Period of Study

For full-time study, the maximum time normally permitted is six academic sessions. For part-time study the maximum time normally permitted is 10 academic sessions. All candidates must comply with progress regulations.

3. Approval of Curriculum

All candidates in their first year of study must choose three subjects that lead to an Honours pathway.

4. Progress

4.1 *Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements*

- a) The minimum requirements for a full-time candidate to progress to a succeeding year of study are as follows:

After one session: the candidate must have obtained at least 80 credits, of which at least 60 must be at grade D or better, and achieved a grade point average¹² of at least 8.

After two sessions: the candidate must have obtained at least 160 credits, of which at least 120 must be at grade D or better and 40 of these must be at level 2, and achieved a grade point average of at least 8.

After three sessions: the candidate must be in a position to complete the requirements for the award of an ordinary degree in one further session of full-time study.

- b) Part-time candidates

Subject to any additional requirements imposed under Generic Undergraduate Regulation §10.3 the minimum attainment required of a part-time candidate to progress to the next year of study shall normally be 40 credits at grade D or better in an academic session.

- c) Notwithstanding Generic Undergraduate Regulation §8 any candidate entitled to progress but whose achievement falls short of the requirements set out below must have their curriculum approved by the College Progress Committee:

- i) 80 credits at grade D or better by after one session;

- ii) a minimum of 260 credits at a grade point average of at least 8 after three sessions.

4.2 *Entry to Honours*

The requirements referred to in Generic Undergraduate Regulation §15.1(d) are as follows:

4.2.1 Completion of at least 80 credits from qualifying courses at level 2, normally at grade D or better, representing at least two subjects.

4.2.2 In the case of a candidate who transfers from another College to enter the curriculum of the Degree of Master of Arts (Social Sciences), qualifying courses will normally include at least 80 credits from courses selected from Group A of which at least 40 credits should be at level 2.

4.2.3 In exceptional circumstances, with the approval of the Chief Adviser, an existing candidate on the Degree of Master of Arts (Social Sciences) will be permitted a curriculum of qualifying courses that will normally include at least 80 credits from courses selected from Group A of which at least 40 credits should be at level 2.

¹² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

4.2.4 Except as provided at §4.2.2 and §4.2.3, the qualifying courses shall be selected from those listed in §5.1 and shall normally include courses totalling 160 credits at level 1 and courses totalling 80 credits at level 2; either 120 credits at level 1 and 40 credits at level 2, or 80 credits at level 1 and 80 credits at level 2, shall be from courses listed in Group A.

4.2.5 In the case of a candidate refused admission to Honours, the Head of School (or their nominee) will inform the candidate's Adviser of Studies. A candidate may appeal to the College Appeals Committee against such refusal of admission.

4.3 Progress within Honours

4.3.1 A candidate for the degree with Honours must obtain a minimum of 80 credits from qualifying courses at level 2 at grade D or better before entry to the Senior Honours year of study.

4.3.2 A candidate for the Degree with Honours may elect or be required by a Head of School to be assessed at level 3 non-Honours standard after completion of the Junior Honours year. The assessment shall be by final examinations in respect of each of the courses of the Junior Honours year of the Honours programme, the corresponding credits being at level 3. Credits accumulated and grade points awarded at the level 3 non-Honours standard shall count towards the minimum graduating curriculum for the Degree of Master of Arts (Social Sciences).

5. Courses Available to Candidates

5.1 Recognised Qualifying Courses

Group A

The following courses constitute Group A:

a) Levels 1, 2 and 3 courses in the following subject areas:

Business & Management
 Central & East European Studies
 Economic & Social History
 Economics
 Geography
 Politics
 Psychology
 Social & Public Policy
 Sociology

b) Business Reporting & Financial Management 1

Management Accounting & Finance 1
 Business Law 1
 Finance, Investments & Institutions
 Forensic Medicine 1
 Entrepreneurship 1A and 1B
 Mathematics levels 1 and 2
 Philosophy levels 1 and 2

5.2 Subjects of Study for Honours

These are as listed in Appendix 1.

6. Programme Requirements for the Award of the Degree

6.1 Degree of Master of Arts (Social Sciences)

In addition to the requirements set out in Generic Undergraduate Regulation §14 a candidate must obtain 60 credits from level 3 courses in Social Sciences subjects or level 3 courses in Arts or Science subjects.

A minimum graduating curriculum may not include more than 120 credits derived from courses outwith Group A.

Where the candidate obtains a minimum graduating curriculum, a minimum grade point average¹² of at least 9 over 360 credits, and a grade B or better over 60 credits of Group A level 3 recognised qualifying courses in the Social Sciences subject areas listed in §5.1 but excluding Geography, Philosophy and Psychology then the candidate may be admitted to Junior, but not Senior, Honours study. Attendance at level 3 courses shall not count towards Honours attendance.

6.2 Degree of Master of Arts (Social Sciences) with Honours

Generic Undergraduate Regulation §16 applies with the following additional provisions:

6.2.1 The recognised programmes and subjects of study for the Degree with Honours are as follows:

a) *Honours in a Single Subject*

A programme of courses at the Honours standard comprising 240 credits in a subject listed in Appendix 1 a). Up to 60 credits may be replaced by courses at the Honours standard in another subject other than a foreign language, subject to the approval of the Heads of School (or their nominee). A single dissertation or project or equivalent piece of independent work in the subject must be completed in the final year curriculum.

b) *Honours in a Combination of Two Subjects*

A programme of courses at the Honours standard comprising 120 credits in each of two subjects. Permitted Combinations for Joint Honours are published on the University website at <https://www.gla.ac.uk/undergraduate/degrees/>. A candidate may proceed to a programme combining a Group A subject and another subject not listed on the website subject to the approval of the relevant College Board of Studies and the Senate. A single dissertation or project or equivalent piece of independent work in one of the two subjects must be completed in the final year curriculum. A free choice between the two subjects shall be permitted. A candidate shall **not** be permitted to complete a dissertation or project or equivalent piece of independent work in both subjects.

c) *Honours in a Principal Subject with Quantitative Methods*

A programme of courses at the Honours standard comprising 180 credits in one of the following principal subjects: Central & East European Studies; Economic & Social History; Politics; Social & Public Policy; Sociology; and 60 credits in Quantitative Methods. A single dissertation or project or equivalent piece of independent work in the principal subject only must be completed in the final year curriculum. However, should a candidate choose to utilise quantitative methods in the single dissertation or project or equivalent piece of independent work, this will be supported.

6.2.2 The calculation of the final Honours classification in a single subject and in a combination of two subjects is normally based on a contribution of 50% from final year courses and 50% from third year courses where these courses are of equal credit rating. Exceptions to this are noted below with the third and final year percentage contributions given in brackets.

Archaeology (40:60), Computing Science (40:60), Geographical & Earth Sciences (40:60), Mathematics (40:60), Psychology (40:60).

Appendix 1: Subjects of Study for Honours

a) ***Single Subjects***

Business & Management
Central & East European Studies
Economic & Social History
Economics
Business Economics
Geography
Politics
Psychology
Social & Public Policy
Sociology

b) ***Pairs of Subjects***

Combinations for Joint and Principal Honours Subjects are published on the University website at <https://www.gla.ac.uk/undergraduate/degrees/>.

DEGREE OF BACHELOR OF ARTS in SOCIAL WORK

The degree of Bachelor of Arts in Social Work is governed by Resolution of the University Court with provision that the programme is offered by the University of Glasgow and the University of Strathclyde and that awards are made in the name of both Universities. These regulations are drawn up consequent upon the Memorandum of Understanding between the University of Glasgow and the University of Strathclyde. Students shall be deemed to be students of both Universities and shall observe the respective Ordinances, Resolutions, rules and regulations of both Universities.

Copies of the regulations may be obtained from the Administrative Offices of the College of Social Sciences, and are those promulgated by the University of Strathclyde.

DEGREE OF BACHELOR OF ARTS in COMMUNITY DEVELOPMENT

The BA in Community Development is offered by the School of Education. Candidates will normally be in paid employment in a job closely related to community work. Candidates who are not in paid employment will be required to complete a placement to provide practical experience.

RESOLUTION

The Degree of Bachelor of Arts in Community Development is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those Regulations. The provisions of Resolution No. 674, which at the time of publication was in draft form, are as follows:

1. The Degree of Bachelor of Arts in Community Development (BA (Community Development)) may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as an Ordinary Degree and as a Degree with Honours.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 674 - "Degree of Bachelor of Arts in Community Development". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations (§6.3).

REGULATIONS

1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on this degree.
- 1.2 A Higher National Certificate in a relevant subject is an advanced entry route to second year of the degree programme. Other relevant and appropriate qualifications may be considered for advanced entry.

2. Maximum Period of Study

Candidates may continue their studies providing that they comply with the progress regulations set out at §4.

3. Code of Assessment

In accordance with Generic Undergraduate Regulation §9, assessment and re-assessment are governed by the Code of Assessment with the following exception:

- a) A candidate who achieves less than D for any taught course in years 3 or 4 of the curriculum will be eligible for a second opportunity at assessment on any such course or courses. In accordance with §16.7 of the Code of Assessment, for any such course or courses contributing to the Honours curriculum the original course grade will contribute towards calculation of the Honours classification.

4. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 4.1 In order to progress to the subsequent year of the degree programme a candidate must have attained grade D or better in all courses and work experience of the preceding year. A candidate who does not meet these requirements will be referred to the Progress Committee.
- 4.2 In order to progress to year 4 of the degree programme a candidate must have attained grade D or better in all third year courses and must have successfully completed at least 600 hours of community development practice over the course of the first three years.
- 4.3 The College Progress Committee has authority to set aside the regulations governing exclusion and to permit further attempts in assessment and work experience.

If, after consideration, the College Progress Committee permits one further attempt at assessment or work experience, the candidate must undertake that attempt at a time specified by the College. Failure to attain a grade D or better will result in exclusion.

5. Courses Available to Candidates

Courses for the degree are set out in the programme specification.

6. Programme Requirements for the Award of the Degree

6.1 Ordinary Degree

In addition to meeting the requirements set out in Generic Undergraduate Regulation §14 candidates must complete the curriculum set out in the programme specification, attaining a grade D or better for each course.

6.2 Honours Degree

Candidates must meet the requirements set out in Generic Undergraduate Regulation §16 and the progress requirements set out in §4.2.

7. Other Information on Awards

7.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree is required to assent to the School of Education Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and work experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the School of Education Fitness to Practise Committee. (See 'University Fees and General Information for Students' Regulation 36 of the *University Calendar*.)

7.2 Attendance

A minimum of 80% attendance in each course is required, unless the exam board is provided with an account of extenuating circumstances. Credit for a course may be refused if attendance is not satisfactory.

7.3 Exit Awards

Generic Undergraduate Regulations §12 and §13 apply with the following additional requirements. A candidate who has completed courses totalling at least 120 credits with grade D or better for each course will be eligible for a Certificate in Higher Education (Community Development). A candidate who has completed courses totalling at least 240 credits with grade D or better for each course will be eligible for a Diploma in Higher Education (Community Development). A candidate who has achieved either the Certificate or Diploma in Community Development may apply to re-enter the programme at a later stage to complete the BA.

DEGREE OF BACHELOR OF COMMUNITY LEARNING & DEVELOPMENT (SOCIAL SCIENCES)

RESOLUTION

The Degree of Bachelor of Community Learning & Development (Social Sciences) is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 598 are as follows:

1. The Degree of Bachelor of Community Learning & Development (BCLD) (Social Sciences) may be awarded by the University of Glasgow in the College of Social Sciences (the College) as a General Degree and as a Degree with Honours, in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by the Generic Undergraduate Regulations which are governed by Resolution No. 582 of the University Court.
3. The Senate may make supplementary regulations governing the award of the Degree which are subject to the approval of the University Court - these shall be as stated under 'Regulations'.
4. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.
5. The Degree programme shall be coordinated and supervised by a Board of Management appointed by the Senate on the recommendation of the College. The Board shall be representative of the organisations delivering the programme and the Scottish Community Development Centre, and shall be convened by the Head of the School of Social & Political Sciences.

REGULATIONS

1. Recognition of Prior Learning

Assessed prior experiential learning can be counted for credit in accordance with Generic Undergraduate Regulation §5. A candidate awarded such credit shall normally spend not less than two sessions of full-time study as a registered candidate for the Degree.

2. Maximum Period of Study

The maximum period of full-time study is normally five academic sessions.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirement: in order to progress to a component at level 2 or 3 a candidate will normally be required to have attained grade D or better in all components at the preceding level.

4. Courses Available to Candidates

- 4.1 The curriculum for the Degree of Bachelor of Community Learning & Development (Social Sciences) shall be a three-year programme of work-based learning comprising qualifying work experience and taught modules amounting to 120 credits per academic session. The programme shall be set out in a personal Learning Programme Agreement between the candidate, the employer and the University of Glasgow acting in collaboration and shall be approved by the Board of Management. The Agreement shall provide for regular and appropriate supervision of the candidate throughout the duration of the programme.

4.2 Recognised Qualifying Work Experience

Qualifying work experience shall comprise:

- a) employment in an appointment in the field of Community Learning & Development of not less than 41 weeks in the first academic session and not less than 31 weeks in the second and third sessions of study.
- b) participation in two placements each normally comprising continuous periods of not less than 10 weeks, one in each of the second and third sessions of study. Placements of a number of shorter periods amounting to the same overall duration may be substituted subject to the approval of the Board of Management.

The levels and credit weights of work experience shall be as follows:

<i>Title</i>	<i>Level</i>	<i>Credit Weight</i>
Reflecting on Work Experience	1	30 credits
Session 2 Placement	2	60 credits
Session 3 Placement	3	60 credits

4.3 Recognised Qualifying Taught Courses

The qualifying taught courses are listed in the programme specification.

- 4.4 The duration of the Learning Programme Agreement shall normally be three sessions or two sessions if the candidate has been granted entry with advanced standing on the basis of prior accreditation.

5. Programme Requirements for the Award of the Degree

The further requirements referred to in Generic Undergraduate Regulation §14.1 are as follows: A minimum graduating curriculum for the Degree of Bachelor of Community Learning and Development requires that a candidate attains grade D or better in all qualifying components of the programme of study prescribed in these regulations.

DEGREE OF BACHELOR OF ARTS in CHILDHOOD PRACTICE**RESOLUTION**

The Degree of Bachelor of Arts in Childhood Practice is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 595 are as follows:

1. The Degree of Bachelor of Arts (BA) in Childhood Practice may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College).
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 595 - "Degree of Bachelor of Arts in Childhood Practice". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Certificate of Higher Education and Diploma of Higher Education shall be governed by the Generic Undergraduate Regulations.

REGULATIONS**1. Recognition of Prior Learning**

- 1.1 Assessed prior experiential learning can be counted for credit on this degree. The evidence required is detailed in the programme specification.
- 1.2 Non-university exams can permit entry with advanced standing. Such examinations give entry with advanced standing as follows:

Higher National Certificate, Scottish Vocational Qualification level 3 and Professional Development Award credits give advanced entry to second year of the degree programme. Scottish Vocational Qualification 4 gives advanced entry to third year of the degree programme.

2. Maximum Period of Study

The maximum period of study for part-time candidates on the BA Childhood Practice is 10 years.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 3.1 In order to progress to the subsequent year of the degree programme a candidate must have attained a grade D or better in all courses of the preceding year after two attempts.

- 3.2 A candidate may be excluded from further instruction and examination in the College if they obtain less than grade D in a course assessment on two occasions.
- 3.3 The College Progress Committee has authority to set aside §3.2 governing exclusion and to permit further attempts in assessment.

If, after consideration, the College Progress Committee permits one further attempt at assessment, the candidate must undertake that attempt at a time specified by the College. Failure to attain a grade D or better will result in exclusion.

4. Courses Available to Candidates

The courses required for the degree are set out in the programme specification.

5. Programme Requirements for the Award of the Degree

In addition to meeting the requirements set out in Generic Undergraduate Regulation §14 candidates must complete the curriculum set out in the programme specification, attaining a grade D or better for each course assessment.

6. Other Information on Awards

6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of BA is required to assent to the School of Education Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and practice placement. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the School of Education Fitness to Practise Committee. (See 'University Fees and General Information for Students' Regulation 36 of the *University Calendar*.)

6.2 Attendance

A minimum of 66% attendance in each course is required. Credit for a course may be refused if attendance is not satisfactory.

DEGREE OF BACHELOR OF EDUCATION in PRIMARY EDUCATION

Students admitted to this programme in or before 2013-14 should refer to the *University Calendar* appropriate to the session in which they entered.

DEGREES OF BACHELOR OF TECHNOLOGICAL EDUCATION AND BACHELOR OF TECHNOLOGY STUDIES

RESOLUTION

The Degrees of Bachelor of Technological Education and Bachelor of Technology Studies are governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 592 are as follows:

1. The Degree of Bachelor of Technological Education (BTechEd) may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as a Degree with Honours and as an Ordinary Degree in such designations as may be prescribed by Regulation.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 592 - "Degree of Bachelor of Technological Education". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. A candidate for the Degree of Bachelor of Technological Education who does not complete the minimum graduating curriculum may be eligible to receive the Degree of Bachelor of Technology Studies (BTechS). The early exit awards of Certificate of Higher Education and Diploma of Higher Education are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on these degrees.
- 1.2 Non-university exams can permit entry with advanced standing. Such examinations give entry with advanced standing as follows:

A Higher National Diploma in a relevant subject is an advanced entry route to second year of the degree programme. An additional pre-requisite entry qualification is Higher English, or equivalent. Admission is also subject to satisfactory performance at interview.

2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies providing that they comply with the progress regulations set out at §3.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 3.1 In order to progress to the subsequent year of the degree programme a candidate must have completed all courses of the preceding year and obtained the minimum requirements set out below.

Minimum requirements to proceed to the next year of the curriculum			
<i>Progression</i>	<i>School Experience after two attempts</i>	<i>Minimum of grade D in subject assessments after two attempts in</i>	
First to second year	Satisfactory	Compulsory subjects	three out of four Technology subjects in year 1
Second to third year	Satisfactory	Compulsory subjects	three out of four Technology subjects in year 2
Third to fourth year	Satisfactory	Compulsory subjects	

A candidate who is allowed to progress to year 2 with one subject below grade D must present themselves for reassessment in that subject at the next available opportunity.

In order to progress to fourth year a candidate must have obtained 120 credits from courses in year 3.

a) Honours Curriculum

In order to progress to Honours at the end of year 2 a candidate should have gained a grade point average¹³ of 14 for all year 2 subjects and grade D or better in all subjects of years 1 and 2.

b) Ordinary Curriculum

A candidate who does not meet the requirements for Honours at the end of year 2 will follow the ordinary curriculum.

- 3.2 Exceptionally, a candidate may be required to discontinue a school placement or may be prevented from beginning any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to pupils in the school.

- 3.3 The College Progress Committee has authority to set aside the regulations governing exclusion and to permit further attempts in assessment and School Experience retrieval.

If, after consideration, the College Progress Committee permits one further attempt at assessment or a School Experience retrieval, the candidate must undertake that further attempt at a time specified by the College. Failure to attain a grade D or better or Satisfactory in School Experience will result in exclusion.

- 3.4 A candidate may be excluded from further instruction and examination in the College if:

- they obtain less than grade D in a compulsory subject after three attempts; or
- they obtain an Unsatisfactory in School Experience in any year on two occasions.
- they obtain less than grade D in two or more subject assessments on two occasions in year 1 or year 2.

4. Courses Available to Candidates

The courses required for the degree are set out in the programme specification.

5. Programme Requirements for the Award of the Degree

To qualify for an Honours degree a candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for all compulsory subjects and Satisfactory in School Experience at each stage.

¹³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

To qualify for an ordinary degree a candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for all compulsory subjects and Satisfactory in School Experience at each stage. In addition a candidate is required to gain an overall grade point average¹³ of 9.

6. Other Information on Awards

6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of BTechEd is required to assent to the School of Education Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and School Experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the School of Education Fitness to Practise Committee. (See 'University Fees and General Information for Students' Regulation 36 of the *University Calendar*.)

6.2 Attendance

A minimum of 80% attendance in each course and 90% attendance in each period of School Experience is required. A Candidate is required to attend mandatory instruction sessions and preparatory briefings before being permitted to attend School Experience. Credit for a course may be refused if attendance is not satisfactory.

6.3 Exception to Code of Assessment

Generic Undergraduate Regulation §9 applies, except that:

- a) the assessment of School Experience is exempt from the provisions of Schedule B of the Code of Assessment and is assessed on a two point scale - Satisfactory, Unsatisfactory.
- b) Industrial Placement is assessed as either Satisfactory or Unsatisfactory.

6.4 Religious Education

An optional course in Religious Education is available to candidates who wish to attain the Catholic Teacher's Certificate or Award in Religious Understanding.

6.5 Bachelor of Technology Studies in General Technology

A candidate who has satisfied the conditions of Generic Undergraduate Regulation §14 from courses of the BTechEd curriculum will be eligible to receive the degree of Bachelor of Technology Studies. The Bachelor of Technology Studies is not a teaching qualification.

DEGREE OF MASTER OF ARTS in RELIGIOUS & PHILOSOPHICAL EDUCATION WITH SECONDARY TEACHING QUALIFICATION

RESOLUTION

The Degree of Master of Arts in Religious & Philosophical Education with Secondary Teaching Qualification is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 593 are as follows:

1. The Degree of Master of Arts (MA) in Religious & Philosophical Education with Secondary Teaching Qualification may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as a Degree, in such designations as may be prescribed by the Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 593 - "Degree of Master of Arts in Religious & Philosophical Education with Secondary Teaching Qualification". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. Candidates for the Degree of Master of Arts in Religious & Philosophical Education with Secondary Teaching Qualification who do not complete the minimum graduating curriculum may be eligible to receive the Degree of Bachelor of Arts in Religious & Philosophical Educational Studies as prescribed by the Regulations. The early exit awards of Diploma of Higher Education and Certificate of Higher Education shall be governed by the Generic Undergraduate Regulations.

REGULATIONS

1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on these degrees.
- 1.2 Non-university exams cannot permit entry with advanced standing.

2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies providing that they comply with the progress regulations set out at §3.

3. Progress

3.1 Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- a) In order to progress to the subsequent year of the degree programme a candidate must have completed all courses of the preceding year and obtained the minimum requirements set out in the table below.

Minimum requirements to proceed to the next year of the curriculum		
<i>Progression</i>	<i>School Experience after two attempts</i>	<i>Grade D or better in subject assessments after two attempts in</i>
First to second year	Satisfactory	seven out of eight subjects in year 1
Second to third year	Satisfactory	six out of seven subjects in year 2 and all subjects of year 1
Third to fourth year	Satisfactory	six out of seven subjects in year 3 and all subjects of years 1 and 2

A candidate who is allowed to progress with one subject below grade D must present themselves for reassessment in that subject at the next available opportunity.

- b) Exceptionally, a candidate may be required to discontinue a school placement or may be prevented from beginning any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to pupils in the school.
- c) The College Progress Committee has authority to set aside the regulations governing exclusion and to permit further attempts in assessment and School Experience retrieval.

If, after consideration, the College Progress Committee permits one further attempt at assessment or a school experience retrieval, the candidate must undertake that attempt at a time specified by the College. Failure to attain a grade D or better or Satisfactory in School Experience will result in exclusion.

- d) A candidate may be excluded from further instruction and examination in the College if:
- they obtain less than grade D in two or more subject assessments on two occasions in any year; or
 - they obtain an Unsatisfactory in School Experience in any year on two occasions; or
 - they obtain less than grade D in a subject at the third attempt.

3.2 Entry to Honours

The requirements referred to in Generic Undergraduate Regulation §15.1(a) are:

A candidate who has achieved Satisfactory in School Experience and grade D or better in all courses of years 1 and 2 after two attempts will be admitted to Honours study.

4. Courses Available to Candidates

The courses for the degree are set out in the programme specification.

5. Programme Requirements for the Award of the Degree

A candidate must complete the curriculum set out in the programme specification, attaining a grade D or better for each assessment and Satisfactory in School Experience at each stage.

6. Early Exit Awards

6.1 Degree of Bachelor of Arts in Religious & Philosophical Educational Studies

- Generic Undergraduate Regulation 14 applies, with the following additional requirement: 180 or more of the credits from compulsory core courses.
- The Degree of Bachelor of Arts in Religious & Philosophical Educational Studies is not a teaching qualification.

7. Other Information on Awards

7.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of MA (Religious & Philosophical Education) is required to assent to the School of Education Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and School Experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the School of Education Fitness to Practise Committee. (See 'University Fees and General Information for Students' Regulation 36 of the *University Calendar*.)

7.2 Attendance

A minimum of 80% attendance in each course and 90% attendance in each period of School Experience is required. The candidate is required to attend mandatory instruction sessions and preparatory briefings before

being permitted to attend School Experience. Credit for a course may be refused if attendance is not satisfactory.

7.3 Exception to Code of Assessment

Generic Undergraduate Regulation §9 applies, except that the assessment of School Experience is exempt from the provisions of Schedule B of the Code of Assessment and is assessed on a two point scale Satisfactory, Unsatisfactory.

DEGREE OF MASTER OF EDUCATION WITH TEACHING QUALIFICATION (PRIMARY)

RESOLUTION

The Degree of Master of Education with Teaching Qualification (Primary)¹⁴ is governed by Resolutions of the University Court. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations which came into effect on 1 September 2008 are set out with those regulations. The provisions of Resolution No. 650, which at the time of publication were in draft form, are as follows:

1. The Degree of Master of Education (MEduc) with Teaching Qualification (Primary) may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as a Degree in such designations as may be prescribed by Regulations.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 650 - "Master of Education (MEduc) with Teaching Qualification (Primary)". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. Candidates for the Degree of Master of Education who do not complete the minimum graduating curriculum may be eligible to receive the Degree of Master of Arts (Honours) in Education with Teaching Qualification (Primary). The early exit awards of Degree of Bachelor of Arts (Honours) in Education (without teaching qualification), Diploma of Higher Education (Primary Education) and Certificate of Higher Education (Primary Education) are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

Assessed prior learning cannot normally be counted for credit on this degree.

2. Maximum Period of Study

- 2.1 The programme is only available on a full-time basis and must be completed within seven academic sessions from first registration.

3. Code of Assessment

In accordance with Generic Undergraduate Regulation §9, assessment and reassessment are governed by the Code of Assessment with the following exceptions:

- a) The assessment of School Experience is exempt from the provisions of Schedule A of the Code of Assessment and is assessed on a two point scale - Satisfactory, Unsatisfactory.
- b) A candidate who achieves less than D3 for any other taught course in years 3, 4 or 5 of the curriculum will be eligible for a second opportunity at assessment on any such course or courses. In accordance with §16.7 of the Code of Assessment, for any such course or courses contributing to the Honours curriculum the original course grade will contribute towards calculation of the Honours classification.

4. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 4.1 In order to progress to the subsequent year of the degree programme a candidate must have achieved at least grade D3 in all courses of the preceding year and Satisfactory for School Experience.
- 4.2 Exceptionally, a candidate may be permitted by the College Progress Committee to progress into years 2, 3 or 4 with one compulsory course at less than grade D3. The candidate must present themselves for reassessment in that course at the next available opportunity.
- 4.3 Exceptionally, a candidate may be required to discontinue a School Experience or may be prevented from beginning any further School Experience if, on the balance of evidence, it is considered that continuing with or beginning that experience would be detrimental to pupils in the school.

¹⁴ This programme replaces the Bachelor of Education (BEd). Students admitted to the BEd in or before 2013-14 should refer to the *University Calendar* appropriate to the session in which they entered the programme.

4.4 In the first four years of the curriculum a candidate may be excluded from further instruction and examination on the Degree programme if:

- a) they obtain less than grade D3 in two or more compulsory courses on two occasions in any year; or
- b) they obtain an Unsatisfactory in a School Experience in any year on two occasions.

4.5 The College Progress Committee has authority to set aside regulations §4.4(a) and §4.4(b) governing exclusion and to permit further attempts in assessment and School Experience retrieval.

If, after consideration, the College Progress Committee permits one further attempt at assessment or School Experience retrieval, the candidate must undertake that attempt at a time specified by the College. Failure to attain a grade D3 in assessment or Satisfactory in School Experience will result in exclusion from the programme.

5. Courses Available to Candidates

The courses required for the degree are set out in the programme specification.

6. Programme Requirements for the Award of the Degree

Generic Undergraduate Regulation §17 applies with the following additional requirements:

- a) To be eligible for the award of Master of Education (MEduc) with Teaching Qualification (Primary) a candidate must complete the curriculum set out in the programme specification for years 1 to 5, attaining a grade D3 or better for each course and Satisfactory in School Experience at each stage.
- b) The calculation of the final classification is based on weightings from years 3, 4 and 5 of 10:20:70.

7. Early Exit Awards

7.1 Degree of Master of Arts (Honours) in Education with Teaching Qualification (Primary)

- a) Generic Undergraduate Regulation §16.1 applies with the following additional requirements:

To be eligible for the award of the degree a candidate must complete the curriculum set out in the programme specification for years 1 to 4, attaining a grade D3 or better for each course and Satisfactory in School Experience at each stage.

- b) Such a candidate, if graduating with the Degree of Master of Arts (Honours) in Education with Teaching Qualification (Primary), may not be a candidate for the Degree of Master of Education with Teaching Qualification (Primary) of the University of Glasgow on a future occasion.

7.2 Degree of Bachelor of Arts (Honours) (Primary Education)

- a) Generic Undergraduate Regulation §16.1 applies with the following additional requirements:

A candidate who has completed a minimum of 480 credits at grade D3 or better and at least 470 of the credits from courses in the MEduc curriculum, will be eligible to receive the degree of Bachelor of Arts (Honours) (Primary Education) without teaching qualification. Generic Undergraduate Regulation §16.5 does not apply to the 10 credits of School Experience in the MEduc curriculum.

- b) Such a candidate, if graduating with the Degree of Bachelor of Arts (Honours) (Primary Education) without teaching qualification, may not be a candidate for the Degree of Master of Education with Teaching Qualification (Primary) of the University of Glasgow on a future occasion.

7.3 Degree of Bachelor of Arts (Primary Education)

- a) Generic Undergraduate Regulation §14 applies with the following additional requirements:

A candidate who has completed a minimum of 360 credits with a grade point average¹⁵ of 9 or better, with 280 credits at grade D3 or better and at least 300 of the credits from courses in the MEduc curriculum, will be eligible to receive the degree of Bachelor of Arts (Primary Education) without teaching qualification.

- b) Such a candidate, if graduating with the Degree of Bachelor of Arts (Primary Education) without teaching qualification, may not be a candidate for the Degree of Master of Education with Teaching Qualification (Primary) of the University of Glasgow on a future occasion.

7.4 Diploma of Higher Education (Primary Education)

Generic Undergraduate Regulation §13 applies with the following additional requirements:

A candidate who has completed a minimum of 240 credits at grade D3 or better from courses in the MEduc curriculum will be eligible to receive the Diploma of Higher Education (Primary Education).

¹⁵ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

7.5 Certificate of Higher Education (Primary Education)

Generic Undergraduate Regulation §12 applies with the following additional requirements:

A candidate who has completed a minimum of 120 credits at grade D3 or better from courses in the MEd curriculum will be eligible to receive the Certificate of Higher Education (Primary Education).

8. Other Information on Awards**8.1 Code of Professional Conduct and Fitness to Practise**

A candidate for the degree of MEd is required to assent to the School of Education Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and School Experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the School of Education Fitness to Practise Committee. (See 'University Fees and General Information for Students' Regulation 36 in the *University Calendar*.)

8.2 Attendance

- a) In order to be eligible for the award of credit on a course delivered by the School of Education a candidate must achieve a minimum of 80% attendance.
- b) A candidate is required to attend mandatory instruction sessions and preparatory briefings before being permitted to attend School Experience.
- c) In relation to each period of School Experience a candidate must achieve a minimum of 90% attendance in order to be eligible for the award of credit.

NON GENERIC UNDERGRADUATE REGULATIONS**CATHOLIC TEACHER'S CERTIFICATE**

Candidates on the following Degree and Certificate programmes may qualify for either the Catholic Teacher's Certificate or the Award in Religious Understanding through participation in designated Religious Education (RE) courses and School Experience. The Catholic Teacher's Certificate and Award in Religious Understanding are not separately assessed.

Programme	Relevant Components
PGDE (Primary) PGDE (Middle Years) PGDE (Secondary)	<ul style="list-style-type: none"> • Assessed journal of Religious Education tasks • Observed Religious Education lesson, Year 4 (Primary and RE (Specialist)) • School experience, teaching of Religious Education (RE (Generalist))
BTechEd MA Primary Education (Dumfries)	<ul style="list-style-type: none"> • Assessed journal of Religious Education tasks • On-line courses, Catholic Teacher's Certificate
MEd	<ul style="list-style-type: none"> • Catholic Teacher Formation classes, Years 1-4 • Designated tasks in School Experience, including observed Religious Education lesson, Year 4
MA Religious & Philosophical Education	<ul style="list-style-type: none"> • Catholic Teacher Formation classes, Years 1-4 • Observed Religious Education lesson, Year 4
Certificate in Religious Education by Distance Learning (CREDL)	<ul style="list-style-type: none"> • Programme delivered by on-line courses

CERTIFICATE OF HIGHER EDUCATION**REGULATIONS****1. General**

- a) Certificates of Higher Education may be awarded by the University of Glasgow in the College of Social Sciences.
- b) Supervision of the arrangements for the Certificate of Higher Education will be undertaken by the Undergraduate Committee for the School of Education.
- c) Candidates who have qualified for the award of the Certificate of Higher Education may apply to the Colleges of Arts, MVLS, Science & Engineering and Social Sciences for admission and, if admitted, may have some or all of their credits recognised towards a higher level award.

2. Duration of Study

The maximum and minimum periods of study for the Certificate of Higher Education for both full-time and part-time study will be advised by the School of Education.

3. Subjects of Study

Certificates of Higher Education from the School of Education are offered in the following:

Drug and Alcohol Practice

Employability Practice

Equality and Diversity Practice

4. Assessment

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

5. Minimum Requirement for the Award of Credits**5.1 School Instructions**

Candidates shall be required to comply with such instructions as are prescribed by School of Education. All such instructions shall be given to the candidates in writing at the beginning of the course concerned. Reasonable notice of any alteration to them will also be given.

5.2 Minimum Requirement

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 - §16.43 of the section 'University Fees and General Information for Students' in the *University Calendar*, and in the School instructions.

6. Award of a Certificate of Higher Education

6.1 A candidate who has followed the schemes set out below, and in doing so has completed courses totalling at least 120 credits at SCQF level 7 or above and has achieved a grade point average¹⁶ of at least 7 shall be eligible to receive a designated Certificate of Higher Education.

Certificate in Drug and Alcohol Practice

Compulsory qualifying courses for this certificate are:

Assessment and Interventions Theories and Models in Drug & Alcohol Practice	Work-Based Reflection of Drug & Alcohol Practice
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Certificate in Employability Practice

Compulsory qualifying courses for this certificate are:

Collaborative Practice	Employability Practice: Law Policy and Practice
Effecting Change	Social Theory 1
Employability Practice: Principles & Values	Work Based Project

Certificate in Equality and Diversity Practice

Compulsory qualifying courses for this certificate are:

Collaborative Practice	Equality and Diversity: Law Policy and Practice
Effecting Change	Social Theory 1
Equality and Diversity: Principles & Values	Work Based Project

6.2 Merit and Distinction

The Certificate of Higher Education shall be awarded with Merit where the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where the grade point average over the courses being counted for the award of the Certificate is at least 15.

¹⁶ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

7. Approval of Qualifying Courses

Subject to the approval of Senate, the College of Social Sciences shall identify and recognise courses which may contribute to the Certificate. The School of Education shall also determine which of the University's courses correspond to each of the qualifying subjects for designated certificates.

8. Conditions Governing Qualifying Courses

- a) Courses, deemed by the School of Education to be overlapping or identical, may not form part of the minimum curriculum.
- b) In any session certain courses may not be available to Certificate candidates or may be available only to a limited number.

SHORT COURSES

CERTIFICATE AND DIPLOMA OF HIGHER EDUCATION

Short Courses provides opportunities to follow courses in a wide range of subjects offered in Arts, Science and Social Sciences, leading to the award of the Certificate or the Diploma of Higher Education. The Certificate or Diploma will carry an additional designation related to a specified field of study in which appropriate courses have been taken, in accordance with a number of schemes as set out in the regulations.

REGULATIONS

1. General

- a) With the authority of Senate, a Certificate or Diploma of Higher Education may be conferred by the University of Glasgow.
- b) Supervision of the arrangements for the Certificate or Diploma of Higher Education will be by the University Services Board of Studies.
- c) The level and standard of the Certificate and Diploma of Higher Education shall be comparable with the level and standard of the Certificates of Higher Education awarded in the Colleges of Arts, Social Sciences and Science & Engineering.
- d) Candidates who have qualified for the award of the Certificate or Diploma of Higher Education may apply to the Colleges of Arts, Social Sciences and Science and Engineering for admission and, if admitted, may have some or all of their credits recognised towards a higher level award.

2. Minimum Requirement for the Award of Credits

2.1 Instructions from Short Courses

Candidates shall be required to comply with such instructions as are prescribed by Short Courses. Such instructions may require candidates: to attend specified lectures, tutorials, laboratory or practical sessions, field courses, examinations and other events; to provide themselves with such books, equipment and other materials as are necessary for the course; to submit items of work, including essays, dissertations and project reports, by such dates as may be instructed.

2.2 Minimum Requirement

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 section 'University Fees and General Information for Students' in the *University Calendar*.

3. Minimum Requirement for the Award of a Certificate and a Diploma

The minimum requirements for the award of a Certificate and Diploma, hereafter referred to as a minimum curriculum, are expressed in terms of §3.1 credit-bearing courses at various levels; §3.2 Merit and Distinction; and §4.1 subjects relating to Certificates and Diplomas, each set of requirements as defined hereunder:

3.1 Credit Bearing Courses

- a) Approved courses (normally bearing credits in multiples of 10) at any level may, where appropriate, form part of a candidate's minimum curriculum.
- b) A candidate shall be eligible to receive the Certificate of Higher Education if they have completed courses, drawn from the Short Courses' Certificate of Higher Education programme or from courses offered by the

Colleges of the University, totalling at least 120 credits with a grade point average¹⁷ of at least 9. Credit derived from courses above SCQF level 7 may be included.

- c) A candidate shall be eligible to receive the Diploma of Higher Education if they have completed courses, drawn from the Short Courses' Diploma of Higher Education programme or from courses offered by the Schools of the University, totalling at least 240 credits with a grade point average of at least 9. At least 80 credits must be at SCQF level 8 or above.
- d) Where the candidate has accumulated more than the required credits, the credit counted in the calculation of the grade point average shall be reduced to minimum required credits (i.e. 120 or 240) by disregarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

3.2 Merit and Distinction

The Certificate or Diploma of Higher Education shall be awarded with Merit where the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where the grade point average over the courses being counted for the award of the Certificate is at least 15.

4. Final Awards: Type of Certificate

4.1 Subjects Relating to Certificates and Diplomas of Higher Education

- a) Each Certificate and Diploma of Higher Education has its own specific requirements as to which credits are eligible for the award. These specifications shall be determined in accordance with a number of stated schemes as set out in the Programme Specification available on the Senate Office website (§4.1(c)).
- b) Certain of the courses will be compulsory.
- c) The subjects relating to each Certificate and Diploma are set out in §4.2 and on the Senate Office website: <https://www.gla.ac.uk/myglasgow/senateoffice/programmesearch/>.

4.2 Certificates and Diplomas of Higher Education

Certificate of Higher Education
 Certificate of Higher Education: Counselling Skills
 Certificate of Higher Education: Creative Writing
 Certificate of Higher Education: Egyptology (languages)
 Certificate of Higher Education: Egyptology (materials)
 Certificate of Higher Education: Art History
 Certificate of Higher Education: Psychology
 Diploma of Higher Education
 Diploma of Higher Education: Creative Writing
 Diploma of Higher Education: Egyptology

5. Approval of Qualifying Courses

Subject to the approval of Senate, Short Courses shall identify and recognise courses which may contribute to the Certificate and Diploma. The University Services Board of Studies shall also determine which of the University's courses correspond to each of the qualifying subjects for certificates and diplomas.

6. Recognition of Prior Learning¹⁸

- 6.1 Generic Undergraduate Regulation §4 applies.
- 6.2 Candidates who have accumulated credit at SCQF level 7 from courses of study taken at institutions of tertiary education approved by the Senate may be exempted from up to 50% of the qualifying credit for the Certificate or Diploma of Higher Education.
- 6.3 Although appropriate prior learning may be recognised for the award of credit, all such credit is ungraded for the purposes of the University except that credit obtained in earlier study at the University of Glasgow may be graded.
- 6.4 For the purposes of awarding the Certificate and Diploma of High Education, ungraded Accredited Prior Learning (APL) credit will be treated as credit at grade D.

¹⁷ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

¹⁸ Guidance on the inclusion of ungraded APL credit in the application of degree regulations is set out in the University's [APL policy](#).

6.5 For the award of Merit and Distinction, ungraded APL credit should not be counted and therefore APL students' grade point average should be calculated only on the basis of credits studied and assessed at the University of Glasgow.

6.6 Assessed prior experiential learning cannot be counted for credit on the Certificate or the Diploma of Higher Education.

7. Conditions Governing Qualifying Courses

- a) Courses deemed by the University Services Board of Studies to be overlapping or identical may not form part of the minimum curriculum.
- b) Not all courses are available each session. It may be necessary to restrict entry to a course or to withdraw a course in the light of staff changes, or if it is under subscribed.
- c) Normally, at least 50% of the credits should be drawn from Certificate and Diploma of Higher courses in Short Courses.

8. Recognised Qualifying Courses

Short Courses, subject to the approval of Senate, will offer a range of courses in subject areas offered by the College of Arts, College of Science & Engineering and College of Social Sciences. Qualifying courses and courses offered by these Colleges may be available to suitably qualified candidates registered for the Certificate or Diploma of Higher Education (Continuing Education) as part of a minimum qualifying curriculum for individual cases. Candidates wishing to enrol for such courses should contact the office of the Chief Adviser in the appropriate College.

For information on recognised qualifying courses see the *Undergraduate Course Catalogue*.

9. Appeals by Students

The Code of Procedure specified for College Appeals Committees in the *University Calendar* will be applicable to candidates registered for the Certificate in Higher Education. Appeals will be heard by the College Appeals Committee.

UNIVERSITY OF GLASGOW DUMFRIES CAMPUS – SUPPLEMENTARY UNDERGRADUATE REGULATIONS

DEGREE OF MASTER OF ARTS in PRIMARY EDUCATION WITH TEACHING QUALIFICATION

RESOLUTION

The Degree of Master of Arts in Primary Education with Teaching Qualification is governed by Resolutions of the University Court which came into effect on 1 September 2008. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 591 are as follows:

1. The Degree of Master of Arts (MA) in Primary Education with Teaching Qualification may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as a Degree with Honours.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 591 - "Degree of Master of Arts in Primary Education with Teaching Qualification". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. A candidate for the Degree of Master of Arts in Primary Education with Teaching Qualification who does not complete the minimum graduating curriculum may be eligible to receive the Degree of Master of Arts in Primary Educational Studies. The early exit awards of Certificate of Higher Education and Diploma of Higher Education are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

- 1.1 Assessed prior experiential learning cannot be counted for credit on these degrees.
- 1.2 Non-university exams cannot permit entry with advanced standing.
- 1.3 In accordance with the provisions of Generic Undergraduate Regulation §4, a candidate may be considered for admission on successful completion of first year in other university programmes in Education. In this instance the candidate can be asked to complete a period of School Experience of three weeks which is formatively assessed.

2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies providing that they comply with the progress regulations set out at §3.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

- 3.1 In order to progress to the subsequent year of the degree programme a candidate must have completed all courses of the preceding year and obtained the minimum requirements set out in the table below.

Minimum requirements to proceed to the next year of the curriculum		
<i>Progression</i>	<i>School Experience after two attempts</i>	<i>Grade D3 or better in courses after two attempts in</i>
Year 1 to Year 2	Pass	5 out of 6 courses in Year 1
Year 2 to Year 3	Pass	5 out of 6 courses in Year 2 and all subjects of Year 1
Year 3 to Year 4	Pass	4 out of 5 courses in Year 3 and all subjects of Years 1 and 2

A candidate who is allowed to progress with one course below grade D3 must present themselves for reassessment in that subject or an equivalent, at the next available opportunity.

- 3.2 Exceptionally, a candidate may be required to discontinue a school placement or may be prevented from beginning any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to pupils in the school.
- 3.3 The School of Interdisciplinary Studies Progress Committee has authority to set aside the regulations governing exclusion and to permit further attempts in assessment and School Experience retrieval.

If, after consideration, the Progress Committee permits one further attempt at assessment or a School Experience retrieval, the candidate must undertake that attempt at a time specified by the School of Interdisciplinary Studies. Failure to attain a grade D3 or better or a Pass in School Experience will result in exclusion.

- 3.4 A candidate may be excluded from further instruction and examination in the School if:
- they obtain less than grade D3 in two or more courses on two occasions in any year; or
 - they are awarded Not Pass in School Experience in any year on two occasions; or
 - they obtain less than grade D3 in a course at the third attempt (see §3.3).

4. Courses Available to Candidates

The courses required for the degree are set out in the programme specification.

5. Programme Requirements for the Award of the Degree

5.1 Honours Degree

- The Honours curriculum shall normally comprise 100 taught credits gained at level 3 and 80 taught credits gained at level 4. In addition, the curriculum will also normally comprise 20 School Experience credits at level 3 and 40 School Experience credits at level 4.
- Candidates must complete the curriculum set out in the programme specification, attaining a grade D3 or better in every course and a Pass in School Experience at each stage.
- The award of a Teaching Qualification (Primary Education) is made by the University subject to the student attaining the relevant Standard published by the General Teaching Council for Scotland. The Teaching Qualification may only be awarded with a Degree with Honours.

5.2 Degree of Master of Arts in Primary Educational Studies

- Generic Undergraduate Regulation §14 applies, with the following additional requirement: 180 or more of the credits from compulsory core courses (not inclusive of elective qualifying courses) in the MA (Primary Education) curriculum.
- The MA in Primary Educational Studies is not a teaching qualification.
- A candidate graduating with the Degree of Master of Arts in Primary Educational Studies may not be a candidate for the Degree of MA (Primary Education) (Hons) of the University of Glasgow on a future occasion.

6. Other Information on Awards

6.1 Code of Professional Conduct and Fitness to Practise

A candidate for the degree of MA Primary Education is required to assent to the School of Education Code of Professional Conduct. Any candidate who refuses to do so will be denied access to teaching and School

Experience. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the School of Education Fitness to Practise Committee. (See 'University Fees and General Information for Students' Regulation 36 of the *University Calendar*.)

6.2 Attendance

A minimum of 80% attendance in each course and 90% attendance in each period of School Experience is required. A candidate is required to attend mandatory instruction sessions and preparatory briefings before being permitted to attend School Experience. Credit for a course may be refused if attendance is not satisfactory.

6.3 Exceptions to Code of Assessment

Generic Undergraduate Regulation §9 applies, with the following exceptions:

- a) the assessment of School Experience (levels 1 to 4) is exempt from the provisions of Schedule B of the Code of Assessment and is assessed on a two point scale, Pass or Not Pass.
- b) Honours students who fail to attain the threshold grade in any Honours-level course or School Experience shall be afforded the reassessment opportunities outlined in §16.7 and §16.8 of the University Code of Assessment in order to meet the requirements of the professional body (General Teaching Council for Scotland). The original grade only shall contribute to the honours classification.

DEGREE OF BACHELOR OF SCIENCE in ENVIRONMENTAL SCIENCE & SUSTAINABILITY

RESOLUTION

The Degree of Bachelor of Science in Environmental Science & Sustainability is governed by Resolutions of the University Court. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 632, which came into effect on 1 September 2010, are as follows:

1. The Degree of Bachelor of Science (BSc) in Environmental Science & Sustainability may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College) as a Degree with Honours, and as a General Degree in such designations as may be prescribed by Regulation.
2. The award of the Degree shall be governed by Resolution No. 582 - "Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes", which came into effect on and from 1 September 2008 together with such Supplementary Regulations as are contained in this Resolution No. 622 - "Bachelor of Science (Environmental Science & Sustainability)". The Supplementary Regulations are set out in the Schedule of Regulations attached to this Resolution.
3. The early exit awards of Certificate of Higher Education and Diploma of Higher Education are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

Generic Undergraduate Regulation §4 applies subject to the proviso that the maximum limit for the award of such credit is 120 credits in a relevant discipline.

2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies providing they comply with the progress regulations set out at §3.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

3.1 Full-time Candidates

- a) Unless in any one session a full-time candidate obtains grade points from courses totalling at least 40 credits, they will normally be excluded from further attendance.
- b) The minimum requirements for progress to a succeeding year of study are normally as follows:

After one session:	the candidate must have obtained grade D or better in the three level 1 compulsory courses, and credit in further courses totalling at least 40 credits.
After two sessions:	the candidate must have obtained grade D or better in the three level 2 compulsory courses and be qualified for the Certificate of Higher Education.
After three sessions:	the candidate must have obtained grade D or better in the three level 3 compulsory courses and be qualified for the Diploma of Higher Education.
- c) A candidate who has failed to complete the above minimum requirements for any one session, and who has not been excluded, shall normally be suspended from full-time attendance but shall be permitted to enrol as

a part-time candidate. Alternatively the College Progress Committee or sub-committee thereof may permit a suspended candidate to be reassessed in a course in a subsequent session without further enrolment or attendance in it. In such circumstances the candidate may carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. A candidate suspended from full-time attendance shall thereafter be permitted to resume full-time attendance provided that they have fulfilled the relevant minimum requirements for progress.

3.2 Part-time Candidates

- a) Progress requirements for part-time candidates will be set in accordance with §10.3 of the Generic Undergraduate Regulations.
- b) Where a part-time candidate has been suspended from further attendance, the College Progress Committee or sub-committee thereof may permit such a candidate to be reassessed in a course in a subsequent session. In such circumstances the candidate may carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. The candidate shall thereafter be permitted to resume part-time attendance provided that, as a result of such reassessment, they have fulfilled the minimum progress requirements for part-time candidates.

3.3 Entry to Honours

- a) Admission to Honours on the programme will normally take place on successful completion of the BSc Environmental Science & Sustainability programme. It shall normally be a requirement to have achieved 120 credits at level 3 and an Honours Entry Average of 11 or higher. The Honours Entry Average is calculated using the grade points set out in Schedule A to the Code of Assessment and by applying a 50% weighting to credit gained at level 3 and a 50% weighting to credit gained at levels 1 and 2.
- b) A candidate who has gained 240 credits at levels 2 and 3, of which a minimum of 120 are at level 3, and has an Honours Entry Average of less than 11 may only proceed to Honours at the discretion of the Dumfries Honours Board.

4. Courses Available to Candidates

The list of qualifying and compulsory courses are set out in the programme specification for the degree programme.

5. Programme Requirements for the Award of the Degree

5.1 Honours Degree

- a) The Honours Curriculum shall normally comprise 120 credits gained at level 3 and 120 credits gained at level 4.
- b) In addition to the requirements set out at §16 of the Generic Undergraduate Regulations, a candidate shall obtain 240 credits from compulsory courses including 60 credits at level 1, 60 credits at level 2 and 120 credits at level 3 (of which 60 shall be obtained from either a placement or dissertation).

5.2 Ordinary Degree

Generic Undergraduate Regulation §14 applies with the following additional requirements: at least 200 credits must be at level 2 or higher including 120 at level 3; and grade D or better in at least 100 credits at level 3.

DEGREE OF MASTER OF ARTS in HEALTH & SOCIAL POLICY

RESOLUTION

The Degree of Master of Arts in Health & Social Policy is governed by Resolutions of the University Court. The provisions of Resolution No. 582 supporting the Generic Undergraduate Regulations are set out with those regulations. The provisions of Resolution No. 589, which came into effect on 1 September 2008 are as follows:

1. The Degree of Master of Arts (MA) in Health & Social Policy may be awarded by the University of Glasgow in the College of Social Sciences (the College) as a Degree in such designations as may be prescribed by Regulation.
2. The award of the Degree shall be governed by Resolution No. 582 – “Generic Regulations for the award of Degrees gained by the successful completion of Undergraduate Programmes”, which came into effect on and from 1 September 2008 together with such supplementary Regulations as are contained in this resolution No 589 – “Degree of Master of Arts Health & Social Policy”. The supplementary Regulations are set out in the Schedule of regulations attached to this resolution.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

1. Recognition of Prior Learning

Generic Undergraduate Regulation §4 applies subject to the proviso that the maximum limit for the award of such credit is 100 credits.

2. Maximum Period of Study

There is no set maximum period of study. Candidates may continue their studies providing they comply with the progress regulations set out at §3.

3. Progress

Generic Undergraduate Regulations §10 and §11 apply with the following additional requirements:

3.1 Full-time Candidates

- a) Unless in any one session a full-time candidate obtains grade points from courses totalling at least 40 credits, they will normally be excluded from further attendance.
- b) The minimum requirements for progress to a succeeding year of study are as follows:
 - After one session: the candidate must have obtained grade D or better in the four level 1 compulsory courses, and credit in further courses totalling at least 20 credits.
 - After two sessions: the candidate must have obtained grade D or better in the two level 2 compulsory courses and be qualified for the Certificate of Higher Education.
 - After three sessions: the candidate must have obtained grade D or better in the 2 level 3 compulsory courses and be qualified for the Diploma of Higher Education.
- c) A candidate who has failed to complete the above minimum requirements for any one session, and who has not been excluded, shall normally be suspended from full-time attendance but shall be permitted to enrol as a part-time candidate. Alternatively the College Progress Committee or sub-committee thereof may permit a suspended candidate to be reassessed in a course in a subsequent session without further enrolment or attendance in it. In such circumstances the candidate may carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. A candidate suspended from full-time attendance shall thereafter be permitted to resume full-time attendance provided that they have fulfilled the relevant minimum requirements for progress.

3.2 Part-time Candidates

- a) A candidate who in their first two semesters of attendance has not obtained grade D or better in the course 'Introduction to Health Studies' or the course 'Introduction to Social Studies' shall normally be suspended from further attendance.
- b) A candidate who, over the next two sessions of their attendance, has not obtained grade D or better in courses totalling at least 40 credits, shall normally be suspended from further attendance.
- c) Where a part-time candidate has been suspended from further attendance, the College Progress Committee or sub-committee thereof may permit such a candidate to be reassessed in a course in a subsequent session. In such circumstances the candidate may carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. The candidate shall thereafter be permitted to resume part-time attendance provided that, as a result of such reassessment, they have fulfilled the minimum progress requirements for part-time candidates.

3.3 Entry to Honours

- a) Admission to Honours will normally take place after the completion of 360 credits and on successful completion of the MA Health & Social Policy programme. It shall normally be a requirement to have achieved 120 credits at level 3 and an Honours Entry Average of 11 or higher. The Honours Entry Average is calculated using the grade points set out in Schedule A of the Code of Assessment and by applying a 50% weighting to credit gained at level 3 and a 50% weighting to credit gained at levels 1 and 2.
- b) A candidate who has gained 240 credits at levels 2 and 3, of which a minimum of 120 are at level 3, and has an Honours Entry Average of less than 11 may only proceed to Honours at the discretion of the Dumfries Honours Board.

4. Courses Available to Candidates

The list of qualifying and compulsory courses is set out in the programme specification for the degree programme.

5. Programme Requirements for the Award of the Degree

5.1 Honours Degree

a) Curriculum

- i) The Honours Curriculum shall normally comprise 120 credits gained at level 3 and 120 credits gained at level 4.
- ii) A candidate for the degree of MA Health & Social Policy shall normally present themselves for assessment in accordance with the prescribed assessment schedule. However, the Dumfries Honours Board may at its discretion and on grounds of illness or other good cause shown, permit a candidate to delay the prescribed assessment for not more than one year.

b) Subject of Study for Honours

- i) The subject of study for Honours shall be an agreed group project appropriate to the degree of Health & Social Policy comprising an individual research proposal; four individual short assignments; a learning journal; a dissertation; a viva and a group project proposal and group project presentation.
- ii) In addition a candidate shall attend those classes and workshops identified in the Honours prescription.
- iii) Specific Requirements

A candidate shall obtain 220 credits from compulsory courses including 80 credits at level 2 and 60 credits at level 3. In addition a candidate will obtain credits from either a placement in an organisation appropriate to the degree with an extended report or a dissertation on an agreed topic appropriate to the degree.

5.2 Degree of Master of Arts Health & Social Policy

Generic Undergraduate Regulation §14 applies with the following additional requirements: at least 200 credits must be at level 2 or above, of which 120 shall be at level 3.

5.3 Diploma of Higher Education

The following regulation applies in place of Generic Undergraduate Regulation §13:

- a) A candidate who has completed courses totalling at least 240 credits, where a minimum of 80 credits have been gained from a course or courses at level 2 or above, and where the grade point average¹⁹ over the 240 credits is at least 7, shall be eligible to receive the Diploma of Higher Education.
- b) The Diploma of Higher Education shall be awarded with Distinction where the grade point average over the courses being counted for the award of the Diploma is at least 15. The Diploma of Higher Education shall be awarded with Merit where the grade point average over the courses being counted for the award of the Diploma is at least 12.

¹⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

RESEARCH STUDENTS

Ordinance 350 (General No 12), which came into force in October 1961, governs the admission of Research Students and the appointment of Research Fellows. The following are the provisions of that Ordinance relevant to the admission of Research Students:

- II. The Senate, with the approval of the University Court, shall have power to make regulations under which any person who has given satisfactory evidence of their fitness to engage in special study or research may be admitted to the University as a Research Student.
- IV. Research Students shall have access to and the use of the University laboratories, libraries and museums, subject to the provisions of any Ordinances and under such other conditions as the University Court, after consultation with the Senate, may determine.

REGULATIONS

The following are the Regulations made under Section II:

1. Applications for admission to the status of Research Student must be made to the relevant College Graduate School in accordance with published procedures.
2. Each application for admission will be referred to the appropriate College Graduate School for evaluation. Applications will be assessed by at least one member of the School or Research Institute within which the proposed line of study or research falls. The College Graduate School shall accept no applicant who has not satisfied them by examination or otherwise: (a) that their proposed line of study or research is a fit and proper one, and that they are qualified to prosecute it; (b) that they are of good character; and (c) that they propose to prosecute their studies or research during a period to be approved by the Senate.
3. Subject to the regulations of the Senate, the College or the Committee shall provide for the supervision of the work of each applicant admitted by the Senate to the status of Research Student, and shall report to the College Graduate School at least once a year as to their progress and conduct. The College may suspend or exclude from any course any Research Student whose conduct or progress is unsatisfactory.
4. Every Research Student must register each year, paying the ordinary Registration Fee.
5. A Research Student may be required at the discretion of the Head of the School or Research Institute concerned to report their attendance to the supervisor of their research, or to the Clerk of Senate, at least once a week in term-time, except during periods when, with the permission of the *Senate*, they are prosecuting special study or research elsewhere than in the University or in a College affiliated thereto.
6. A Research Student may be required by their supervisor(s) to attend classes in the University related to their research topic, and may also be required by their supervisor(s) to perform the class exercises and take class examinations; but they shall not be eligible for prizes in classes so attended and their attendance shall not qualify for graduation.
7. All papers arising out of work done in a School or Research Institute shall be submitted before publication to the Dean of Graduate Studies, and in all such papers, when they are published, a due recognition of the University shall be inserted.

GENERIC REGULATIONS FOR POSTGRADUATE CERTIFICATES AND DIPLOMAS – COLLEGE OF SOCIAL SCIENCES

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the awards listed in §9.
- 1.2 These regulations apply also to the awards listed in §10 subject to alternative requirements described in the relevant Programme Document. The requirements for these awards may vary only in respect of duration of study (§3), requirements for the award (§7) to reflect the requirements of professional or statutory bodies, or progress to a Masters degree (§8).

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

3. Duration of Study

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

4. Programme Components

4.1 In order to qualify for an award in respect of the programmes specified in §9 - §10, a candidate must complete minimum credits²⁰ as follows:

- a) For the award of a Postgraduate Diploma: 120 credits of taught courses.
- b) 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 Document.

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 For each academic session assessment and reassessment 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* published for that session.

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 §7²¹ 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.

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

7.1 The requirement for the award of a Postgraduate Diploma is a grade point average²² of 9 (equivalent to D3) or above in 120 credits, with not less than 80 of these credits at grade D or above.

7.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to D3) or above in 60 credits, with not less than 40 of these credits at grade D or above.

7.3 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 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

7.4 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.

8. Progress to a Masters Degree

A candidate may be permitted to progress to study for a Masters degree if a Masters programme in the same subject is available and only if the candidate has obtained a grade point average²² of 12 (equivalent to C3) in the taught courses described in §4 with at least 75% of these credits at grade D or above and all credits at grade F or

²⁰ 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: 90 credits for a Postgraduate Diploma, 40 credits for a Postgraduate Certificate.

²¹ Except for §7.2, §7.3 and §7.4 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

²² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 award and progress, no further rounding is permitted. For example, a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

9. Awards to which these Regulations Apply

The following awards are governed by the above regulations:

College of Social Sciences

- Certificate in Academic Practice²³
- Certificate in Advanced Educational Leadership
- Certificate in Antiquities Trafficking & Art Crime
- Certificate in Contemporary Law & Practice
- Certificate in Leading Professional Learning
- Certificate in Learning and Teaching in Higher Education
- Certificate in Legal Education
- Certificate in Real Estate
- Certificate in Spatial Planning
- Diploma in Community Learning & Development
- Diploma in Contemporary Law & Practice
- Diploma in Housing Studies
- Diploma in Professional Practice in Higher Education
- Diploma in Public Policy & Management
- Diploma in Russian Language
- Diploma in Russian Language for Social Scientists
- Diploma in Sociological Studies
- Diploma in Teaching Adults

10. Awards which Include Variations to Clauses 3, 7 and 8

College of Social Sciences

- Certificate in Social Sciences Research Methods
- Diploma in Local Economic Development

NON GENERIC POSTGRADUATE CERTIFICATE AND DIPLOMA REGULATIONS

POSTGRADUATE CERTIFICATE in ACADEMIC PRACTICE

Students admitted to this programme in or before 2013-14 should refer to the *University Calendar* appropriate to the session in which they entered the programme.

POSTGRADUATE CERTIFICATES AND DIPLOMAS in EDUCATION

1. Postgraduate Certificates and Diplomas in Education may be awarded by the University of Glasgow in the College of Social Sciences.
2. Candidates for Certificate or Diploma programmes shall normally:
 - a) hold a degree or equivalent qualification
 - b) have an initial teaching qualification and have or be eligible for full registration with the General Teaching Council or be practitioners in a related field with at least five years' experience.

Appropriate work experience may also be a requirement for admission to certain courses and a selection interview may be required.

3. For a Certificate, normally the minimum period of part-time study is one year and the maximum period of part-time study is four years. For a Diploma, normally the minimum period of part-time study is two years and the maximum period of part-time study is four years.

Postgraduate Certificates and Diplomas are offered in the following:

Inclusive Education: Research Policy & Practice

²³ On-campus and online distance learning versions of this programme are offered.

Postgraduate Diploma is offered in the following:

Headship

Postgraduate Certificates are offered in the following:

Developing Leadership & Learning

Into Headship

Middle Leadership & Management in Schools

Religious Education with Additional Teaching Qualification.

4. The list of qualifying courses for each Certificate and Diploma is available from the relevant School. Core courses are compulsory. Some optional courses may not be available every session. Successful completion of three courses, or equivalent, (60 credits at M level) is required for the award of a Certificate. Successful completion of six courses or equivalent, (120 credits at M level) is required for the award of a Diploma.
5. All courses operate within the SCQF framework at postgraduate or M level for the purposes of credit accumulation or transfer. Final decisions regarding credit transfer requests reside with the Higher Degrees Committee.
6. Within the terms of the SCQF framework, candidates may apply for accreditation of prior learning (APL). The regulations governing such applications are set out in the document Accreditation of Prior Learning at Postgraduate M level. No more than 30 credits of APL will be recognised for a postgraduate Certificate and no more than 60 credits will be recognised for a postgraduate Diploma. The procedure for submitting an APL claim may be initiated through the relevant course leader.
7. A variety of modes of assessment may be used. Candidates who fail to satisfy the examiners are permitted to resubmit assessments or resit examinations on one occasion only.
8. At the discretion of the Board of Examiners, candidates who fail to satisfy the requirements for a Diploma may be awarded a Certificate.

POSTGRADUATE DIPLOMA in EDUCATION WITH TEACHING QUALIFICATION

The Postgraduate Diploma in Education with Teaching Qualification may be awarded in Primary Education or in Secondary Education in a designated subject or subjects.

REGULATIONS

A student admitted onto the programme leading to this award must follow the instructions issued by the School of Education and be aware of the content of the Programme Document (often referred to as the Programme or 'Course' Handbook) which may contain further details on the Programme including further requirements associated with the award.

1. Admission

- 1.1 Before being considered for admission to study for this award, a candidate must have obtained a degree or equivalent, and a pass in English at SCE Higher Grade or an equivalent award in English.
- 1.2 Each candidate for the award and for the associated Teaching Qualification in Primary Education must have attained additionally a credit level in Mathematics at SCE Standard Grade, or equivalent.
- 1.3 Each candidate for the award and for the associated Teaching Qualification in Secondary Education must have attained additionally passes in Teaching Subject Qualifying Courses as prescribed in the Scottish Government Education Department's current Memorandum on Entry Requirements to Courses of Teacher Training in Scotland.

2. Duration of Study

The minimum period of study for the award is one academic session. The maximum period within which a candidate must complete the programme is two years from the date of initial registration.

3. Programme Components

Each candidate shall follow prescribed taught courses appropriate to the designation of the award sought by them, and will normally spend not less than 18 weeks in school placement. A candidate who wishes to augment the award with the Catholic Teacher's Certificate will be required also to complete a component in Religious Education (Non-Specialist).

4. 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 of the *University Calendar*.

5. Assessment

- 5.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 5.2 Assessment of each candidate's performance in school placement shall be the joint responsibility of the host school and the School of Education represented by the candidate's tutor. School and tutor assessments of each candidate's performance in teaching shall be combined through discussion to achieve an overall assessment informed by professional judgement.

6. Professional Conduct and Fitness to Practise

The School of Education has a Code of Professional Conduct and Fitness to Practise to which each candidate must register assent on entry to the programme. Any candidate refusing to be bound by the terms of that Code will not be permitted to progress. A reported breach of the Code or other matter relating to a candidate's fitness to practise will be dealt with in accordance with the regulations set out in §34 of the 'University Fees and General Information for Students' section of the *University Calendar*. Exceptionally, a candidate may be required to discontinue a school placement or be prevented from starting any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to pupils in the school. In these circumstances, the candidate will be referred to the Progress Committee or the Fitness to Practise Committee as appropriate.

7. Requirements for the award of the Diploma and Teaching Qualification

In order to qualify for the award a candidate must satisfy the examiners in all assessed elements of the programme, these delivering 90 credits at SCQF level 11 and 30 credits at SCQF level 10. Subject to the requirements of the General Teaching Council for Scotland, the College will also award to each candidate who has satisfied the requirements of the programme a teaching qualification in Primary Education or in a stated subject or subjects in Middle Years²⁴ or in Secondary Education as appropriate.

8. Requirements for the award of a Postgraduate Certificate

A candidate who has completed at least 60 credits from any of the level 11 courses with an average of grade D or above will be eligible for one of the following awards which are not teaching qualifications.

- 8.1 The **Certificate in Education** may be awarded to candidates who have been awarded grade D or above in the courses:
- Understanding Learning & Teaching, and
 - Professional Enquiry.
- 8.2 The **Certificate in Primary Education** may be awarded to candidates who have been awarded grade D or above in the courses:
- Understanding Learning & Teaching, or Professional Enquiry, and
 - Learning & Teaching in the Primary Curriculum.
- 8.3 The **Certificate in Secondary Education** may be awarded to candidates who have been awarded grade D or above in the courses:
- Understanding Learning & Teaching, or Professional Enquiry, and
 - Learning & Teaching in the Secondary Curriculum.

9. Progress to a Masters Degree

A candidate who has successfully completed the programme may be permitted to progress to study for a Masters degree in Education in accordance with the regulations governing such further awards.

POSTGRADUATE CERTIFICATE AND DIPLOMA in CHILDHOOD PRACTICE

1. Admission

Before being considered for admission to study for this award, a candidate must have obtained a degree or equivalent.

2. Duration of Study

The programme is available for part-time study only. The minimum period of study for the award of a Certificate is one academic session and the minimum period of study for the Diploma is two academic sessions. The maximum period within which a candidate must complete the programme is four years from the date of initial registration.

²⁴ Subject to Senate approval.

3. Programme Components

- 3.1 In order to qualify for the award of a Certificate or Diploma, a candidate must complete minimum credits as follows:
- For the award of the Postgraduate Diploma: 120 credits of taught courses.
 - For the award of the Postgraduate Certificate: 60 credits of taught courses.
- 3.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the Programme Handbook.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

- 5.1 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 5.2 Assessment of each candidate's performance on the placements will be the responsibility of the School of Education.

6. Professional Conduct and Fitness to Practise

The School of Education has a Code of Professional Conduct and Fitness to Practise to which each candidate must register assent on entry to the programme. Any candidate refusing to be bound by the terms of that Code will not be permitted to progress. A reported breach of the Code or other matter relating to a candidate's fitness to practise will be dealt with in accordance with the regulations set out in §34 of the 'University Fees and General Information for Students' section of the *University Calendar*. Exceptionally, a candidate may be required to discontinue a placement or be prevented from starting any further placement if, on the balance of evidence, it is considered that continuing with the placement would be detrimental to the setting. In these circumstances, the candidate will be referred to the Fitness to Practise Committee.

7. Requirements for the award of a Postgraduate Diploma or Certificate

- 7.1 The requirement for the award of a Postgraduate Diploma in Childhood Practice is a grade point average²⁵ of 9 (equivalent to D3) or above in 120 credits, with at least 80 credits at grade D or above.
- 7.2 The requirement for the award of a Postgraduate Certificate in Childhood Practice is a grade point average of 9 (equivalent to D3) or above in 60 credits, with at least 40 credits at grade D or above.

8. Progress

- 8.1 In order to progress to what is normally the second year of study, a candidate must have attained grade D or better in all courses taken in the preceding year after not more than two attempts.
- 8.2 A candidate may, subject to consideration by the College Progress Committee be excluded from further instruction and examination in the School of Education if they do not attain grade D or better in a course assessment after two attempts.
- 8.3 A candidate who on two occasions has failed to attain grade D or better in a course assessment may, at the discretion of the College Progress Committee, be permitted not more than one further attempt to be undertaken at a time specified by the College.
- 8.4 A candidate who has successfully completed the programme for the Diploma may be permitted to progress to study for a Masters degree in Education in accordance with the regulations governing such further awards.

DIPLOMA IN PROFESSIONAL LEGAL PRACTICE

REGULATIONS

A student admitted onto the programme must follow the instructions issued by the School of Law and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course')

²⁵ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 award and progress, no further rounding is permitted. For example, a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

Handbook) issued by the School which will contain further details of the Programme including, in some cases, further requirements associated with the award.

1. Admission

1.1 A candidate for the Diploma in Professional Legal Practice must:

- a) possess a degree in Law of a Scottish University, or a qualification accepted by the Senate as equivalent; and
- b) have passed or obtained exemption from the professional examinations of the Law Society of Scotland in those subjects required in terms of the Admission as Solicitor (Scotland) Regulations.

1.2 The Director of the Diploma of Professional Legal Practice shall have discretion to admit a candidate who is deficient in one element of the requirements of §1.1, but who could rectify the deficiency during the period of study for the Diploma. A candidate so admitted will not be awarded the Diploma until those requirements are satisfied.

2. Duration of Study

2.1 The minimum period of study for the award of a Diploma for full-time candidates is one academic session. The maximum period within which all full-time candidates must complete the programme is three years from the date of initial registration.

2.2 The minimum period of study for the award of a Diploma for part-time candidates is two academic sessions. The maximum period within which all part-time candidates must complete the programme is four years from the date of initial registration.

3. Programme Components

In order to qualify for the award of the Diploma a candidate must complete 120 credits of taught courses as specified in the relevant Programme Document. The courses will normally be undertaken during the academic session (September - June).

4. 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 of the *University Calendar*.

5. Assessment

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

5.2 In considering whether the candidate has achieved the requirements set out in §6, the results from courses for which the candidate has registered must be counted 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.

6. Requirements for the Award of the Diploma in Professional Legal Practice and Rules for Award of Distinction and Merit

6.1 A candidate who has achieved 120 credits with a grade D or better in all courses will be eligible for the award of a Diploma

6.2 A candidate who has achieved a grade point average²⁶ 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 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

6.3 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.

²⁶ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 award and progress, no further rounding is permitted. For example, a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

GENERIC REGULATIONS FOR MASTERS DEGREES

GENERIC REGULATIONS FOR TAUGHT MASTERS DEGREES – COLLEGE OF SOCIAL SCIENCES

The Masters degrees listed in §11 and §12 are governed by Resolution No. 552 of the University Court which came into effect on 1 October 2005, as subsequently amended, with provision that:

1. The Masters Degrees listed in §11 – §12 of the section entitled 'Regulations' may be awarded by the University of Glasgow in the Colleges with which these Degrees are identified in these Regulations. Degrees listed in these clauses under the title 'SRUC (Scotland's Rural College)' may be awarded by the University on the recommendation of that College.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees - these are stated in §1 – §10 of the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

- 1.1 These regulations apply without modification to the degrees listed in §11.
- 1.2 These regulations apply also to the degrees listed in §12 subject to alternative requirements described in the relevant Programme Document. The requirements for these degrees may vary only in respect of duration of study (§3) or progress (§7) 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 a degree or equivalent.

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 maximum period within which all candidates must complete the programme is five years from the date of initial registration.²⁷

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 credits²⁸ as follows:
 - i) For the award of a Masters degree: 180 credits, which includes both taught courses and a 60 credit (or more) substantial independent work which should be appropriately supervised and may take the form of a dissertation or project.
 - ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.
 - iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.
- 4.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. The length and nature of the substantial independent work is as specified in the relevant Programme Document.

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*.

²⁷ For programmes with a minimum period of study of three years, the maximum period within which candidates must complete the programme is six years from the date of initial registration.

Where a candidate has progressed to study under §8 of the Generic Regulations for Postgraduate Certificates and Diplomas that candidate's duration of study for the Masters degree shall be counted as the period since first registration for the Postgraduate Certificate or Diploma.

²⁸ 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.

6. Assessment

- 6.1 For each academic session assessment and reassessment 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* published for that session.
- 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 §10²⁹ 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 substantial independent work required by the degree, only if they have obtained a grade point average³⁰ of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. 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 substantial independent work where it is judged³¹ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the substantial independent work, only if they have 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 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 substantial independent work where it is judged³¹ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.3 A candidate may be required to commence work on the substantial independent work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the substantial independent work has been submitted, it will be marked and a grade published.
 - If the substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of the Substantial Independent Work

- 8.1 Where a candidate requires a higher grade in the substantial independent work to satisfy the requirements set out in §9.1, reassessment of that 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 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 substantial independent work or to undertake further practical work.

²⁹ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

³⁰ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

³¹ 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.

8.2 Where at the time of publication of the grade achieved on the substantial independent work a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard required in relation to the taught courses specified in §9.1 for the award of the degree, a resubmission of the substantial independent work will only be permitted where the Board determines that no further supervisory input is required.

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 average³⁰ of 12 (equivalent to C3) or above in the taught courses described in §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 substantial independent work.

9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

- a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
- b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
- c) a grade of at least C1 in the substantial independent work.

9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
- b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
- c) a grade of at least B1 in the substantial independent work.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

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

10.1 The requirement for the award of a Postgraduate Diploma is a grade point average³⁰ 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 A candidate who has achieved at the first attempt a grade point average of 15 or 18 will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

10.4 Where a candidate has achieved at the first attempt a grade point average of between 14.1 and 14.9 or between 17.1 and 17.9 the Exam Board shall have discretion to make the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

11. Degrees³² to which these Regulations Apply

The following degrees are governed by the above regulations:

College of Social Sciences

- Master of Accountancy (MAcc) International Accounting & Financial Management
- Master of Business Administration (MBA)
- Master of Education (MEd) Adult Education, Community Development & Youth Work
- Master of Education (MEd) Childhood Practice
- Master of Education (MEd) Children's Literature & Literacies
- Master of Education (MEd) Community Learning & Development
- Master of Education (MEd) Inclusive Education: Research Policy & Practice
- Master of Education (MEd) Learning & Teaching in Higher Education
- Master of Education (MEd) Middle Years Maths Education³³
- Master of Education (MEd) Professional Practice with PGDE
- Master of Education (MEd) Religious Studies (Religion, Education & Culture)
- Master of Finance (MFin) International Finance

³² Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see §10).

³³ Subject to Senate approval.

Master of Laws (LLM) Contemporary Law & Practice
Master of Laws (LLM) Corporate & Financial Law
Master of Laws (LLM) Intellectual Property & Digital Economy
Master of Laws (LLM) International Commercial Law
Master of Laws (LLM) International Competition Law & Policy
Master of Laws (LLM) International Economic Law
Master of Laws (LLM) International Law
Master of Laws (LLM) International Law & Security
Master of Laws (LLM) Law General
Master of Letters (MLitt) Environment, Culture & Communication
Master of Letters (MLitt) Managing Health & Wellbeing
Master of Medical Law and Ethics (MMLE)
Master of Research (MRes) Criminology
Master of Research (MRes) Equality & Human Rights
Master of Research (MRes) Global Migrations & Social Justice
Master of Research (MRes) Global Security
Master of Research (MRes) Human Rights & International Politics
Master of Research (MRes) International Politics
Master of Research (MRes) Law
Master of Research (MRes) Management
Master of Research (MRes) Political Communication
Master of Research (MRes) Public Policy Research
Master of Research (MRes) Socio-legal Studies
Master of Research (MRes) Sociology & Research Methods
Master of Research (MRes) Urban Research
Master of Science (MSc) Applied Carbon Management
Master of Science (MSc) Applied Social Research
Master of Science (MSc) Assessment in Education
Master of Science (MSc) Asset Pricing & Investment
Master of Science (MSc) Banking & Financial Services
Master of Science (MSc) Chinese Studies
Master of Science (MSc) Community Development
Master of Science (MSc) Corporate Governance & Accountability
Master of Science (MSc) Criminology & Criminal Justice
Master of Science (MSc) Development Studies
Master of Science (MSc) Drug & Alcohol Studies
Master of Science (MSc) Economic & Financial Sector Policies
Master of Science (MSc) Economic Development
Master of Science (MSc) Economics, Banking & Finance
Master of Science (MSc) Education, Public Policy & Equity
Master of Science (MSc) Educational Studies
Master of Science (MSc) Educational Studies (Adult Education, Community Development & Youth Studies)
Master of Science (MSc) Enhanced Practice in Education
Master of Science (MSc) Environment & Sustainable Development
Master of Science (MSc) Environment, Development & Globalisation
Master of Science (MSc) Environmental Science, Technology & Society
Master of Science (MSc) Equality & Human Rights
Master of Science (MSc) Europe & International Development (Politics & Economics)
Master of Science (MSc) European Politics & Law
Master of Science (MSc) Finance & Economic Development
Master of Science (MSc) Finance & Management
Master of Science (MSc) Financial Economics
Master of Science (MSc) Financial Forecasting & Investment
Master of Science (MSc) Financial Modelling
Master of Science (MSc) Financial Risk Management
Master of Science (MSc) Global Economy
Master of Science (MSc) Global Health

Master of Science (MSc) Global Migrations & Social Justice
 Master of Science (MSc) Global Movements, Social Justice & Sustainability
 Master of Science (MSc) History
 Master of Science (MSc) Housing Studies: Services & Delivery
 Master of Science (MSc) Human Resource Management
 Master of Science (MSc) Human Rights & International Politics
 Master of Science (MSc) Intellectual Property, Innovation & the Creative Economy
 Master of Science (MSc) International Banking & Finance
 Master of Science (MSc) International Business & Economic Development
 Master of Science (MSc) International Business & Entrepreneurship
 Master of Science (MSc) International Corporate Finance & Banking
 Master of Science (MSc) International Development
 Master of Science (MSc) International Financial Analysis
 Master of Science (MSc) International Management & Design Innovation³⁴
 Master of Science (MSc) International Management for China
 Master of Science (MSc) International Planning & Urban Policy
 Master of Science (MSc) International Politics (China)
 Master of Science (MSc) International Real Estate & Management
 Master of Science (MSc) International Strategic Marketing
 Master of Science (MSc) International Strategic Marketing (EIA)³⁵
 Master of Science (MSc) Investment Banking & Finance
 Master of Science (MSc) Investment Fund Management
 Master of Science (MSc) Legal & Political Thought
 Master of Science (MSc) Management
 Master of Science (MSc) Management & Sustainable Tourism
 Master of Science (MSc) Management with Enterprise & Business Growth
 Master of Science (MSc) Management with Human Resources
 Master of Science (MSc) Management with International Finance
 Master of Science (MSc) Management Research
 Master of Science (MSc) Media Communications & International Journalism
 Master of Science (MSc) Museum Education
 Master of Science (MSc) Political Communication
 Master of Science (MSc) Psychological Studies
 Master of Science (MSc) Public Policy & Management
 Master of Science (MSc) Public & Urban Policy
 Master of Science (MSc) Quantitative Finance
 Master of Science (MSc) Racism, Imperialism & Resistance
 Master of Science (MSc) Sociology
 Master of Science (MSc) Strategic Marketing
 Master of Science (MSc) Teaching Adults
 Master of Science (MSc) Teaching English to Speakers of Other Languages (TESOL)
 Master of Science (MSc) Tourism, Heritage & Development
 Master of Science (MSc) Tourism, Heritage & Sustainability
 Master of Science (MSc) Transnational Crime Justice & Security
 Master of Science (MSc) Urban Analytics³³
 Master of Science (MSc) Urban Policy Analysis
 Master of Science (MSc) Urban Transport
 Master of Science (MSc) Working with Communities (Social Sciences)
 Master of Science (MSc) Young People, Social Inclusion & Change

12. Degrees³² which include Variations to Regulations 3 and 7

College of Social Sciences

Master of Education (MEd) Academic Practice
 Master of Education (MEd) Educational Studies
 Master of Education (MEd) English Language Teaching

³⁴ Delivered in conjunction with The Glasgow School of Art.

³⁵ Taught jointly with La Escuela de Ingenieria de Antioquia, Columbia.

Master of Education (MEd) Inclusive Education
Master of Education (MEd) Professional Learning & Enquiry
Master of Research (MRes) Russian, East European & Eurasian Studies
Master of Science (MSc) City Planning
Master of Science (MSc) City Planning & Real Estate Development
Master of Science (MSc) Real Estate
Master of Science (MSc) Russian, East European & Eurasian Studies

DEGREE OF MASTER OF LETTERS

RESOLUTION

The Degree of Master of Letters is governed by Resolution No. 576 of the University Court, which came into effect on 1 September 2006, as subsequently amended, with provision that:

1. The Degree of Master of Letters (MLitt) may be awarded by the Senate of the University of Glasgow in the Colleges of Arts and Social Sciences.
2. a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule A³⁶ as set out in the Regulations. Such research shall be prosecuted in the University of Glasgow or in another institution recognised for the purpose.
b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate either as a supervisor or as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Each candidate for the Degree, before being admitted to research qualifying therefor, must have:
 - a) 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) satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of research in the University or another institution recognised for the purpose for not less than two years.

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 College may on special cause shown

- a) extend the prescribed period of study for any full-time candidate by not more than one year; or,
- b) reduce the prescribed period of study by up to one year.

Full-time candidates for the degree are normally required to attend classes in the University and to be available in the relevant School(s) during the summer vacation for both work on, and supervision of, the dissertation.

5. A member of the teaching staff of the University, or a person who holds an appointment as Research Assistant or Research Fellow of the University of Glasgow and is paid through the Finance Office or directly by a grant-aiding body approved by the University Court, may notwithstanding offer themselves for the Degree of Master of Letters if they have prosecuted a course of research on a part-time basis for a period of not less than two years.
6. Each candidate for the Degree by research shall submit a thesis on a subject falling within their special study. 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. The College shall designate a professor or lecturer in the University to supervise the study of each candidate for the Degree. The supervisor shall report on the progress of the candidate at appropriate intervals as determined by the College.

³⁶ Schedule B, pertaining to the award of the degree following a prescribed course of study, has been deleted from the Regulations.

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 in the conditions contained in Ordinance of the University Court No. 109, Glasgow No. 28.

REGULATIONS

Schedule A - Master of Letters by Research

1. Admission to study for the Degree will normally be granted only from the beginning of the academic year.
2. a) The following institution is recognised for the purpose of Section 1 of the Resolution:

The Glasgow School of Art.
- b) On the recommendation of the College concerned, and of the Senate, the University Court may recognise, in the case of individual candidates, other institutions for the purpose of Section 2 of the Resolution, where satisfactory arrangements can be made for the supervision of a candidate.
- c) A full-time member of staff of a recognised institution may be nominated to Senate as a supervisor or as an internal examiner or a member of a Special Committee. In such cases, a member of staff from an appropriate subject area in the University shall be appointed also.
3. The time limit for submission of theses is two years from first registration for full-time students and three years from first registration for part-time students. Students who have reached the time limit without submitting a thesis may apply annually to the Higher Degrees Committee or equivalent for an extension of one year, giving reasons for the delay and/or evidence of progress. Any such submissions must be supported by the supervisor or Head of School. On completion of the research the candidate shall present a thesis; normally 30,000–40,000³⁷ words in length, embodying the results of the work for examination for the degree.
4. A candidate must submit two copies of the thesis which may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School. The thesis must include a summary (250–750 words) which must be an adequate and informative abstract of the work.

In Music, candidates may present themselves in Musicology, Musical Composition or Sonic Arts. In Musical Composition the candidate shall present a portfolio of composed music or work of equivalent creative depth or complexity comprising at least two pieces with a combined duration of at least 80 minutes. The portfolio may comprise instrumental, vocal or electroacoustic works or any combination thereof. It should include a written commentary of 5,000–7,000 words on the works contained. In Sonic Arts the candidate shall present a thesis of 20,000–40,000 words and project (weighted together: 100%). The project may be presented as a portfolio exemplifying and illustrating the thesis. This might involve a software/hardware project with details of its design and specification, and a description of its implementation. A research project would outline the design of experiments and present documentation and interpretation of the results. The thesis and the project taken shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under Section 2 of the Resolution.
5. Students must also comply with the detailed requirements for research degrees published by the appropriate Graduate School.
6. a) In the College of Social Sciences the thesis must be written in English and an oral defence may be required.

b) In the College of Arts the thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Higher Degrees Committee (or equivalent) may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Higher Degrees Committee and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.
7. The normal standard of admission will be that of First or upper Second Class Honours but another qualification, being a qualification approved by the University Court as provided in §3 of the Resolution may be accepted by the College as being suitable for the programme of study which it is proposed that the applicant should follow.
8. a) Candidates on a full-time basis must be available for regular supervision in the University throughout the period of study, except when given permission to prosecute research elsewhere in accordance with §2.

b) Candidates on a part-time basis must attend the University of Glasgow for a minimum total period prescribed by the College Graduate School and must be available for regular supervision throughout their period of study unless given permission otherwise. Colleges may also prescribe a minimum number of meetings for which candidates must be available to meet their Supervisor.
9. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the theses, portfolio or project and resubmit it, on

³⁷ Except in the College of Arts where a maximum of 70,000 words is normally permitted.

one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.

10. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

DEGREE OF MASTER OF PHILOSOPHY

RESOLUTION

The Degree of Master of Philosophy is governed by Resolution No. 575 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 each of the Colleges.
2. a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule B or Schedule C³⁸ as set out in the Regulations.³⁹ Such study shall be prosecuted in the University of Glasgow or The Glasgow School of Art or in another institution recognised for the purposes of study and research.
b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Every candidate for the Degree, before being admitted to a programme of research qualifying therefore, (a) must have obtained a Degree in any Institution of Higher Education specially recognised for this purpose by the University Court on the recommendation of the Senate, provided always that a diploma or a certificate recognised in like manner as equivalent to a Degree may be accepted in place of a Degree and (b) must have satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in the University or another Institution recognised for the purpose:
 - a) in the College of Arts, the College of Medical, Veterinary & Life Sciences and the College of Social Sciences, for 12 months, and
 - b) in the College of Science & Engineering, for 24 months.

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

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 the College on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for such written examination as may be prescribed by the Senate and may be required to submit a dissertation. The candidate may also be required to undergo oral and/or practical examination.
7. The examiners for the Degree shall be such Professors and Lecturers in the University as the Senate shall designate and such additional examiners as the University Court, on the recommendation of the Senate shall appoint.
8. The Degree shall in no case be conferred on persons who have not satisfied the 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.

³⁸ Schedule C is published in The Glasgow School of Art section of the *University Calendar*.

³⁹ Schedule A, pertaining to the award of the Degree following a prescribed course of study, has been deleted from the Regulations.

9. The regulations for the Degree shall be as stated in the Schedules hereto.

Schedule B - Master of Philosophy by Research

1. Admission to study for the Degree will normally be granted from the beginning of the academic year.
2. 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 College 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:
 - a) in the College of Arts, the College of Medical Veterinary & Life Sciences and the College of Social Sciences, one year's full-time study or two years' part-time study, and
 - b) in the College of Science & Engineering two years' full-time study or four years' part-time study.

The candidate shall prosecute this research under the supervision of a member of staff from the appropriate subject area appointed by the College Higher Degrees Committee (or equivalent) on the recommendation of the Head of School. The Higher Degrees Committee shall have power for special reasons to permit a candidate to pursue study elsewhere for part of the prescribed period. The College Graduate School shall organise research training course(s) as appropriate for each research student.

A part-time candidate, and in the College of Science & Engineering a full-time candidate, shall be subject to the College requirements for progress prior to being permitted to progress to a subsequent year of study.

4. a) On completion of the research the candidate shall present a thesis or a portfolio of work.
 - b) The thesis shall normally be 30,000–40,000 words in length, embodying the results of the work for examination for the degree. The composition of the portfolio will be defined and agreed with the supervisor at the outset.
 - c) In Theology & Religious Studies candidates may present themselves for a practice-based MPhil. The candidate shall present a portfolio of work for examination containing both a practical component and a critical component. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The critical component shall consist of an academically rigorous reflection upon the research process and its critical significance within theology/religious studies. The length of the critical component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 10,000–15,000 words.
 - d) The candidate must expect to attend an oral examination unless specified otherwise by the Graduate School.
 - e) Subject to §4(a), the thesis and portfolio must normally be written and defended in English. Exceptionally, however, in the College of Arts at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School, and the Higher Degrees Committee, and where the School and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.
5. A candidate must submit the thesis or portfolio for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by regulation. The College will specify the date of commencement of part-time study. In exceptional circumstances, and on submission of a stated case, an extension of six months may be approved by the College Higher Degrees Committee.
 6. A candidate must submit two bound typewritten or printed copies of the thesis or portfolio accompanied by a declaration that the research has been carried out and the submission composed by the candidate, and that the submission has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The submitted copies of the thesis or portfolio may be soft-bound but otherwise should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
 7. If the Examiners consider that the thesis or portfolio, has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis or portfolio and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
 8. If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however,

be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

9. In addition to these regulations, each student must also comply with the detailed requirements for research degrees published by the relevant Graduate School.

DEGREE OF MASTER OF SCIENCE

RESOLUTION

The Degree of Master of Science is governed by Resolution No. 558 of the University Court, which came into effect on 1 October 2006, as subsequently amended, with provision that:

1. The Degree of Master of Science (MSc) may be awarded by the University of Glasgow in each of its Colleges; the Degrees of Master of Science (Adult & Continuing Education), Master of Science (Adult & Continuing Education (Teaching Adults)), Master of Science (Adult & Continuing Education (Community Development)) and Master of Science (Inter-professional Science Education and Communication) in the College of Social Sciences, the Degree of Master of Science (Medical Science) and the Degree of Master of Science (Veterinary Science) in the College of Medical, Veterinary & Life Sciences.
2. The Degree of Master of Science may also be awarded on the recommendation of SRUC (Scotland's Rural College).
3. The Degree of Master of Science or the Degree of Master of Science (Inter-professional Science Education and Communication), or the Degree of Master of Science (Medical Science) or the Degree of Master of Science (Veterinary Science) may be conferred (a) as an Honorary degree upon persons who have done work deserving of such recognition in any School in the Colleges of Medical, Veterinary & Life Sciences and Science & Engineering, (b) *iure officii* upon any person holding office in the University who is not already a graduate of the University.
4. The Senate may make regulations, which are subject to the approval of the University Court, governing the award of these Degrees – these are set out in the section entitled 'Regulations'.

REGULATIONS

1. Candidates for the Degree may undertake, subject to the decision of the College concerned, research in accordance with the requirements of Schedule A.⁴⁰
Such research shall be prosecuted in the University of Glasgow or in another institution recognised for the purpose by the University Court on the recommendation of the Senate, except as provided under Section 4.
2. Before being admitted to study qualifying for the Degree of Master of Science, every candidate must satisfy the following conditions, namely:
 - a) i) they must have obtained a Degree in a University or College recognised for this purpose by the University Court on the recommendation of the Senate, or a Degree awarded by the Council for National Academic Awards; *or*
 - ii) they must have obtained a diploma or certificate recognised as equivalent to a Degree for this purpose by the University Court on the recommendation of the Senate; *or*
 - iii) in the case of the intercalated Master of Science (Veterinary Science), they must be registered on and have successfully completed three years of the Bachelor of Veterinary Medicine and Surgery; *or*
 - iv) in exceptional circumstances, they must have obtained such other qualification(s) as may be recognised for this purpose by the University Court on the recommendation of the Senate; *and*
- b) they must have fulfilled such other entrance requirements as may be specified for a particular programme of research; *and*
- c) they must have satisfied the Senate of their fitness to undertake advanced study.
3. a) Candidates may be permitted to pursue research on either a full-time or a part-time basis. Full-time candidates must devote the major part of the day to their studies; provided that candidates shall be subject to the same provisions regarding minimum periods of study as full-time candidates if they have pursued their studies while holding appointment as a member of the teaching staff of the University of Glasgow, or as a Research Assistant or Research Fellow of the University of Glasgow paid through the Finance Office or directly by a grant-awarding body approved by the University Court.
- b) The minimum period of study for each candidate shall be determined by the appropriate College at the time of their admission, according to their qualifications and other relevant factors, and shall normally be:

⁴⁰ Schedule B, pertaining to the award of the Degree following a prescribed course of study, and Schedule C, pertaining to the award of the Degree following a programme of work-based learning, have been deleted from the Regulations.

- i) for full-time candidates, either 12 months or two academic years of full-time study;
 - ii) for part-time candidates, either two or three academic years of part-time study.
- c) To qualify for the shorter minimum periods of study specified in (b), candidates should normally possess a Degree with Honours of the First or Second Class of an approved University, or a qualification deemed equivalent by the College concerned.
- d) Where the longer minimum period of study has been initially prescribed but the candidate has made sufficient progress, the Senate may subsequently reduce the total period of study to not less than 12 months of full-time study or two academic years of part-time study as appropriate.
4. The Senate may for special reasons permit a candidate, whether full-time or part-time, to prosecute part of their studies elsewhere, provided that normally at least half of the candidate's total period of study is prosecuted in the University of Glasgow or in a recognised Institution.
5. The College concerned shall designate for each candidate a supervisor who shall report at least once a year to the College Graduate School on the progress of the candidate.

Schedule A: Master of Science by Research

1. Research Students within the meaning of Ordinance 350 (General No 12) may be candidates for the Degree of Master of Science, or Master of Science (Medical Science) or Master of Science (Veterinary Science) in any appropriate area of study in the College of Medical, Veterinary & Life Sciences and Science & Engineering and Social Sciences.
2. On completion of the prescribed period of research, each candidate shall present a thesis embodying the results of their work. The thesis must be in English. The thesis may be either a record of original research, or a critical review of existing knowledge. In either case, either a written or an oral examination, or both, may be required, and candidates shall be notified of such requirements through their supervisors.
3. In no case shall the thesis required from a candidate be submitted before the completion of 12 months from the date of their admission as a research student. Except by special permission of the Senate, a thesis may not be presented after the lapse of 12 months from the date on which the candidate ceases to be a registered student.
4. Application for examination for the Degree of MSc, or the Degree of MSc (Medical Science) or the Degree of MSc (Veterinary Science), must be submitted in accordance with the procedures of the appropriate College, details of which may be obtained from the College Graduate School on request.
5. A Committee of Examiners shall be appointed to examine the thesis of each candidate. The Committee shall consist of one or more members appointed by the Senate, together with one or more external examiners appointed by the University Court on the recommendation of the Senate. The Examiners shall conduct such oral and written examinations as they may desire or as the Senate may prescribe in each case, but in no case shall the examination of the thesis constitute less than half of the final assessment.
6. A candidate must submit two bound printed or typewritten copies of their thesis. The thesis must include a summary (250–1,000 words), which must be accompanied by a declaration by the candidate that it has been composed by them. The candidate must also state the extent to which they have availed themselves of the work of others, and must further state which portions of the thesis, if any, they claim as original. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standards Institution's *Recommendations for the Presentation of Theses and Dissertations* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.
7. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the thesis, portfolio or project and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
8. If approved for the degree, one bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule D: General Provisions

1. a) The following institutions are recognised for the purpose of Regulation 4:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK

Centre for Environment, Fisheries and Aquaculture Science, UK

Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia

Children's Hospital, Tabriz, Iran

Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK
Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria
European Molecular Biology Laboratory, Heidelberg, Germany
Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
Fisheries Research Services, Marine Laboratory, Aberdeen, UK
Glasgow and West of Scotland Blood Transfusion Service, UK
Glaxo SmithKline, Stevenage, UK
Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
Macaulay Land Use Research Institute, UK
Moredun Research Institute, Pentlands Science Park, Penicuik, UK
National Institute for Biological Standards and Control, UK
Natural History Museum, London, UK
Papworth Hospital, Cambridge, UK
Royal Botanic Garden, Edinburgh, UK
Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
Scottish Crops Research Institute, Invergowrie, UK
Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
SRUC (Scotland's Rural College), UK
Swartz Center Institute for Neural Computation, University of California San Diego La Jolla USA
The Fredric Rieders Foundation 2300 Stratford Avenue, Willow Grove PA 19090, USA
The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
Universities Marine Biological Station, Millport, UK
Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia
CEA Saclay, France
Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain
Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France
Fermi National Accelerator Laboratory, Chicago, IL, USA
Gooch & Housego (UK) Ltd, UK
GSI (Society for Heavy Ion Research) Darmstadt, Germany
Henrich-Heine University, Dusseldorf, Germany
Institute for Cosmic Ray Research, University of Tokyo, Japan
Institute Laue-Langevin, Grenoble, France
Institute of Nuclear Physics, University of Mainz, Germany
International Atomic Energy Agency, Austria
ISIS Pulsed Neutron and Muon Source, UK
Jefferson Accelerator Laboratory, Newport, News, VA, USA
Johns Hopkins University, Baltimore, USA
Kelvin Nanotechnology Ltd, UK
Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
LIGO Hanford Observatory, Hanford USA
LIGO Livingston Observatory, Livingston USA
Macquarie University, Australia
Mathematische Institut Westfälische Wilhelms-Universität Münster, Germany

McMaster University, Canada
 MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA
 MRC Mitochondrial Biology Unit, Cambridge, UK
 Nanyang Polytechnic, Singapore
 National University of Singapore, Singapore
 NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
 Northeastern University, Boston, USA
 Offshore Renewable Energy Catapult (OREC), UK
 Parliamentary Offices for Science and Technology, London, UK
 ROHM Semiconductor, Kyoto, Japan
 Scottish Universities Environmental Research Centre, East Kilbride, UK
 Tokyo Institute of Technology, Japan
 Universitat Politècnica de Valencia, Valencia, Spain
 University of Alabama, USA
 University of Bergamo, Italy
 University of California at San Diego, La Jolla, Ca, USA
 University of Dar Es Salaam, Tanzania
 University of Delft, Centre for Systems and Control, The Netherlands
 University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
 University of Hong Kong, China
 University of Melbourne, Australia
 University of Oregon, Eugene, USA
 University of Ottawa, Ontario, Canada
 Université Paris 13, France
 University of Toronto, Toronto, Canada
 University of Tsukuba, Japan
 Xerox Research Centre Europe, Meylan, France
 Yale University, USA

- b) On the recommendation of the College concerned, and of the Senate, the University Court may recognise, in the case of individual candidates, other appropriate institutions for the purpose of Section 2 of the Resolution, where satisfactory arrangements can be made for the supervision of the candidate.
- c) A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner or a member of a Special Committee. In such cases, a member of staff from an appropriate subject area in the University shall be appointed also.

NON GENERIC MASTERS REGULATIONS

DEGREE OF INTERNATIONAL MASTER in ADULT EDUCATION FOR SOCIAL CHANGE

The International Master in Adult Education for Social Change is awarded jointly by the University of Glasgow, the University of Malta, the Open University of Cyprus and Tallinn University (the 'Collaborating Institutions'). The regulations governing the degree are those promulgated by the University of Glasgow, the administering institution.

RESOLUTION

The Degree of International Master in Adult Education for Social Change is governed by Resolution No. 669 of the University Court which at the time of publication was in draft form with provision that:

1. The Degree of International Master (IntM) may be awarded jointly by the Senate of the University of Glasgow in the College of Social Sciences and by the University of Malta, the Open University of Cyprus and Tallinn University.
2. The Senate may make regulations governing the award of the Degree which are subject to the approval of the University Court - these are set out in the section entitled 'Regulations' below.
3. The early exit awards of Master of Science, Postgraduate Diploma and Postgraduate Certificate, to be awarded by the University of Glasgow alone, are also included in the Regulations.

REGULATIONS

A student admitted onto the programme must follow the instructions issued by the relevant School or Department and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme

or 'Course' Handbook) which will contain further details on the Programme and may include further requirements associated with the award.

1. Application of Regulations

Unless otherwise specified in these Programme specific regulations, the regulations of the administering university (the University of Glasgow) shall apply to all candidates on the Programme.

2. Entrance Requirements

2.1 Candidates must normally possess:

- i) at least a second class honours degree or a degree with at least a 75% grade point average in a relevant subject; or
- ii) a qualification deemed by the Consortium Management Board to be equivalent to the above.

Entrance Date

2.2 Candidates shall normally join the programme at the beginning of each academic year (September).

3. Duration of Study

The minimum period of study for the award of the degree is 24 calendar months. The maximum period for full-time study is 48 calendar months of registered study. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

4. Programme Components

In order to qualify for the award of the degree a candidate must complete a minimum of 240 credits⁴¹ [120 ECTS equivalent] including 180 credits [90 ECTS] of taught courses and a 60 credit [30 ECTS] dissertation as set out in the programme specification.

5. Minimum Requirement for the Award of Credits

Credits for taught courses studied at the University of Glasgow 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 of the *University of Glasgow Calendar*.

6. Assessment

6.1 For each academic session assessment and reassessment 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* published for that session.

6.2 The assessment of each taught course will be conducted by the institution teaching that course, with the course result determined in accordance with the assessment grading/mark schedule of that institution. In determining whether a candidate has satisfied the requirements set out in these regulations, the equivalence of course results recorded by the University of Malta, the Open University of Cyprus and Tallinn University to those recorded by the University of Glasgow shall be set out in the Programme Document. The result for the dissertation will be determined in accordance with the assessment schedule of the University of Glasgow.

6.3 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §9 unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

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

7. Progress

7.1 A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average⁴² of 12 (equivalent to C3) or above in the 180 credits [90 ECTS] of taught courses referred to in §4 above with at least 75% of the credits at grade D3 (equivalent to 9 grade points) or better and all credits at grade F3 (equivalent to 3 grade points) or above. 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

⁴¹ In compliance with the Scottish Credit and Qualification Framework for a Masters Degree 150 credits must be gained from **Masters level** courses (level M/SCQF level 11).

⁴² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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.

progress to the dissertation where it is judged⁴³ 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 may be required to commence work on the dissertation before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree and the following will apply:

- If the dissertation has been submitted, it will be marked and a grade published.
- If the dissertation has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
- If the dissertation is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of Dissertation

8.1 Where a candidate requires a higher grade in the dissertation to satisfy the requirements set out in §9.1, reassessment of that dissertation 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 Joint Board of Examiners. There is no automatic entitlement to repeat any previous practical work associated with the dissertation or to undertake further practical work.

8.2 Where at the time of publication of the grade achieved on the dissertation a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard required in relation to the taught courses specified in §9.1 for the award of the degree, a resubmission of the dissertation or other substantial work will only be permitted where the Joint Board of Examiners determines that no further supervisory input is required.

9. Requirements for the Award of Degree of International Master and Rules for Award of Distinction and Merit

9.1 A candidate will be eligible for the award of the Degree of International Master in Adult Education for Social Change on obtaining a grade point average⁴² of 12 (equivalent to C3) or above in all the taught courses within the programme as specified in §4 above, with at least 75% of these credits at grade D3 (equivalent to 9 grade points) or better, and all credits at grade F3 (equivalent to 3 grade points) or above, and obtaining a grade D3 (equivalent to 9 grade points) or better in the dissertation.

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 (equivalent to 15 grade points) or above for the dissertation will be eligible for the award with Merit. Where the grade point average for the taught courses falls within the range 14.1 to 14.9 the Joint 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.

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 (equivalent to 18 grade points) or above for the dissertation 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 Joint 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.

10. Requirements for the Early Exit Awards by the University of Glasgow of Master of Science, Postgraduate Diploma or Postgraduate Certificate and Rules for Award of Distinction and Merit

The following provisions will apply where a candidate does not satisfy the requirements for award of the joint degree of International Master.

10.1 The requirements for the award of Master of Science in Adult and Continuing Education are a grade point average⁴² of 12 (equivalent to C3) or above in 120 credits [60 ECTS] of taught courses within the programme, as specified in §4 above, with at least 75% of these credits at grade D3 (equivalent to 9 grade points) or better, and all credits at grade F3 (equivalent to 3 grade points) or above, and a grade D3 (equivalent to 9 grade points) or better in the dissertation.

10.2 A candidate who has achieved at the first attempt a grade point average of 15 (equivalent to B3) or above for 120 credits [60 ECTS] of taught courses and grade B3 (equivalent to 15 grade points) or above for the dissertation will be eligible for the award of Master of Science with Merit. Where the grade point average for the taught courses falls within the range 14.1 to 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.

⁴³ This judgment is normally made by the Joint Board of Examiners.

- 10.3 A candidate who has achieved at the first attempt a grade point average of 18 (equivalent to A5) or above for the 120 credits [60 ECTS] of taught courses and grade A5 (equivalent to 18 grade points) or above for the dissertation will be eligible for the award of Master of Science 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.
- 10.4 The requirement for the award of a Postgraduate Diploma in Adult and Continuing Education is a grade point average of 9 (equivalent to D3) in 120 credits [60 ECTS] of taught courses, with not less than 80 [40 ECTS] of these credits at grade D3 (equivalent to 9 grade points) or above.
- 10.5 The requirement for the award of a Postgraduate Certificate in Adult and Continuing Education is a grade point average of 9 (equivalent to D3) in 60 credits [30 ECTS] of taught courses, with not less than 40 [20 ECTS] of these credits at grade D3 (equivalent to 9 grade points) or above.
- 10.6 These awards of Postgraduate Diploma and Postgraduate Certificate may be granted with Merit or Distinction according to the criteria in relation to the taught courses specified in §10.2 and §10.3 above.

11. Academic Appeals

A candidate wishing to appeal against an academic decision relating to a course should follow the academic appeals procedure of the Collaborating Institution delivering that course; a candidate wishing to appeal against an academic decision made in relation to the overall Programme should follow the academic appeals procedure of the University of Glasgow.

DEGREE OF INTERNATIONAL MASTER in CENTRAL AND EAST EUROPEAN, RUSSIAN AND EURASIAN STUDIES

(The degree of International Master may be awarded by the University of Glasgow alone or, under Erasmus Mundus, multiple degrees may be awarded by the University of Glasgow, the University of Tartu [Estonia] and one of the other Collaborating Institutions: Corvinus University of Budapest [Hungary]; Ilia State University, Tbilisi [Georgia]; Jagiellonian University, Kraków [Poland]; KIMEP University, Almaty [Kazakhstan]; Lobachevsky State University of Nizhny Novgorod [Russian Federation]; or National University of "Kyiv-Mohyla Academy" [Ukraine].)

RESOLUTION

The Degree of International Master in Central and East European, Russian and Eurasian Studies is governed by Resolution No. 681 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of International Master (IntM) in Central and East European, Russian and Eurasian Studies may be awarded by the Senate of the University of Glasgow in the College of Social Sciences in such designations as may be prescribed by Regulations.
2. The Senate may make regulations governing the award of the Degree which are subject to the approval of the University Court. These are set out in the section entitled 'Regulations'.

REGULATIONS

A student admitted onto the programme must follow the instructions issued by the School and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details on the Programme and may include further requirements associated with the award.

1. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

2. Duration of Study

The minimum period of study for the award of the degree is 24 calendar months. The maximum period for full-time study is 48 calendar months of registered study. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

3. Programme Components

In order to qualify for the award a candidate must complete a minimum of 240 credits⁴⁴ [120 ECTS equivalent] including taught courses and a 60 credit [30 ECTS] dissertation.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

⁴⁴ In compliance with the Scottish Credit and Qualification Framework for a Masters Degree 150 credits [75 ECTS] must be gained from **Masters level** courses (level M/SCQF level 11).

5. Assessment

- 5.1 For each academic session, assessment and reassessment 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* published for that session.
- 5.2 The assessment of each taught course will be conducted by the institution teaching that course, with the course result determined in accordance with the assessment grading/mark schedule of that institution. In determining whether a candidate has satisfied the requirements set out in these regulations, the equivalence of course results recorded by the Collaborating Institutions to those recorded by the University of Glasgow shall be set out in the Programme Document. The result for the dissertation will be determined in accordance with the assessment schedule of the University of Glasgow.
- 5.3 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §6 and §8⁴⁵ 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.

6. Progress

- 6.1 A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average⁴⁶ of 12 (equivalent to C3) or above in the taught courses referred to in §3 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.
- 6.2 A candidate may be required to commence work on the dissertation before the assessment of the taught courses referred to in §3 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §8.1, the candidate will not be eligible for the award of the Masters degree and the following will apply:
- If the dissertation has been submitted, it will be marked and a grade published.
 - If the dissertation has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the dissertation is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

7. Reassessment of Dissertation

- 7.1 Where a candidate requires a higher grade in the dissertation or other substantial independent work to satisfy the requirements set out in §8.1, reassessment of that 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 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 dissertation or substantial independent work or to undertake further practical work.
- 7.2 Where at the time of publication of the grade achieved on the dissertation or other substantial work a candidate has exhausted all assessment opportunities on the taught courses referred to in §3 and has failed to satisfy the standard required in relation to the taught courses specified in §8.1 for the award of the degree, a resubmission will only be permitted where the Board determines that no further supervisory input is required.

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

- 8.1 A candidate will be eligible for the award of the degree on obtaining a grade point average⁴⁶ of 12 (equivalent to C3) or above in all the taught courses within the programme, as specified in §3, with at least 75% of these credits at grade D3 or better, and all credits at grade F or above, and obtaining a grade D3 or better in the dissertation.

⁴⁵ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

⁴⁶ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

- 8.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 240 or more credits [120 ECTS equivalent] completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
 - c) a grade of at C1 in the dissertation.
- 8.3 Where a candidate has satisfied the requirements set out at §8.2 (b) and (c), and their grade point average for the 240 or more credits [120 ECTS equivalent] completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 8.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 240 or more credits [120 ECTS equivalent] completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
 - c) a grade of at B1 in the dissertation.
- 8.5 Where a candidate has satisfied the requirements set out at §8.4 (b) and (c), and their grade point average for the 240 or more credits [120 ECTS equivalent] completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

9. Transfer of Registration

A student who is unable for any reason to complete the programme may transfer their registration to the MSc in Russian, East European & Eurasian Studies which has provision for the additional exit awards of Postgraduate Certificate and Postgraduate Diploma.

10. Academic Appeals

A candidate wishing to appeal against an academic decision relating to a course should follow the academic appeals procedure of the Collaborating Institution delivering that course; a candidate wishing to appeal against an academic decision made in relation to the overall Programme should follow the academic appeals procedure of the University of Glasgow.

DEGREE OF INTERNATIONAL MASTER in GLOBAL MARKETS, LOCAL CREATIVITIES

(The degree of International Master may be awarded by the University of Glasgow alone, or, under Erasmus Mundus, multiple degrees may be awarded by three of the Collaborating Institutions: the University of Glasgow, Universitat de Barcelona and either Erasmus University Rotterdam or Georg-August Universitaet, Goettingen.)

RESOLUTION

The Degree of International Master in Global Markets, Local Creativities is governed by Resolution No.680 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of International Master (IntM) in Global Markets, Local Creativities may be awarded by the Senate of the University of Glasgow in the College of Social Sciences in such designations as may be prescribed by Regulations.
2. The Senate may make regulations governing the award of the Degree which are subject to the approval of the University Court. These are set out in the section entitled 'Regulations'.

REGULATIONS

A student admitted onto the programme must follow the instructions issued by the School and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details on the Programme and may include further requirements associated with the award.

1. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

2. Duration of Study

The minimum period of study for the award of the degree is 24 calendar months. The maximum period for full-time study is 48 calendar months of registered study.

3. Programme Components

In order to qualify for the award a candidate must complete a minimum of 240 credits⁴⁷ [120 ECTS equivalent] including taught courses and a 60 credit [30 ECTS] dissertation.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

5.1 For each academic session, assessment and reassessment 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* published for that session.

5.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §6 and §8⁴⁸ 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.

5.3 The assessment of each taught course will be conducted by the institution teaching that course, with the course result determined in accordance with the assessment grading/mark schedule of that institution. In determining whether a candidate has satisfied the requirements set out in these regulations, the equivalence of course results recorded by the Collaborating Institutions to those recorded by the University of Glasgow shall be set out in the Programme Document. The result for the dissertation will be determined in accordance with the assessment schedule of the University of Glasgow.

6. Progress

6.1 A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average⁴⁹ of 12 (equivalent to C3) or above in the taught courses referred to in §3 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

6.2 A candidate may be required to commence work on the dissertation before the assessment of the taught courses referred to in §3 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §8.1, the candidate will not be eligible for the award of the Masters degree and the following will apply:

- If the dissertation has been submitted, it will be marked and a grade published.
- If the dissertation has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
- If the dissertation is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

7. Reassessment of Dissertation

7.1 Where a candidate requires a higher grade in the dissertation or other substantial independent work to satisfy the requirements set out in §8.1, reassessment of that 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 three months after the date of the meeting of the Board of

⁴⁷ In compliance with the Scottish Credit and Qualification Framework for a Masters Degree 150 credits [75 ECTS] must be gained from **Masters level** courses (level M/SCQF level 11).

⁴⁸ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

⁴⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

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.

- 7.2 Where at the time of publication of the grade achieved on the dissertation or other substantial work a candidate has exhausted all assessment opportunities on the taught courses referred to in §3 and has failed to satisfy the standard required in relation to the taught courses specified in §8.1 for the award of the degree, a resubmission will only be permitted where the Board determines that no further supervisory input is required.

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

- 8.1 A candidate will be eligible for the award of the degree on obtaining a grade point average⁴⁹ of 12 (equivalent to C3) or above in all the taught courses within the programme, as specified in §3, 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.
- 8.2 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 to 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.
- 8.3 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.

9. Transfer of Registration

A student who is unable for any reason to complete the programme may transfer their registration to the MSc in Global Economy offered by the University of Glasgow which has provision for the additional exit awards of Postgraduate Certificate and Postgraduate Diploma.

10. Academic Appeals

A candidate wishing to appeal against an academic decision relating to a course should follow the academic appeals procedure of the Collaborating Institution delivering that course; a candidate wishing to appeal against an academic decision made in relation to the overall Programme should follow the academic appeals procedure of the University of Glasgow.

DEGREE OF INTERNATIONAL MASTER in SECURITY, INTELLIGENCE & STRATEGIC STUDIES

The Degree of International Master in Security, Intelligence & Strategic Studies is offered jointly by the University of Glasgow, Charles University, Prague and Dublin City University, Ireland (the 'Partner Institutions'). The regulations are those promulgated by the University of Glasgow, the coordinating institution.

RESOLUTION

The Degree of International Master in Security, Intelligence and Strategic Studies is governed by Resolution No. 679 of the University Court which at the time of publication was in draft form with provision that:

1. The Degree of International Master (IntM) may be awarded jointly by the Senate of the University of Glasgow in the College of Social Sciences and by Charles University, Prague and Dublin City University, Ireland.
2. The Senate may make regulations governing the award of the Degree which are subject to the approval of the University Court - these are set out in the section entitled 'Regulations' below.

REGULATIONS

A student admitted onto the programme must follow the instructions issued by the relevant School and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details on the Programme and may include further requirements associated with the award.

1. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

2. Duration of Study

The minimum period of study for the award of the degree is 24 calendar months. The maximum period for full-time study is 48 calendar months of registered study.

3. Programme Components

In order to qualify for the award of the degree a candidate must complete a minimum of 240 credits⁵⁰ [120 ECTS equivalent] including taught courses and a 60 credit [30 ECTS] research portfolio.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

- 5.1 For each academic session, assessment and reassessment 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* published for that session.
- 5.2 The assessment of each taught course will be conducted by the institution teaching that course, with the course result determined in accordance with the assessment grading/mark schedule of that institution. In determining whether a candidate has satisfied the requirements set out in these regulations, the equivalence of course results recorded by the Partner Institutions to those recorded by the University of Glasgow shall be set out in the Programme Document. The result for the dissertation will be determined in accordance with the assessment schedule of the University of Glasgow.
- 5.3 a) Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §6 and §8 unless other provision is justified by good cause circumstances affecting the candidate.
- b) This regulation applies where course registration continues: i) on the date on which the first summative assessment for that course is to be submitted; or ii) on such other date as may be specified in the course document for that course.
- c) This regulation does not apply to the Czech State Examination referred to in §8.1 or to any modern language courses undertaken as part of the programme, the results from which will not contribute to calculation of the candidate's grade point average.

6. Progress

- 6.1 A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average⁵¹ of 12 (equivalent to C3) or above in the taught courses referred to in §3 with at least 75% of the credits at grade D3 or better and all credits at grade F3 or above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.
- 6.2 A candidate may be required to commence work on the research portfolio before the assessment of the taught courses referred to in §3 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §8.1, the candidate will not be eligible for the award of the Masters degree and the following will apply:
- If the research portfolio has been submitted, it will be marked and a grade published.
 - If the research portfolio has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the research portfolio is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

7. Reassessment of Research Portfolio

- 7.1 Where a candidate requires a higher grade in the research portfolio to satisfy the requirements set out in §8.1, reassessment of that research portfolio 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 research portfolio or to undertake further practical work.

⁵⁰ In compliance with the Scottish Credit and Qualification Framework for a Masters Degree 150 credits must be gained from Masters level courses (level M/SCQF level 11). 20 SCQF credits equals 10 ECTS.

⁵¹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

7.2 Where at the time of publication of the grade achieved on the research portfolio a candidate has exhausted all assessment opportunities on the taught courses referred to in §3 and has failed to satisfy the standard required in relation to the taught courses specified in §8.1 for the award of the degree, a resubmission will only be permitted where the Board determines that no further supervisory input is required.

8. Requirements for the Award of the International Masters Degree and Rules for Award of Distinction and Merit

8.1 A candidate will be eligible for the award of the Degree on obtaining:

- a) a grade point average of 12 (equivalent to C3) or above in all the taught courses within the programme, as specified in §3, with at least 75% of these credits at grade D3 or better, and
- b) all credits at grade F3 or above, and
- c) grade D3 or better in the research portfolio, and
- d) grade D3 or above in all components of the Czech State Examination.

8.2 A candidate will be eligible for the award with Merit on achieving at the first attempt:

- a) a grade point average of 15 (equivalent to B3) or above for the taught courses, and
- b) grade B3 or above for the research portfolio, and
- c) grade D3 or above in all components of the Czech State Examination.

Where the grade point average for the taught courses falls within the range 14.1 to 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 research portfolio or the Czech State Examination.

8.3 A candidate will be eligible for the award with Distinction on achieving at the first attempt:

- a) a grade point average of 18 (equivalent to A5) or above for the taught courses, and
- b) grade A5 or above for the research portfolio, and
- c) grade D3 or above in all components of the Czech State Examination.

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 research portfolio or the Czech State Examination.

9. Transfer of Registration

A student who is unable to complete the programme may transfer their registration to the MSc Global Security, offered by the University of Glasgow, which has provision for the additional exit awards of Postgraduate Certificate and Postgraduate Diploma.

10. Academic Appeals

A candidate wishing to appeal against an academic decision relating to a course should follow the academic appeals procedure of the Partner Institution delivering that course; a candidate wishing to appeal against an academic decision made in relation to the overall Programme should follow the academic appeals procedure of the University of Glasgow.

DEGREE OF MASTER OF ACCOUNTANCY PROFESSIONAL PATHWAY 1

RESOLUTION

The Degree of Master of Accountancy is governed by Resolution No. 675 of the University Court which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Accountancy (MAcc) may be awarded by the University of Glasgow in the College of Social Sciences.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees - these are stated in §1 – §10 of the section entitled 'Regulations'.
3. The exit award of Postgraduate Diploma is also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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 and Recognition of Prior Learning

The following requirements must be satisfied before a candidate will be considered for admission to study for an award to which these Regulations apply:

- a) The candidate must have obtained a degree or equivalent.
- b) The candidate must have secured passes in Institute of Chartered Accountants in England and Wales (ICAEW) advanced level examinations accepted by the Programme Director as equivalent to 60 credits at SCQF Level 11. Passes in these examinations will be recognised at the commencement of the programme by the award of 60 credits at Level 11 towards the award of the Degree of MAcc.

3. Duration of Study

The minimum period of study for the award of a Masters degree is nine calendar months. 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 award of the Degree, in addition to the 60 credits of Prior Learning recognised in accordance with §1.(b), a candidate must complete a minimum of 60 SCQF level 11 taught credits and a 60 credit Independent Work Portfolio.
- 4.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. The length and nature of the Independent Work Portfolio is as specified in the relevant Programme Document.

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 For each academic session assessment and reassessment 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* published for that session.
- 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 Independent Work Portfolio required by the degree, only if they have obtained a grade point average⁵² of 12 (equivalent to C3) or above in the 60 credits of taught courses described in §4 with at least 65% of the credits at grade D3 or better and all credits at grade F or above. 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 Independent Work Portfolio where it is judged⁵³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the MAcc degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.3 A candidate may be required to commence work on the Independent Work Portfolio before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the MAcc degree, and the following will apply:
 - If the Independent Work Portfolio has been submitted, it will be marked and a grade published.

⁵² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

⁵³ 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.

- If the Independent Work Portfolio has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
- If the Independent Work Portfolio is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of the Independent Work Portfolio

- 8.1 Where a candidate requires a higher grade in the Independent Work Portfolio to satisfy the requirements set out in §9.1, reassessment will be permitted on each element of the portfolio 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 Independent Work Portfolio or to undertake further practical work.
- 8.2 Where at the time of publication of the grade achieved on the Independent Work Portfolio a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard in relation to the taught courses specified in §9.1 for the award of the degree, resubmission of the Independent Work Portfolio will only be permitted where the Board determines that no further supervisory input is required.

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 average⁵² of 12 (equivalent to C3) or above in the 60 credits of taught courses described in §4, with at least 65% of the credits at grade D3 or better, and all credits at grade F or above, and obtaining a grade D or better in the Independent Work Portfolio.
- 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 Independent Work Portfolio will be eligible for the award with Merit. Where the grade point average for the taught courses falls within the range 14.1 to 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 Independent Work Portfolio.
- 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 Independent Work Portfolio 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 Independent Work Portfolio.

10. Requirements for the Exit Award of a Postgraduate Diploma and Rules for Award of Distinction and Merit

- 10.1 The requirement for the award of a Postgraduate Diploma is a grade point average⁵² of 9 (equivalent to D3) in 60 taught credits, with not less than 40 of these credits at grade D or above.
- 10.2 The award may be granted with Merit to a candidate who has achieved at the first attempt a grade point average of 15 (equivalent to B3) or above for the taught courses.
- 10.3 The award may be granted with Distinction to a candidate who has achieved at the first attempt a grade point average of 18 (equivalent to A5) or above for the taught courses.

DEGREE OF MASTER OF LAWS BY RESEARCH

RESOLUTION

The Degree of Master of Laws by Research is governed by Resolution No. 538(A) of the University Court which came into effect on 1 October 2004 with provision that:

1. The Degree of Master of Laws (LLM) by Research may be awarded by the University of Glasgow in the College of Social Sciences.
2. The Senate may make Regulations governing the award of the Degree which are subject to the approval of the University Court. Until such time as the Senate has integrated and rationalised these statements, the Regulations shall consist of the statement of provisions and the statement of regulations.
3. The Degree shall in no case be conferred on persons who have not satisfied the conditions of these Regulations and shall not be conferred *honoris causa tantum*.

PROVISIONS

1. Candidates shall normally hold a first or second class Honours degree in Law of a United Kingdom university or a qualification deemed by the Senate of the University of Glasgow to be equivalent. Exceptionally, candidates with a Law degree other than an Honours degree, or with a non-Law degree, may be considered at the discretion of the Head of the School of Law.

2. Candidates who are not EU nationals and whose language of instruction in their first degree was not English are required to possess an acceptable qualification in the English language as determined by the College. There is no such requirement for EU nationals.
3. A candidate shall pursue a full-time course of research in the University of Glasgow during a period which shall normally be one academic year or shall pursue a part-time course of research in the University of Glasgow during a period which shall normally be two academic years but the Senate for special reasons (a) may permit a candidate to pursue any part of the period of research elsewhere than in the University of Glasgow and (b) may reduce or extend the relevant period of study or research by a period not exceeding one year, so however that a candidate may not normally spend less than one academic year of study in the University of Glasgow.
4. The Senate shall designate a Professor, Reader or Lecturer in the University to supervise the research of each candidate. The supervisor shall report at least once a year to the Senate on the progress of the candidate. The Senate may at any stage exclude from further research for the Degree any candidate whose conduct or progress is unsatisfactory.
5. On completion of the prescribed period of research a candidate shall present a thesis embodying the results of their work. A candidate may also be required to undergo an oral or practical examination.
6. The Examiners for the Degree shall be such Professors, Readers and Lecturers of the University as the Senate shall designate and such additional examiners as the University Court on the recommendation of the Senate shall appoint.

REGULATIONS

1. Admission to study for the Degree will normally be granted only from the beginning of the academic year.
2. The normal standard of admission will be that of a Degree with First or Second Class Honours of a Scottish university or an approved equivalent qualification. Every candidate must if required satisfy the Senate that they have a sufficient command of the English language profitably to pursue the research proposed. A candidate who appears to be deficient in this respect may be required to complete satisfactorily a probationary period of study of up to one year before being admitted to study for the Degree.
3. The candidate shall prosecute their research under the supervision of a member of staff from the appropriate subject area appointed by the College Higher Degrees Committee (or equivalent) on the recommendation of the Head of School. The College Higher Degrees Committee shall have power, for special reasons, to permit a candidate to conduct research elsewhere for part of the prescribed period.
4. On completion of the candidate's research the candidate shall present to be examined for the Degree a thesis which may embody the results of the candidate's original research or may be a critical review of existing knowledge. The thesis must be written in English and will normally be 30,000 words in length.
5. The candidate must submit two bound printed or typewritten copies of the thesis. If approved for the degree, one hard bound copy of the thesis and one electronic copy shall be deposited in the University Library. The bound copy shall contain an adequate and informative summary (250-500 words) and in layout and binding shall generally conform to the British Standards Institution's *Recommendations for the presentation of theses* (BS4821:1990) an abstract of which is available in the University Library or from the College Graduate School. The electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

The thesis must be accompanied by a declaration by the candidate that the research has been carried out and the thesis composed by themselves and that the thesis has not been accepted in fulfilment of the requirements of any other degree or professional qualification. It must also state the extent to which the candidate has availed themselves of the work of others and which portions of the thesis, if any, are claimed as original.

6. Except by permission of the Senate a thesis may not be presented later than six months from the date when the candidate ceases to be a registered student.
7. If the Examiners consider that the thesis, portfolio, or project work has not achieved the standard required for the award of the Degree, the candidate may be permitted to revise the theses, portfolio or project and resubmit it, on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than six months after the date of the meeting of the Board of Examiners.
8. The degree will normally be awarded with distinction where the submitted thesis displays all of the following qualities:

Knowledge of the field of study: The thesis displays exceptionally comprehensive knowledge and understanding of the subject matter and of relevant interpretive and critical points; and

Exercise of independent critical ability: The thesis either displays genuine originality or outstanding critical ability in terms of the independence of thought demonstrated. Independence of thought may mean that the candidate has produced new arguments of their own but may equally be a matter of making arguments from

the literature 'one's own' by, for example, subjecting them to thorough critical examination or using one's own expression and organisation and one's own examples; and

Appropriate methods of performance and recording of research: The thesis is fully and properly referenced, in terms of legal authority and/or existing literature as appropriate. If the thesis involved empirical research, the methodology chosen was appropriate and properly defended; and

Ability in writing style and presentation: The thesis is exceptionally clearly and concisely written. It is well constructed and contains clear conclusions supported by sound arguments.

DEGREE OF MASTER OF LAWS (EXTENDED)

RESOLUTION

The degree of Master of Laws (Extended) is governed by Resolution No. 646 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Laws (LLM) Extended may be awarded by the University of Glasgow in the College of Social Sciences.
2. The Senate may make Regulations governing the award of the Degree which are subject to the approval of the University Court. These are stated in §1 – §8 of the section entitled 'Regulations'.
3. The exit awards of Bachelor of Laws, Certificate in Higher Education, Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

1. Introductory and Definitions

These regulations must be read together with the programme specification, and associated programme and course documentation (handbooks). The definitions set out in the [Glossary of Terms](#) apply to these regulations.

2. Duration of Study

2.1 Study in the University of Glasgow

A candidate for the degree of Master of Laws (LLM) Extended shall study in the University of Glasgow full-time for a minimum period of three years. A candidate must normally satisfy the minimum requirements for the award of the degree within four years.

2.2 Admission

Before being considered for admission to study for the degree a candidate must already hold an undergraduate degree or equivalent.

3. Degree Structure

The degree shall consist of three consecutive curricular years of study.

4. Courses

4.1 In order to qualify for the award of the degree, a candidate must complete minimum credits as follows:

- a) During each of the first two curricular years of study 120 credits of courses, including compulsory and optional courses as set out in the programme specification, and
- b) During the third curricular year of study 180 credits, including taught courses as set out in the programme specification and a 60 credit dissertation.

4.2 Pre-requisites and co-requisites

Each course may have a pre-requisite or co-requisite course or courses. To be admitted to the course:

- a) The candidate must have completed each pre-requisite course, normally at grade D3 or above. If the course follows a pre-requisite course in the same 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. Approval of Curriculum

The curriculum of each candidate must be entered on *MyCampus* by that candidate at the start of each session. Once this has been done, the curriculum may not be altered outwith the 'add-drop' period except with the approval of an Adviser of Studies.

6. Assessment

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

7. Progress

7.1 Progress Requirements

The progress of candidates will be reviewed annually and, only in the third curriculum year, following completion of the taught courses in that year. In order to progress a candidate must meet the requirements set out below.

- a) To progress at the end of the first and second curricular year of study the candidate must achieve a grade of D3 or better for all courses taken in that year of study.
- b) To progress on completion of the taught courses in the third curricular year of study the candidate must have obtained a grade point average⁵⁴ of 12 (equivalent to C3) or above in the taught courses taken in the third curricular year of study with at least 75% of the credits at Grade D3 or better and all credits at Grade F or above. Exceptionally progress may be permitted 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 degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

7.2 Administration of Progression

- a) Decisions on progress shall be taken by the College Progress Committee or a sub-committee thereof. The committee shall have the power to exclude a candidate or to impose conditions regarding a candidate's future progress.
- b) The College shall publish to all candidates the arrangements for identifying any candidate who does not comply with progress requirements. The College shall notify such candidates of the date of the meeting of the committee and the procedures to permit a candidate to make representations at or prior to the committee meeting. Appeal against decisions of the College Progress Committee may be made following the Codes of Procedure set out in the Fees and General Information for Students section of the *University Calendar*.

8 Programme Requirements for the Award of the Degree and Associated Exit Awards

8.1 Requirements for award of the Degree of Master of Laws (Extended)

To be eligible for the award of the degree a candidate must have attained:

- a) A grade D3 or better for all courses taken during the first two curricular years of study;
- b) A grade point average⁵⁴ of 12 (equivalent to C3) or above in the taught courses taken in the third curricular year of study, with at least 75% of these credits at Grade D3 or better and all credits at Grade F or above; and
- c) A grade D3 or above for the Masters dissertation.

Degree with Distinction and Degree with Merit

8.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

- a) a grade point average of 15 (equivalent to B3) or above in the 180 credits completed in the third curricular year, and
- b) a grade point average of at least 14 (equivalent to C1) in the 120 credits of taught courses completed in the third curricular year, and
- c) a grade of at least C1 in the Masters dissertation.

8.3 Where a candidate has satisfied the requirements set out at §8.2 (b) and (c), and their grade point average for the 180 credits completed in the third curricular year at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

8.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of 18 (equivalent to A5) or above in the 180 credits completed in the third curricular year, and
- b) a grade point average of at least 17 (equivalent to B1) in the 120 credits of taught courses completed in the third curricular year, and
- c) a grade of at least B1 in the Masters dissertation.

8.5 Where a candidate has satisfied the requirements set out at §8.4 (b) and (c), and their grade point average for the 180 or more credits completed in the third curricular year at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

⁵⁴ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

8.6 Certificate of Higher Education (Law)

- a) 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 the Certificate of Higher Education (Law).
- b) The Certificate of Higher Education shall be awarded with Merit where the grade point average is at least 15, and with Distinction where the grade point average achieved is at least 18.
- c) Where the candidate has accumulated more than the minimum number of credits required, the credit counted in the calculation of the grade point average shall be reduced to that minimum by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

8.7 Degree of LLB

- a) A candidate who has completed the courses taken in the first and second curricular year and attained a grade D3 or above in all courses will be eligible for the award of the degree of LLB.
- b) The degree of LLB shall be awarded with Merit where the grade point average is at least 15, and with Distinction where the grade point average achieved is at least 18.
- c) Where the candidate has accumulated more than the minimum number of credits required, the credit counted in the calculation of the grade point average shall be reduced to that minimum by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

8.8 Postgraduate Certificate and Diploma

In addition to the award of the degree of LLB, a candidate who has satisfied the progress requirements set out in §3.1 to enter the third curricular year of study may be awarded a Postgraduate Diploma or Postgraduate Certificate on satisfying the following requirements.

- a) The requirement for the award of a Postgraduate Diploma is a grade point average of 9 (equivalent to D3) in 120 credits taken in the third curricular year, with not less than 80 of these credits at Grade D3 or above.
- b) The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to D3) in 60 credits taken in the third curricular year, with not less than 40 of these credits at Grade D3 or above.
- c) A candidate who has achieved a grade point average of 15 (equivalent to B3) at the first sitting will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate with Merit. Where the grade point average falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- d) A candidate who has achieved a grade point average of 18 (equivalent to A5) at the first sitting will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate 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.

Schedule A

Subjects in which the Degree may be offered are:

- LLM Corporate & Financial Law (Extended)
- LLM Intellectual Property & the Digital Economy (Extended)
- LLM International Commercial Law (Extended)
- LLM International Competition Law & Policy (Extended)
- LLM International Economic Law (Extended)
- LLM International Law (Extended)
- LLM International Law & Security (Extended)

DEGREE OF MASTER OF RESEARCH in ECONOMICS

RESOLUTION

The Degree of Master of Research in Economics is governed by Resolution No. 662 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Research (MRes) in Economics may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (The College).
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 stated under 'Regulations'.
3. The early exit awards of Master of Science, Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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 considered for admission to study for the degree a candidate must normally have obtained a degree or equivalent.

2. Duration

The minimum period of study for the award of the degree is two years. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

3. Programme Components

In order to qualify for the award a candidate must complete a minimum of 360 credits,⁵⁵ consisting of 260 credits of taught courses, a 40 credit research project and a 60 credit dissertation, as specified in the relevant Programme Document.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

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

5.2 Where a candidate remains enrolled on a course either:

- 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;

that course must normally (unless other provision is justified by good cause circumstances affecting the candidate) be counted towards the calculation of their grade point average for the purposes of §6 and §8.

6. Progress

6.1 A candidate will be permitted to progress to undertake the 40 credit research project if they have obtained a grade point average⁵⁶ of 12 (equivalent to C3) or above in the 140 credits of taught courses completed in year 1 of the curriculum with at least 75% of the credits at D3 or better and all credits at grade F or above.

6.2 A candidate will be permitted to progress to preparation of the 60 credit dissertation if they have obtained a grade point average of 12 (equivalent to C3) or above in the 300 credits completed in year 1 and 2 of the curriculum (comprised of 260 taught credits and the 40 credit research project) with at least 75% of the credits at D3 or better and all credits at grade F or above.

6.3 Exceptionally, a candidate who does not achieve the requirements set out under §6.1 or §6.2 may be permitted to progress where it is judged⁵⁷ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

6.4 A candidate may be required to commence work on the 60 credit dissertation before the assessment of the courses referred to in §6.2 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to those courses. In the event that subsequently, after all opportunities at assessment have been exhausted, the candidate does not achieve the standard required in relation to the taught courses specified in §8.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:

⁵⁵ 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.

⁵⁶ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

⁵⁷ 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.

- If the dissertation has been submitted, it will be marked and a grade published.
- If the dissertation has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
- If the dissertation is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

7. Reassessment of the Dissertation

- 7.1 Where a candidate requires a higher grade in the 60 credit dissertation to satisfy the requirements set out in §8.1, reassessment of the dissertation will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each case. Normally resubmission shall 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 dissertation or to undertake further practical work.
- 7.2 Where at the time of publication of the grade achieved on the dissertation a candidate has exhausted all assessment opportunities on the 300 credits (comprised of 260 taught credits and the 40 credit research project) and has failed to satisfy the standard in relation to the taught courses specified in §8.1 for the award of the degree, a resubmission will only be permitted where the Board determines that no further supervisory input is required.

8. Requirements for the Award of Master of Research and Rules for the Award of Distinction and Merit

- 8.1 A candidate will be eligible for the award of the degree on obtaining 300 credits (comprising 260 credits of taught courses and a 40 credit research project) as set out in the programme specification with a grade point average⁵⁶ of 12 (equivalent to C3) or above, with at least 75% of those credits at grade D3 or better, and all credits at grade F or above, and obtaining 60 credits from the dissertation at grade D3 or better.
- 8.2 A candidate who has achieved at the first attempt a grade point average of 15 (equivalent to B3) or above for the 300 credits (comprising 260 credits of taught courses and a 40 credit research project) and a grade B3 or above for the dissertation will be eligible for the award with Merit. Where the grade point average for the 300 credits falls within the range 14.1 to 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.
- 8.3 A candidate who has achieved at the first attempt a grade point average of 18 (equivalent to A5) or above for the 300 credits (comprising 260 credits of taught courses and a 40 credit research project) and a grade A5 or better for the dissertation will be eligible for the award with Distinction. Where the grade point average for the 300 credits 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.

9. Requirements for the Exit awards of Master of Science in Quantitative Economics, Postgraduate Diploma in Economics and Postgraduate Certificate in Economics and Rules for the Award of Distinction and Merit

- 9.1 The requirements for the award of Master of Science in Quantitative Economics are 180 credits (drawn from the 260 taught credits and the 40 credit research project set out in the Programme Specification) with a grade point average⁵⁶ of 12 (equivalent to C3) with at least 75% of these credits at grade D3 or better, and all credits at grade F or above.
- 9.2 The requirement for the award of the Postgraduate Diploma in Economics is a grade point average of 9 (equivalent to D3) or above in 120 taught credits, with not less than 80 of these credits at grade D3 or above.
- 9.3 The requirement for the award of a Postgraduate Certificate in Economics is a grade point average of 9 (equivalent to D3) or above in 60 taught credits, with not less than 40 of these credits at grade D3 or above.
- 9.4 A candidate who has achieved a grade point average of 15 (equivalent to B3) at the first sitting will be eligible for the awards listed in §9.1, §9.2 and §9.3 respectively with Merit. Where the grade point average falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit. A candidate who has achieved a grade point average of 18 (equivalent to A5) at the first sitting will be eligible for the awards listed in §9.1, §9.2 and §9.3 respectively with Distinction. Where the grade point average falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

DEGREE OF MASTER OF SCIENCE

(The Degree may be awarded by the University of Glasgow alone or a degree may also be awarded by the Collaborating Institution, Nankai University.)

RESOLUTION

The Degree of Master of Science is governed by Resolution No. 649 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Degree of Master of Science (MSc) in the subjects listed in Schedule A of the Regulations may be awarded by the Senate of the University of Glasgow in the Colleges of Arts, Science & Engineering, and Social Sciences.

2. The Senate may make regulations governing the award of the Degree which are subject to the approval of the University Court - these are set out in the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto the programme must follow the instructions issued by the relevant School and be aware of the content of the Programme Specification and the Programme Document (often referred to as the Programme or 'Course' Handbook) which will contain further details on the Programme and may include further requirements associated with the award.

1. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained a degree or equivalent.

2. Duration of Study

The minimum period of study for the award of the degree is 24 calendar months. The maximum period for full-time study is 48 calendar months of registered study. The maximum period within which all candidates must complete the programme is five years from the date of initial registration.

3. Programme Components

In order to qualify for the award of the degree a candidate must complete a minimum of 240 credits⁵⁸ including taught courses and a 60 credit dissertation.

4. 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

5. Assessment

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

5.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §8, and §9⁵⁹ 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.

6. Progress

A candidate will be permitted to progress to preparation of the dissertation only if they have obtained a grade point average⁶⁰ of 12 (equivalent to C3) or above in the taught courses referred to in §3 with at least 75% of the credits at grade D3 or better and all credits at grade F3 or above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum requirement of progression.

7. Reassessment of Dissertation

Where a candidate requires a higher grade in the dissertation or other substantial independent work to satisfy the requirements set out in §8.1, reassessment of that 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 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 dissertation or substantial independent work or to undertake further practical work.

⁵⁸ In compliance with the Scottish Credit and Qualification Framework for a Masters Degree 150 credits must be gained from **Masters level** courses (level M/SCQF level 11).

⁵⁹ Except for §9.2 and §9.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

⁶⁰ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

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

- 8.1 A candidate will be eligible for the award of the Degree on obtaining a grade point average⁶⁰ of 12 (equivalent to C3) or above in all the taught courses within the programme, as specified in §3, with at least 75% of these credits at grade D3 or better, and all credits at grade F3 or above, and obtaining a grade D3 or better in the dissertation.
- 8.2 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 to 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.
- 8.3 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.

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

- 9.1 The requirement for the award of a Postgraduate Diploma is a grade point average⁶⁰ of 9 (equivalent to D3) in 120 credits, with not less than 80 of these credits at grade D3 or above.
- 9.2 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 D3 or above.
- 9.3 These awards may be granted with Merit or Distinction according to the criteria specified in §8.2 and §8.3 in relation to the taught courses.

Schedule A

Subjects in which the Degree may be offered are:

College of Arts

Master of Science (MSc) Translational Studies: Translation & Professional Practice

College of Social Sciences

Master of Science (MSc) Environmental Science⁶¹

Master of Science (MSc) International Relations

Master of Science (MSc) Urban & Regional Planning

GENERIC REGULATIONS FOR DOCTORATE DEGREES

DEGREE OF DOCTOR OF LETTERS

RESOLUTION

The Degree of Doctor of Letters is governed by Resolution No. 636 of the University Court which came into effect on 1 September 2011 with provision that:

1. The Degree of Doctor of Letters (DLitt) may be awarded by the Senate of the University of Glasgow.
2. The Senate may make such regulations governing the award of the Degree as may be approved by the University Court.
3. The Degree of Doctor of Letters shall not be conferred upon a person who has not satisfied the conditions set forth in the Regulations; provided always that it shall be in the power of the Senate to award the Degree as an Honorary degree under such regulations as may be made by the Senate with the approval of the University Court.

REGULATIONS

1. Eligibility

A person (the applicant) satisfying one of the following conditions may offer themselves to be a candidate for the Degree of Doctor of Letters:

- a) that they are a graduate of the University of Glasgow, after the expiry of seven years from the date of first graduation therein; or
- b) that they are a person who holds such office or offices at the University of Glasgow as the Senate may approve, who is not already a graduate of the University of Glasgow, after the expiry of four years' continuous

⁶¹ Subject to Senate approval.

tenure of one or more of these offices provided that not less than seven years has elapsed from the date of their first graduation in any University.

2. Confirmation of Candidature

In order to be accepted as a candidate for the Degree, the applicant must submit to the Dean of Graduate Studies of the appropriate College the following:

- a) a list of the published work(s) to be presented, together with three copies of each work, and
- b) an account, to be a minimum of 1,000 words in length, of the work(s) submitted describing the theme of the submission, the links and/or the developments occurring between the works, and the overall conclusions, and
- c) a declaration signed by the applicant indicating the nature and extent of the applicant's own contribution, as well as any contribution of co-authors and other collaborators, to each of the submitted works, and
- d) a statement identifying any work which has been, or is about to be, submitted for any other Higher Degree or Diploma of any University. Any such work shall not be assessed for the award of the Degree of DLitt in the University of Glasgow.

3. The College Higher Degrees Committee will establish a sub-committee to determine whether a prima facie case for DLitt candidature has been established. The sub-committee may decline to confirm candidature of the applicant if in its opinion the submission does not establish a prima facie case. A precognition fee will be charged, to be deducted in due course from the submission fee if the candidate is examined.

4. Submitted works

The work(s) submitted shall normally be in English, and shall be a minimum of 70,000 words and a maximum of 100,000 words in length, including references, bibliography and appendices.

5. Examiners

The submission shall be examined by three or more examiners, one of whom shall be appointed by the Dean of Graduate Studies on behalf of the Senate from among the experienced academic staff of the University, and two or more of whom shall be External Examiners, of recognised eminence in the subject of the submission, appointed by the Dean of Graduate Studies on behalf of the University Court and Senate.

6. Award of Degree

The candidate shall be awarded the Degree only if in the opinion of the Senate, on the recommendation of the examiners, the submission demonstrates an original and substantial contribution to the advancement of knowledge in a major field of study and confirms the candidate as a recognised authority in that field.

7. Re-examination

No person will be accepted as a candidate more than twice and no candidate may apply for re-examination until five years have elapsed from the original date of submission.

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, as subsequently amended. 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;⁶²
3. A candidate for the Degree may either undertake study or research in accordance with the provisions of Schedule A or, in the case of The Glasgow School of Art, Schedule C, or shall present either a published thesis or a published memoir or work or other material in accordance with the provisions of Schedule B or, in the case of The Glasgow School of Art, Schedule D;
4. The Degree of Doctor of Philosophy whether by research or by published work shall in no case be conferred on persons who have not satisfied the conditions set out below, and shall not be conferred as an Honorary Degree;

Schedule A: Degree of Doctor of Philosophy by Research

The following regulations are supplemented by a series of Guidance Notes for students which are available with the on-line *University Calendar* which can be found at <https://www.gla.ac.uk/myglasgow/senateoffice/policies/calendar/>.

⁶² Schedules C and D are published in The Glasgow School of Art section of the *University Calendar*.

1. A research student who has pursued in the University of Glasgow,⁶³ or in an institution recognised and approved for the purpose, a course of special study or research, may offer themselves for the Degree of Doctor of Philosophy under the following conditions:
 - a) that they have obtained a degree in any Scottish university, or in another university or college specially recognised for the purpose of this Section by the University Court on the recommendation of the Senate (provided always that a diploma or certificate recognised in like manner as equivalent to a 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 will have been registered for such study on a full-time basis for a period of not less than three academic years, or on a part-time basis for a period of either not less than five years of part-time study or not less than four years, comprising three years of part-time study and one year of full-time study, provided always that the Senate shall have power, in exceptional cases, to reduce the period by one academic year;
 - d) that they must be available for supervision in the University throughout the period of study except when given permission to pursue research elsewhere.
 - e) that they have pursued such formal research training and any other attendance requirements as set down by the College concerned.
2. The normal standard of admission for a research student will be that of a Degree with First or Upper Second Class Honours in a relevant discipline but another qualification, being a qualification approved by the University Court as provided in Section 1, may be accepted by the relevant College as being suitable for the programme of study which it is proposed that the applicant should follow.
- 3.1 Each candidate for the Degree of Doctor of Philosophy shall present for the approval of the Senate 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 themselves.
 - a) In the College of Arts and the College of Social Sciences the thesis shall be a minimum of 70,000 and a maximum of 100,000 words including references, bibliography and appendices in each case.
 - b) In the College of Medical, Veterinary & Life Sciences and the College of Science & Engineering the thesis shall be a maximum of 80,000 words excluding references, bibliography and appendices in each case.

A candidate who wishes to submit a thesis of greater or lesser length or submit documentary appendices must seek prior permission of the appropriate College Higher Degrees Committee or equivalent.
- 3.2 A thesis for the degree of PhD shall normally be presented for examination within four years from the date when a candidate first registered for full-time study or eight years from the date when a candidate first registered for part-time study. Where the candidate has registered for a combination of full-time and part-time study, or where the College has approved suspension⁶⁴ of study for a period of time, the maximum period of study permitted shall be equivalent to the duration for full and part-time study plus the approved period of suspension adjusted proportionately.
- 3.3 Where the candidate has fulfilled the prescribed period of full-time or part-time study required by the regulations, and has not submitted the thesis for examination, the candidate shall be registered with a 'thesis pending' status. If further research project work is required, the College may require the candidate to register as a full-time or part-time student. Failure to meet College requirements for progress without good cause may result in exclusion from further study.
- 3.4 The thesis shall be examined by one or more examiners appointed by the Dean of Graduate Studies on behalf of Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the Dean of Graduate Studies on behalf of the University Court and Senate. No person who has been involved in the direct supervision of the candidate may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see §3.6 and Guidance Note 4) and shall act as an examiner in the normal way. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁶⁵ A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies.
- 3.5 A candidate for the Degree of PhD must present themselves for oral examination by the Committee of Examiners on the subject matter of the thesis and its context. The requirement for an oral examination shall be observed at the

⁶³ It is possible for candidates to pursue research off-campus subject always to provisions applied by the College which will reflect the nature of study in the associated discipline.

⁶⁴ A College Higher Degrees Committee or equivalent may permit the period of study to be suspended for a defined period when a candidate is ill or has other personal circumstances which prevent the candidate from continuing the research. Suspension can be agreed by the College Higher Degrees Committee or equivalent for other reasons, such as student internships. The arrangements for suspension of study shall be in accordance with those of the Research Councils.

⁶⁵ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

first submission of the thesis. In undertaking an oral or other examination the candidate must follow any requirements for the assessment as stated by the Graduate School.

- 3.6 A Convener shall be appointed by the Convener of the Higher Degrees Committee or its equivalent committee to convene the oral examination and to report on the agreed recommendations of the Committee of Examiners to the appropriate College Committee.

The Convener will be responsible for the following:

- a) making the arrangements for an oral examination and ensuring that this is normally held no later than three months after the submission of the thesis;
 - b) attending the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - c) assisting the examiners to reach a consensus, noting that, subject to the authority of Senate, the view of the External Examiner shall normally prevail;
 - d) arranging for the report stating the recommendation of the Committee of Examiners to be signed at the conclusion of the examination;
 - e) after the oral, co-ordinating the completion of a joint report detailing the requirements for revision or resubmission and providing this to the candidate;
- 3.7 The supervisor shall not normally be present at the oral examination but shall be available to the Committee of Examiners for consultation. If the candidate makes a request in writing to the Convener for the supervisor to be present at the oral examination, this should normally be permitted. The request should be made no later than one week before the date of the oral.
- 3.8 Where a candidate has been permitted to resubmit a thesis for examination, an oral shall also be held other than in exceptional circumstances, where the Convener, on the recommendation of the Committee of Examiners, may seek the agreement of the Dean of Graduate Studies to set aside the requirement for an oral examination after resubmission. In such circumstances the agreement of the candidate must be obtained, otherwise the candidate shall have the right to insist on an oral being held.
- 3.9 Where a candidate has been permitted to resubmit the thesis, it shall normally be on one occasion only. The resubmitted thesis shall be examined by the Committee of Examiners appointed for the first submission or by the Committee of Examiners appointed for the second submission.
- If the Committee of Examiners considers that the thesis has not achieved the standard required for the Degree of PhD but is of sufficient merit to be worthy of an award, it may recommend that the candidate revise the thesis and submit it for consideration for a Masters degree.
4. Particular conditions relating to study or research in the Colleges are set out below. A candidate must also comply with detailed requirements for research degrees published by the relevant Graduate School.

Arts

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Graduate School Board (or equivalent) may approve arrangements whereby the thesis may be written and defended in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Graduate School Board and where the School and the Graduate School Board are satisfied that appropriate arrangements can be made for supervision and examination. In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

Where a School determines it to be appropriate, candidates may present a thesis accompanied by a related piece of creative work, for example, a play, a theatrical performance, a translation or computer software. In cases where a performance element is involved, candidates must provide a permanent record of the creative aspect of the overall submission to be deposited with the thesis in the University Library. In such cases, the Graduate School Board shall, in consultation with the supervising School, advise candidates on the minimum length of the thesis component. The Board of Examiners is required to attend a performance of the creative work.

In English Literature, candidates may present themselves for a PhD in a specific Creative Writing genre. Before being considered for admission to study for the award, candidates must normally satisfy the requirements of §1, and present sufficient evidence of potential in creative writing, through submission of a portfolio of creative and critical work. Registered candidates must satisfactorily complete, in the first two years, prescribed studies which shall include attendance at writing seminars and/or workshops. Each candidate's progress in the prescribed studies shall be assessed by means of set projects and/or a journal of studies maintained by the candidate. During the third year, under the supervision of a person appointed for the purpose by the College, candidates shall prepare and present for the approval of the Senate, a thesis or portfolio of written work which shall make significant contribution to literature in the generic route chosen, normally containing material worthy of publication. The thesis shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study

or research' as required under §3.1. Following successful completion of the first two years of study, candidates will be eligible for the award of Master of Philosophy if they elect to end their studies at this stage.

In Film & Television Studies, candidates may present themselves for a practice-based PhD. The candidate shall typically complete a thesis of 30,000–40,000 words in length and a practical component of significant originality and sophistication (examples might include, but are not limited to, an artistic or experimental video work, documentary, video-essay, a collection of shorts, an exhibition or installation, festival, and so on). In exceptional circumstances a shorter or longer thesis might be agreed, to provide an appropriate balance with the practical component, thereby enabling either the completion of a larger and appropriately sophisticated or complex practical component, or, conversely, to weigh in favour of a longer thesis in relation to a more discrete focus on the practical component. The thesis and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

In Music, PhD candidates may present themselves for examination by thesis or by portfolio. Normally a thesis will be of 70,000–100,000 words. For examination by thesis, the candidate may include a range of practical components in support of their underlying argument, but this is not a requirement. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project. For examination by portfolio, candidates may submit work in a range of disciplines, including composition, sonic art, performance or other forms of creative practice. Extended critical and methodologically informed documentation of the research project will accompany the creative inquiry. The written component is expected to complement and reflect in a rigorous manner upon the practical component. Normally the portfolio will comprise creative work of approximately two hours' duration or work of equivalent depth or complexity and the written component will be 10,000–20,000 words. The precise relationship between practical work and written commentary, and their relative weightings, will be agreed between the candidate, their supervisors, and the Music postgraduate convener, through Annual Progress Review as part of the development of the project.

In Theatre Studies, candidates may present themselves for a practice-based PhD. The balance between academic writing and research-driven practice will vary depending on the needs of the research project and will be agreed with the supervisory team. The candidate shall typically complete a significant piece of practice, or portfolio of practice, such as playtexts, installations or performances, accompanied by a written thesis of 30,000–60,000 words in length. The written and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

In Theology & Religious Studies candidates may present themselves for a practice-based PhD. The candidate shall present both a practical component and a written component for examination. The practical component may explore: religious/spiritual insights through a variety of creative media; demonstrate creative practice in areas such as liturgy, ritual and homiletics; or consist of Arts-based research into issues of theological/religious significance. The written component shall consist of an academically rigorous reflection upon the research process and its critical significance within theology/religious studies. The length of the written component shall be agreed between the supervisors and the candidate and confirmed through the Annual Progress Review process. Typically it shall be 30,000–40,000 words. The written component and practical component taken together shall be deemed to constitute a 'thesis which shall embody the results of the candidate's special study or research' as required under §3.1.

Medical, Veterinary & Life Sciences

A candidate holding an appointment as a member of the teaching or research staff of the University of Glasgow, paid through the Finance Office or directly by a grant awarding body approved by the University Court, may register part-time whilst being subject to the same provisions regarding minimum periods of full-time study if they devote the major part of the day, typically 75–80% of their time, to research studies.

In addition to the requirement for satisfactory completion of a thesis, a candidate will normally be required to attend training courses as specified by the College Graduate School.

Science & Engineering

To qualify for the award of a PhD, a candidate must have demonstrated to a Committee of Examiners by the presentation of a thesis and by performance in an oral examination that they are capable of:

- a) pursuing original research in their specific field of study, and
- b) relating their results to the general body of knowledge in the field, and
- c) presenting their results in a critical and scholarly manner.

In addition to the requirement for satisfactory completion of a thesis, the candidate will normally be required to attend training courses as specified by the College Graduate School.

Social Sciences

The thesis must normally be written and defended in English. Exceptionally, however, at the time of application the College Higher Degrees Committee may approve arrangements whereby the thesis may be written and defended 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 relevant School and the Higher Degrees Committee and where the School

and the Higher Degrees Committee are satisfied that appropriate arrangements can be made for supervision and examination.

In addition to the requirement for satisfactory completion of a thesis, the candidate will be required to attend training courses as specified by the Graduate School and also, where appropriate, by their supervisors. Candidates may be exempted in full or part from this requirement, normally by virtue of training undertaken and recognised by the Graduate School as meeting training requirements.

5. *Teaching or Research Staff of the University or Recognised Institutions - Candidature for the Degree*

A member of the teaching staff of the University, or a person who holds an appointment as Research Assistant or Research Fellow of the University of Glasgow and is paid through the Finance Office or directly by a grant-aiding body approved by the University Court, or a member of the teaching or research staff of any other institution recognised for the purpose of §1, may notwithstanding offer themselves for the Degree of Doctor of Philosophy if they have prosecuted a course of special study or research on a part-time basis for a period of not less than three years.

6. *Research in External Institutions*

As permitted in §1, College Graduate Schools may allow the candidate's study or research to be conducted in an institution external to the University of Glasgow. The period of study or research elsewhere shall not normally exceed 12 months except where that study or research is undertaken in an institution or location approved by the appropriate College Committee. The choice of an external institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed study or 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 by the College Graduate School on behalf of Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.

The following institutions are recognised for the purpose of this regulation:

College of Medical, Veterinary & Life Sciences

Central Public Health Laboratory, Colindale, London, UK
 Centre for Environment, Fisheries and Aquaculture Science, UK
 Centre for Integrated Research & Understanding of Sleep, University of Sydney, Australia
 Children's Hospital, Tabriz, Iran
 Department of Clinical Physics and Bioengineering of the West of Scotland Health Boards, UK
 Department of Economics, Faculty of Social Sciences, Lagos State University, Nigeria
 European Molecular Biology Laboratory, Heidelberg, Germany
 Fisheries Research Services, Freshwater Laboratory, Pitlochry, UK
 Fisheries Research Services, Marine Laboratory, Aberdeen, UK
 Glasgow and West of Scotland Blood Transfusion Service, UK
 Glaxo SmithKline, Stevenage, UK
 Institute for Animal Health, Compton Laboratory, Newbury, Berkshire, UK
 Macaulay Land Use Research Institute, UK
 Moredun Research Institute, Pentlands Science Park, Penicuik, UK
 National Institute for Biological Standards and Control, UK
 Natural History Museum, London, UK
 Papworth Hospital, Cambridge, UK
 Royal Botanic Garden, Edinburgh, UK
 Scottish Association for Marine Science, Dunstaffnage Marine Laboratory, UK
 Scottish Crops Research Institute, Invergowrie, UK
 Specialist Virology Laboratory, Gartnavel General Hospital, Glasgow, UK
 SRUC (Scotland's Rural College), UK
 Swarts Center Institute for Neural Computation, University of California San Diego La Jolla USA
 The Fredric Rieders Foundation 2300 Stratford Avenue, Willow Grove PA 19090, USA
 The Pirbright Institute, Ash Road, Pirbright, Woking, Surrey, UK
 Universities Marine Biological Station, Millport, UK
 Virginia Commonwealth University, USA

College of Science & Engineering

Australian National University, Canberra, Australia
 CEA Saclay, France
 Center for Biomaterials and Tissue Engineering, Universitat Politècnica de València, Valencia, Spain

Charles University, Prague, Czech Republic
College de France, Paris, France
Colorado Center for Astrodynamics Research, University of Colorado, Boulder, USA
Columbia University, New York, New York, USA
Concordia University, Montreal, Quebec, Canada
Delft University of Technology, The Netherlands
Department of Mathematics, Macquarie University, Australia
Department of Physics/MAX-lab, University of Lund, Sweden
Deutsches Elektronen Synchrotron Laboratory (DESY) Hamburg, Germany
Diamond Light Source, UK
École Polytechnique Fédérale de Lausanne, France
European Nuclear Research Centre (CERN), Geneva
European Synchrotron Radiation Facility, Grenoble, France
Fermi National Accelerator Laboratory, Chicago, IL, USA
Gooch & Housego (UK) Ltd, UK
GSI (Society for Heavy Ion Research) Darmstadt, Germany
Henrich-Heine University, Dusseldorf, Germany
Institute for Cosmic Ray Research, University of Tokyo, Japan
Institute Laue-Langevin, Grenoble, France
Institute of Nuclear Physics, University of Mainz, Germany
International Atomic Energy Agency, Austria
ISIS Pulsed Neutron and Muon Source, UK
Jefferson Accelerator Laboratory, Newport, News, VA, USA
Johns Hopkins University, Baltimore, USA
Kelvin Nanotechnology Ltd, UK
Laboratoire d'étude spatiale et d'instrumentation en astrophysique (LESIA), Observatoire de Paris, France
LIGO Hanford Observatory, Hanford USA
LIGO Livingston Observatory, Livingston USA
Macquarie University, Australia
Mathematisches Institut Westfälische Wilhelms-Universität Münster, Germany
McMaster University, Canada
MIT & Brigham and Women's Hospital, Harvard University, Cambridge, MA, USA
MRC Mitochondrial Biology Unit, Cambridge, UK
Nanyang Polytechnic, Singapore
National University of Singapore, Singapore
NERC Centre for Ecology and Hydrology Laboratories, Penicuik, UK
Northeastern University, Boston, USA
Offshore Renewable Energy Catapult (OREC), UK
Parliamentary Offices for Science and Technology, London, UK
ROHM Semiconductor, Kyoto, Japan
Scottish Universities Environmental Research Centre, East Kilbride, UK
Tokyo Institute of Technology, Japan
Universitat Politècnica de Valencia, Valencia, Spain
University of Alabama, USA
University of Bergamo, Italy
University of California at San Diego, La Jolla, Ca, USA
University of Dar Es Salaam, Tanzania
University of Delft, Centre for Systems and Control, The Netherlands
University of Hanover, Faculty of Physics/Albert Einstein Institute, Germany
University of Hong Kong, China
University of Melbourne, Australia
University of Oregon, Eugene, USA
University of Ottawa, Ontario, Canada
Université Paris 13, France
University of Toronto, Toronto, Canada
University of Tsukuba, Japan
Xerox Research Centre Europe, Meylan, France

Yale University, USA

7. *Submission of Thesis*

In submitting a thesis a candidate must state, generally in the preface and specifically in the notes, the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the thesis which they claim as original. The thesis must be in English.

In the College of Arts and the College of Medical, Veterinary & Life Sciences a candidate must submit three copies of the thesis; in the other Colleges two copies of the thesis must be submitted. In all cases the submission must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the thesis may be soft-bound but otherwise should generally conform to the British Standards Institution's *Recommendations for the presentation of theses* (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed nor does it indicate that the thesis has achieved the required standard for the award of the degree. A candidate may submit a thesis against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the thesis and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

Schedule B: Degree of Doctor of Philosophy by Published Work

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 University of Glasgow and whose date of submission of their thesis is at least five years from the date of their first graduation in the University; 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 University Finance Office or directly by a grant aided body approved by the University Court; 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 University Finance Office or directly by a grant aided body approved by the University Court, and who presents themselves as a candidate for the degree within one calendar year of leaving the University's employment.
- b) has not been enrolled as a Research Student in the University of Glasgow during the five years preceding the date of submission although the College Higher Degrees Committee (or equivalent) 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 University of Glasgow or of any other University or College in the same subject area; and
- d) has been found by the appropriate College to possess *prima facie* a qualification for the Degree.

A College Higher Degrees Committee (or equivalent) 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 §9 of Schedule B of this Resolution, candidates for the Degree of Doctor of Philosophy by published work shall present for the approval of Senate 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 them.
3. Every prospective candidate for the degree shall submit to the appropriate College two copies of the work to be examined together with copies of the following documentation each in triplicate: a curriculum vitae, and an explanatory essay of 2,000–5,000 words which justifies the intellectual significance of the submission. Should the submission comprise diverse publications, the explanatory essay should explain the relationship, if any, between the works submitted, including any developments which have occurred between one piece and another.

Material other than books must be bound in a volume in cloth with stiff boards. The layout and binding of the thesis should generally conform to the *Recommendation for the Presentation of Theses and Dissertations* published by the British Standards Institution (BS4821:1990), a summary of which is available in the University Library or may be obtained from the Clerk of the appropriate College. The thesis must include a summary (500–1,000 words), which must be an adequate and informative abstract of the work. The summary should be bound with the thesis where possible; and three separate copies of the summary should also be provided.

4. The Dean of Graduate Studies shall nominate a member of staff to give advice to the candidate with regard to the preparation of their submission.
5. Preliminary assessment - Only if it is in the opinion of the College Higher Degrees Committee (or equivalent) 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 College Higher Degrees Committee (or equivalent), 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 University.
7. All the materials submitted must normally be in English and 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.

Materials must be published in terms of the following definition:

A work is normally regarded as published only if it is traceable through ordinary catalogues, abstracts or citation notices, and copies are available to the general public. This will normally require the work to be publicly registered with an ISSN/ISBN number. Material which is unpublished or which has only a restricted circulation is not acceptable in whole or partial fulfilment of the requirements for this degree.

Exceptionally, the College Higher Degrees Committee (or equivalent) may approve the submission and defence of the work in a language other than English, such as Gaelic. Approval will normally be given only where the use of a language other than English is deemed appropriate by the relevant School and the Higher Degrees Committee (or equivalent), and where the School and Higher Degrees Committee (or equivalent) are 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 University of Glasgow or in any other institution, or which has already been included in a submission, whether successful or unsuccessful, for any other Higher Degree or Diploma in another institution is not admissible in whole or partial fulfilment of the requirements for the Degree of PhD by published work.
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 Higher Degrees Committee (or equivalent).
10. A Higher Degrees Committee (or equivalent) 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 Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (Guidance Note 3) and shall act as an examiner in the normal way. A thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate Studies. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.⁶⁶

The Board of Examiners shall normally require that the candidate present themselves 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 College Higher Degrees Committee (or equivalent) who shall if it thinks fit make a recommendation thereon to the Senate. The candidate shall be approved for the Degree only if, in the opinion of the College 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. The Board of Examiners may require minor changes to the explanatory essay as a requirement for the award if there is otherwise agreement that the submitted work meets the criteria for the Degree.

12. An unsuccessful submission for the degree of PhD by published work will not become eligible for the award of a Masters 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.

⁶⁶ The Clerk of Senate may waive the requirement for two of the examiners to be external where the candidate's appointment is not regarded as one that might compromise the impartiality of an Internal Examiner.

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 Higher Degrees Committee (or equivalent) regarding the previous submission. Such re-examination shall be regarded as a de novo application and not the resubmission of the initial application.

NON GENERIC DOCTORATE REGULATIONS

DEGREE OF DOCTOR OF EDUCATION

RESOLUTION

The Degree of Doctor of Education is governed by Resolution No. 555 of the University Court which took effect on 1 September 2005 with provision that:

1. The Degree of Doctor of Education (EdD) may be awarded by the Senate of the University of Glasgow in the College of Social Sciences (the College).
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 stated under 'Regulations'.
3. The early exit award of Master of Science (MSc) (Advanced Educational Studies) is also included in the Regulations.

REGULATIONS

A candidate admitted to the Programme leading to the award of the Degree of Doctor of Education must follow the instructions issued by the School of Education and be aware of the content of the Programme Specification and the Programme Document which will contain further details on the Programme including further requirements associated with the award.

1. Admission

Before being considered for admission to study for the Degree of Doctor of Education, a candidate must normally have:

- a) obtained a first degree from an institution of higher education recognised by the Senate, and
- b) obtained a postgraduate qualification, normally at Master's level, in education or a related discipline, and
- c) a minimum of five years professional experience in education.

2. Duration of Study

- 2.1 The minimum period of study for the award of the Degree is four calendar years of part-time study where prior learning has been recognised in accordance with §3. The normal duration of the Programme without such recognition of prior learning will be five years of part-time study.
- 2.2 The maximum period within which the Programme must normally be completed is six years from the date of initial registration. Where the College has approved suspension of study for a period of time, the maximum period of study permitted shall be equivalent to six years plus the approved period of suspension.
- 2.3 A candidate who has not completed the Programme, and the duration of whose period of study has reached the limit prescribed in §2.2, may apply to the College Higher Degrees Committee (or equivalent) for permission to extend their period of study by a maximum of one year. Such application must be accompanied by evidence of the candidate's progress and an explanation for the delay in completion, and must be supported by the candidate's supervisor and the Programme Director. Where the student has fulfilled the minimum period of part-time study required by the regulations, and has not submitted the thesis for examination, the student shall be registered with a 'thesis pending' status for the final session. If further supervision is required, the College may require the student to register as a full-time or part-time student.

3. Recognition of Prior Learning

Credit may be awarded towards the completion of the Programme for courses or examinations satisfactorily completed while following another programme at the University of Glasgow or at another institution. Such award will be made in accordance with procedures approved by the College Higher Degrees Committee and set out in the Programme Handbook.

4. Structure of Programme

The programme will consist of six taught courses, each carrying a value of 45 credits, and a research project leading to the submission of a dissertation or equivalent research portfolio. In other respects the taught courses and research project will conform to the descriptions set out in the Programme Handbook.

5. Minimum Requirement for the Award of Credits

Credits for taught courses 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 in the 'University Fees and General Information for Students' section of the *University Calendar*.

6. Progress

A candidate must achieve a grade C or better in all course components in each year in order to progress to a further year of study or research.

7. Dissertation or Research Portfolio

The dissertation or research portfolio must be written in English and must consist normally of not fewer than 50,000, and not more than 60,000 words. It must be the candidate's own account of their research and must be accompanied by a declaration to this effect signed by the candidate.

A candidate must submit two copies of the dissertation which must include a summary of 250–1,000 words. The summary must be an adequate and informative abstract of the work, suitable for publication by the University. The submitted copies of the dissertation may be soft-bound but otherwise should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990) which is available for consultation in the University Library or from the College Graduate School.

In signing a submission form, the supervisor is confirming that the work was undertaken by the candidate. The wording of the form makes it clear that the supervisor's signature does not endorse that the work has been completed, nor does it indicate that the dissertation has achieved the required standard for the award of the degree. A candidate may submit a dissertation against the advice of the supervisor but in such cases the supervisor may state the position in a report submitted to the Convener of the Committee of Examiners.

If approved for the degree, one hard-bound copy of the dissertation and one electronic copy shall be deposited with the University Library. The bound copy should normally be produced to the standard defined in BS4821:1990, and the electronic copy must conform to University Library specifications published at <http://theses.gla.ac.uk/format.html>. It is the University's normal practice to make the bound copy available for consultation in the Library, and to permit computer download of the electronic copy through its repository service, Enlighten. Such access may, however, be restricted under provisions of the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004.

8. Assessment

8.1 Each candidate will be assessed on all taught components of the Programme and on the dissertation or research portfolio.

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

8.3 An oral examination of the candidate must be held in the presence of all of the examiners of the dissertation or research portfolio. This may include arrangements for remote access by one or more of the examiners if necessary.

9. Examiners

The thesis shall be examined by one or more examiners appointed by the Senate from among the experienced academic staff of the University, and by one or more External Examiners appointed by the University Court on the recommendation of the Senate. No person who has been involved in the direct supervision of the research student may be appointed as an examiner. The internal examiner shall not undertake any duties which have been allocated to the Convener (see PhD Guidance Note 4) and shall act as an examiner in the normal way. 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 thesis may be examined by two external examiners without the appointment of an Internal Examiner, with the approval of the Dean of Graduate School

10. Recommendation of the Examiners of the Candidate's Dissertation or Research Portfolio

The examiners of the candidate's dissertation or research portfolio will recommend to the College Higher Degrees Committee or equivalent one of the following outcomes:

- a) the Degree be awarded unconditionally.
- b) the Degree be awarded subject to certain minor corrections of detail or of presentation specified by the examiners. These shall not involve changes of substance to the dissertation or research portfolio. The corrections shall normally be carried out within one month of receipt of the specifications to the satisfaction of the internal examiner.
- c) the Degree be awarded subject to certain changes of substance in a specific element or elements of the dissertation or research portfolio specified by the examiners. These shall not involve a revision of the whole dissertation or research portfolio or of a major proportion of it. They may, however, include a requirement to carry out a further period of research in order to strengthen the dissertation or research portfolio. The revisions

shall be carried out within a timescale determined by the examiners and shall be confirmed by all of the examiners.

- d) the dissertation or research portfolio as a whole is unacceptable. The candidate is invited to resubmit the dissertation or research portfolio taking account of the comments of the examiners. The resubmitted dissertation or research portfolio will be examined on one occasion only. It will be resubmitted within a timescale to be determined by the examiners but normally no later than 12 months after the date of the joint report notifying the candidate of the requirements for revision. A resubmission fee will be charged to cover the examining costs.
- e) the dissertation or research portfolio as a whole is unacceptable for the award of a Doctoral degree and the Degree of Master of Science (Advanced Educational Studies) is awarded.

11. Requirements for the Award of Master of Science (Advanced Educational Studies)

A candidate will be eligible for the award of the Degree of MSc Advanced Educational Studies on obtaining grade C or better in four of the taught courses of the Programme as specified in §4. In the event of a candidate applying successfully for the award of this Degree, they must withdraw from the Programme.

DEGREE OF DOCTOR OF LAWS

RESOLUTION

The Degree of Doctor of Laws is awarded under The Scottish Universities Ordinance No. 1, which came into force in October 1957. The following are the relevant provisions of that Ordinance.

1. a) Graduates who have taken a Degree in a Scottish University may offer themselves for the Degree of Doctor of Laws (LLD) in that University after the expiry of seven years from the date of such graduation.
- b) It shall be open to the Senate of each University with the approval of the University Court, to exempt from the requirement in the foregoing sub-section respecting previous graduation in that University any person who for a continuous period of not less than four academic years has held such office or offices in that University as the Senate may approve, provided that not less than seven years shall have elapsed from the date of their first graduation in any University.
2. All candidates for the Degree of Doctor of Laws shall present written work not previously submitted for any Degree of any University which shall be approved for the award of the Degree only if the Senate deems the work to be of sufficient merit as constituting an original and substantial contribution to the study of Law. The work shall be accompanied by a declaration signed by the candidate that it has been composed by themselves. If the work has not been published in full, then, before being submitted, it shall have been published so far and in such manner as the Senate accepts as reasonable in the circumstances. Two copies of the work, if approved for the Degree, shall be deposited by the candidate in the University Library
3. The Senate of each University shall appoint such Professors, Readers or Lecturers as it may think suitable to examine the work submitted by candidates who may offer themselves for the Degree of Doctor of Laws and the University Court shall, after consultation with the Senate, appoint one or more additional examiners to act along with them in adjudicating on the merits of the work submitted by the candidates. Every such additional examiner shall be a person of recognised eminence in the subject of the work presented by the candidate.
4. The fee to be paid by a candidate for the Degree of Doctor of Laws shall be fixed from time to time by the University Courts of the four Universities. The said fee shall be payable on each occasion on which the candidate offers themselves for the Degree.
5. The Degree of Doctor of Laws shall not in any case be conferred upon any person who has not satisfied the conditions hereinbefore set forth, provided that nothing in this Ordinance shall be held to restrict or govern the conferment of that Degree as an Honorary Degree according to the terms of Ordinances by which the conferment of the Degree of Doctor of Laws as an Honorary Degree is now or may hereafter be regulated.
6. The Senate of each University shall have power to make such additional regulations governing the conferment of the Degree as may be approved by the University Court.

REGULATIONS

1. Application for the Degree shall be made by letter addressed to the Clerk of Senate, which shall be accompanied by two copies of each item of the written work submitted in support of the application and of any connective statement required under Regulation (2) hereof, and also by a declaration signed by the applicant certifying that all the written work submitted has been composed by themselves, that it has not been previously submitted either successfully or unsuccessfully for the award of any Degree of any University, and stating, in the case where the applicant is submitting work not completely published, the extent to which it has been published and what efforts have been made to have the work published in full. The applicant must furnish any further information on these matters which may be requested by the Senate.
2. Before acceptance of candidature for the degree applicants must supply to the College Graduate School two copies of an adequate and informative abstract of the work of approximately 1,000 words along with a list of the

publications that will support the work. The College of Social Sciences may decline to proceed to examine the work if the work of the summary and list of supporting publications does not in its opinion show evidence of sufficient standard or originality.

3. The written work submitted in support of an application may have been published in full, or be partly published and partly unpublished. It should preferably take the form of one or more books or other substantial and independent pieces of writing. Papers published in periodicals of recognised standing under various titles may be submitted, either alone or in conjunction with other work, published or unpublished, only if all the papers and other items of work which are not by themselves substantial and independent pieces of writing form parts of a larger unity or unities, and are accompanied by a separate statement extending to about 500–1,000 words composed by the applicant showing the connection between the various writings, their relation to the theme of the whole work, and the results and conclusions of the whole body or bodies of writings on which the application is based.
4. The Senate shall consider the application and declaration and shall remit the works submitted in support thereof to the Committee of Examiners provided for in Section III of the Ordinance only if satisfied in all respects with the candidate's declaration and, in particular, that publication has been made so far and in such manner as is reasonable in the circumstances. If the Senate rejects the application on the ground that in any respect it has not been satisfied by the candidate's declaration, the works shall be returned to the applicant without prejudice to their resubmission at a later date in changed circumstances. If the Senate accepts the application, admits the applicant to candidature for the Degree, and remits the works to the Examiner, both copies of all the works submitted shall become the property of the University, whether they are ultimately approved for the award of the Degree or not, and the candidate shall be then liable to pay the fee fixed for the Degree.



University
of Glasgow

Calendar 2018-19

**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 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'.
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 Section 5.
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.

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 they have 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 average¹ 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 of 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 (Theology) 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 (Theology).
- 8.2 The Certificate of Higher Education (Theology) shall be awarded with Merit where the grade point average is at least 14, and with Distinction where the grade point average is at least 17.
- 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 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 (Theology), 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

¹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

Diploma of Higher Education (Theology).

- 9.2 The Diploma of Higher Education (Theology) shall be awarded with Merit where the grade point average is at least 14, and with Distinction where the grade point average is at least 17.
- 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 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 and achieved an overall grade point average¹ 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 14.
- 10.3 The Degree shall be awarded with Distinction where a candidate has achieved a grade point average of at least 17.

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'.
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.
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 they can satisfy the Edinburgh Theological Seminary Senate and the Higher Degrees Committee of their 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 they 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 their 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.

TAUGHT MASTERS DEGREES AT EDINBURGH THEOLOGICAL SEMINARY

RESOLUTION

The Masters degrees listed in §11 below are governed by Resolution No. 682 of the University Court, which at the time of publication was in draft form, with provision that:

1. The Masters degrees listed in §11 of the section entitled 'Regulations' 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 Degrees - these are set out in the section entitled 'Regulations'.
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 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 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 Degrees, but not as an External Examiner, any teacher recognised in accordance with Section 4.
6. The External Examiner(s) for the Degrees shall be appointed by the University Court on the recommendation of the Joint Board and the Senate.

REGULATIONS

A student admitted onto a programme leading to the award 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 for an award to which these Regulations apply, 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 they can satisfy the Edinburgh Theological Seminary Senate and the Higher Degrees Committee of their 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 credits² 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 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 they 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 For each academic session assessment and reassessment 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* published for that session.

6.2 The Internal Examiners for the Degrees 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.

6.3 The External Examiners for the Degrees 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 themselves for an oral or other examination.

6.4 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 they have obtained a grade point average³ of 12 (equivalent to C3) or above in the taught courses described in Regulation 3 with all credits at grade

² 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.

³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

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 judged⁴ 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 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 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 average³ 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 will be eligible for the award of Merit on achieving at the first attempt:

- a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
- b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
- c) a grade of at least C1 in the dissertation or other substantial independent work.

9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 and 14.9 the Board of Examiners shall have discretion to make the award with Merit.

9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
- b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
- c) a grade of at least B1 in the dissertation or other substantial independent work.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 and 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

10. Requirements for the award of a Postgraduate Diploma or Postgraduate Certificate and rules for award of distinction and merit

10.1 The requirement for the award of a Postgraduate Diploma is a grade point average³ 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.

11. Degrees to which these Regulations Apply

The following degrees are governed by the above regulations:

Master of Theology (MTh) Missiology

Master of Theology (MTh) Scottish Church History & Theology

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

⁴ 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.

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 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 their 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 three 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; they are 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 14 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 they deem 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 they so request; 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 their representative (if appropriate) and to name any person(s) from whom they wish 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 their 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 them to make an opening statement, or to have a statement made on their 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 their 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 their 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 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.



University
of Glasgow

Calendar 2018-19

**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 Procedure for Appeals for students pursuing programmes which are taught either wholly or partly in The Glasgow School of Art, and which lead to the award of degrees and diplomas of the University of Glasgow, is set out at the end of this section of the *University 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 and one year full-time) Degree.

The Diploma in Architecture is awarded after successful completion of two years of full-time study, or three years of part-time study. A 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 stages 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), BACHELOR OF DESIGN (BDes) AND BACHELOR OF SCIENCE (BSc)

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

THE STUDY OF PRODUCT DESIGN

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

THE STUDY OF PRODUCT DESIGN ENGINEERING

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

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

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

POSTGRADUATE STUDY

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

APPLICATION

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

GENERIC REGULATIONS FOR UNDERGRADUATE DEGREES AT THE GLASGOW SCHOOL OF ART

RESOLUTION

The Bachelors Degrees listed in §14 are governed by Resolution No. 685 of the University Court which at the time of publication was in draft form with provision that:

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

REGULATIONS

1. Introductory and Definitions

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

2. Duration of Study

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

Type of award	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
Honours degree	4	6	5	9
Ordinary degree	3	6	4	9
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 Admissions Policy published by The Glasgow School of Art, the candidate must present evidence of their achievement in the form of an original certificate, transcript or similar document and, where relevant, must also present details of the syllabus and form of assessment.
- 3.3 A candidate seeking accreditation of prior experiential learning is required, in addition to the documentation specified in the relevant policy, to provide evidence that will enable admissions tutors to make informed judgements about the level of learning, knowledge and skills that they have acquired through life experience, employment, work experience or study that is not formally recognised.
- 3.4 The procedure for approval of such accreditation is set out in the Admissions Policy published by The Glasgow School of Art. The maximum limit for the award of such credit is, other than in exceptional circumstances, 50% of the credits associated with the degree programme.

4. Composition of Degree Programmes

4.1 The degree programmes shall be composed of courses, each of which is characterised by the academic level at which it is set and the number of credits which it conveys. The course level will be expressed as 1, 2, 3 or H, these corresponding to levels 7 to 10 in the Scottish Credit 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 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 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 GSA Final Examination Board may permit a candidate who has not achieved 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 Theory 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) 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

10. Award of a Certificate of Higher Education

10.1 A candidate who has completed courses totalling at least 120 credits with 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 average¹ 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 of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

11. Award of a Diploma of Higher Education

11.1 A candidate who has completed courses totalling at least 240 credits, including at least 80 credits at level 2 or above, with grade 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 average¹ 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 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 average¹ 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 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 grade D3 or better for a piece of independent work worth at least 20 credits.

14. Degrees to which these regulations apply

The following degrees are governed by the above regulations:

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

DEGREE OF BACHELOR OF ARCHITECTURE

RESOLUTION

The Degree of Bachelor of Architecture is governed by Resolution No. 551 of the University Court 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.
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'.

¹ Grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. Grade point average is expressed to one decimal place (§7.4(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. For example, a candidate achieving a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

3. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degree of Bachelor of Architecture.
4. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree of Bachelor of Architecture and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.
5. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
6. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with §5.
7. The External Examiners for the Degree shall be appointed by the Academic Council of The Glasgow School of Art.

REGULATIONS

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	7 ²	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 the honours year undertaken in full-time mode.
- 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 a recognised architect's practice 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 A full-time candidate for the Degree of Bachelor of Architecture (Honours) shall normally complete the programme in no more than seven academic sessions, including the Professional Practice Year-Out (PPYO). If a student does not undertake the PPYO they will be required to complete the programme in no more than six academic sessions.

- 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 made available to candidates in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.
- 2.4 Regulations for assessment can be found in the Programme Specification.

3. Progress of Students

- 3.1 a) The curriculum for the First, Second and Third Years may be undertaken by full-time or part-time study. The curriculum for the Honours Year, Year 4 must be undertaken by full-time study.

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

- b) A part-time candidate so eligible, if intending to graduate with Honours, must enter the Fourth Year of the full-time Honours programme. 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 programme.
- 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 programme if:
- i) they have 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 they have 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 they have passed on the same criteria as above. A candidate failing any course at resit may be offered one further and final examination attempt for any outstanding courses at the discretion of the GSA Final Examination Board, on the recommendation of the Sub-Committee for Student Progress. This may be offered with or without attendance.
- 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 programme, or a Third Year candidate on the Honours Degree programme, may be excluded from further study for the relevant degree if in any year they have not completed satisfactorily the progress requirements set out above.
- b) A candidate, full-time or part-time, on the Ordinary Degree programme, or a Third Year candidate on the Honours Degree programme, will be excluded from further study if after a repeat year of study they have failed to complete satisfactorily the progress requirements.
- c) A Fourth Year candidate on the Honours Degree programme will be excluded from further study for Honours if at the end of that year they have 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 a self-directed research project as part of their programme of study in the Honours year, under the supervision of a member of staff from the appropriate subject area. The candidate must maintain regular and frequent contact with their appointed supervisor.
- 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 for examination at the Honours standard may not present himself 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 their Honours subject or subjects, is prevented by illness medically certified or other good cause from presenting himself for the Honours examination, or, having begun it, from completing it, assessment will be conducted in accordance with §9 of the GSA's Code of Assessment.
- 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 GSA Final Examination Board they have 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 programme, complete the assessment elements of the programme and receive certification of the outcome of the assessment.

DIPLOMA IN ARCHITECTURE AND MASTER OF ARCHITECTURE BY CONVERSION DEGREE

RESOLUTION

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

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

REGULATIONS

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
Diploma in Architecture	2	3	3	4

Diploma in Architecture

1. a) A candidate for the Diploma in Architecture must have obtained as a minimum a second class Bachelor's Degree in Architecture and submit a portfolio of architectural design project work of a standard approved by the Head of the Mackintosh School of Architecture.
- b) A candidate with the Honours Degree of Bachelor of Architecture of the University may be exempted from the First Year of the Diploma programme. A candidate with an equivalent degree of another University may also be admitted on this basis.
2. 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 a recognised architect's practice 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
Total credits = 80

Second Year

Research Project 4
 Professional Studies 4
 Professional Studies 5
 PGT Elective
Total credits = 70

Third Year

Final Design Thesis
 Architectural Technology 5: Design in Detail
Total credits = 90

4. Progress Rules

- a) A full-time candidate will not be allowed to proceed to Second Year studies if they have not obtained passes in all subjects. A part-time candidate will not be allowed to proceed to Second Year Studies if they have not obtained passes in all First year subjects or to Third Year if they have not obtained passes in all Second Year subjects.
- b) A candidate in their final year of either full-time or part-time study shall be required to present themselves for examination at the June diet of examination following the conclusion of their studies, and may not thereafter submit themselves 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 c), 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.

5. Admission to the Degree of Master of Architecture by Conversion

A Diploma in Architecture candidate assessed by the GSA Final Examination Board as having achieved an A or B grade in the specific course they wish to pursue through extended study shall be given the option of undertaking additional studies, and submitting for the Degree of Master of Architecture by Conversion. Alternatively a candidate may present to the Head of the Mackintosh School of Architecture an argued case to proceed to undertake extended 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 by Conversion; 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 (Product Design Engineering) (BSc) may be awarded by the Senate of the University of Glasgow. Hereinafter these Degrees are called the 'Degrees' where reference is made to all three Degrees together and are called the Degrees of MEng; BEng and BSc, respectively, when referred to separately.
2. The Degree of BSc (in Engineering) may be awarded by the Senate of the University of Glasgow as a Degree with Honours and as an Ordinary Degree. The early exit awards of Diploma of Higher Education in Engineering Studies (DipHE (Engineering Studies)) and Certificate of Higher Education in Engineering Studies (CertHE (Engineering Studies)) are also included in the Regulations.
3. It shall be the duty of the Joint Board of Management for Degrees in Product Design Engineering to consider annually the curriculum for the Degrees and such other matters as may be remitted to it by the Senate, and to report to Academic Council and the Senate thereon.
4. It shall be competent for the University Court on the recommendation of the Senate to recognise as teachers of the University for the purposes of the Degrees such lecturers and other officers of The Glasgow School of Art having responsibilities for courses qualifying for the Degrees as may be proposed for such recognition by the Joint Board or the Joint Liaison Committee, and the University Court shall be associated with the School in the appointment of any lecturer or officer of the School in respect of whom such recognition may be proposed.
5. Admission to the Degree of MEng shall be either at entry to the College or by transfer of suitably qualified applicants who are registered in a course leading to the Degree of BEng.

The Joint Board may take cognisance of the views of suitable outside individuals in considering applications. In respect of admission, account shall be taken both of academic record and of potential for development as a professional engineer.

6. The University Court may appoint as an examiner for the Degrees, but not as an external examiner, any teacher recognised in accordance with §4 hereof.
7. The examiners shall be drawn from the Professors, Readers and Lecturers in the University of Glasgow and The Glasgow School of Art, whose subjects qualify for graduation in pursuance of §3, such examiners as are appointed in pursuance of §6 and such external examiners as may be appointed by the University Court, on the recommendation of the Joint Board.
8. It shall be competent for the Senate on the recommendation of the Joint Board to constitute a Board of Examiners, which shall have power to receive and to assess reports from individual examiners for transmission to the Senate.
9. The Senate with the approval of the University Court may from time to time make regulations:
 - a) determining the subjects of study and the course of instruction;
 - b) determining the subjects for examination and the number of divisions in which the examinations for the Degrees shall be arranged.

REGULATIONS

1. Duration of Degree Study

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

2. General Structure and Assessment of Degree

Subjects in which the Degrees may be awarded are listed in §4.2. All other regulations concerning the General Structure and Assessment of the Degree are detailed in the Generic Undergraduate Regulations §6 - §9, reproduced in the College of Science & Engineering section of the *University 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 (Ord) if a candidate's academic performance does not offer a reasonable prospect that the candidate will be able to reach the standard required for the appropriate Degree. A candidate whose curriculum is thus restricted may submit to the Senate for its consideration any special circumstances bearing on their case.

3.2 Appeals against Decisions Relating to Progress of Students

The regulations concerning Appeals against Decisions relating to Progress of Students are detailed in the Code of Appeals, Grounds for Appeals published at the end of this *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 MEng, BEng and BSc regulations (§5 Programme Requirements for the Award of the Degrees) published in the College of Science & Engineering Section of the *University Calendar*.

4.2 Designated Degrees

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

Listed here are all the available Degrees:

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

DEGREES OF BACHELOR OF DESIGN 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 at the time of publication was 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 Academic Council of The Glasgow School of Art.

REGULATIONS

1. Introductory and Definitions

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

2. Duration of Study

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

Type of award	Full-time		Part-time	
	Minimum	Maximum	Minimum	Maximum
Masters Degree	5	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 Admissions Policy published by The Glasgow School of Art, the candidate must present evidence of achievement in the form of an original certificate, transcript or similar document and, where relevant, must also present details of the syllabus and form of assessment.
- 3.3 A candidate seeking accreditation of prior experiential learning is required, in addition to the documentation specified in the relevant policy, to provide evidence that will enable admissions tutors to make informed

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

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

4. Composition of Degree Programmes

- 4.1 The degree 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 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 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, Theory, 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 GSA Final Examination Board may permit a candidate who has not achieved 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, Theory 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, Theory 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 student³ will be required to obtain grade D or better in all elements of the Level 3 curriculum.⁴
- 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.

³ Guest students are students from partner institutions within the Masters of European Design (MEDes) Network.

⁴ A candidate undertaking Level 3 of the curriculum at a partner institution must obtain equivalent grades.

9. Courses Available to students

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

10. Award of a Certificate of Higher Education in Product Design

10.1 A candidate who has completed courses totalling at least 120 credits with 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 average⁵ 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 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 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 average⁵ 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 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 average⁵ 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 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 GSA Final Examination Board, be awarded the Degree of Bachelor of Design. Any candidate who, on completion of Level 3, has not met the requirements for continued progression to the degree of Master of European Design in Product Design, may, at the discretion of the GSA Final Examination 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 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 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

⁵ Grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. Grade point average is expressed to one decimal place (§7.4(a) of the Code of Assessment). In determining whether a candidate has achieved a required grade point average, no further rounding is permitted. For example, a candidate achieving a grade point average of 8.9 would not satisfy a requirement for a grade point average of 9.

not less than grade B and an average of grade A across all components of the assessment at Masters level.⁶

- 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 GSA Final Examination 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.

DISCONTINUED DEGREES

The undernoted degrees were been withdrawn for new entrants from academic session 2015-16. Entrants from prior sessions should consult the regulations published in the University Calendar for their year of entry.

Bachelor of Design in Digital Culture
Bachelor of Design in Fashion & Textiles

GENERIC REGULATIONS FOR POSTGRADUATE CERTIFICATES AT THE GLASGOW SCHOOL OF ART

REGULATIONS

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

1. Application of the Regulations

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

2. Admission

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

3. Duration of Study

The minimum period of study for the award of a Certificate is 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 GSA's Code of Assessment.

6.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average⁷ for the purposes of §7, §8 and §9 unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

⁶ Average grades are determined with reference to the schedule of grades and grade points contained in the GSA'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.

⁷ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. The grade point average is expressed to one decimal place (§7.4(a) of the GSA's Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

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

7. Reassessment

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

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

- 8.1 The requirement for the award of a Postgraduate Certificate is a grade point average⁷ 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 to 14.9 the GSA Final Examination Board 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 GSA Final Examination Board shall have the discretion to make the award with Distinction.

9. Progress to a Masters Degree

A candidate may be permitted to progress to study for a Masters degree if a Masters programme in the same subject is available and only if the candidate has obtained a grade point average⁷ of 12 (equivalent to C3) in the taught courses described in §4 with at least 75% of these credits at grade D or above 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.

10. Certificates to Which These Regulations Apply

The following awards are governed by the above regulations:

Certificate in Supervisory Practices in the Creative Disciplines

Certificate in Higher Education Learning & Teaching in the Creative Disciplines

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

The Masters Degrees listed in §11, §12 and §13 are governed by Resolution No. 561 of the University Court which came into effect on 1 September 2006 with the following provisions.

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

REGULATIONS

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

1. Application of Regulations

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

2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained either a degree from a recognised University or an equivalent qualification to the satisfaction and approval of the Academic Council of The Glasgow School of Art⁸.

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.⁹

4. Programme Components

- 4.1 In order to qualify for an award in respect of the programmes specified in §11, §12 and §13, a candidate must complete minimum credits¹⁰ 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.
 - 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 GSA's Code of Assessment.
- 6.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §7, §9 and §10¹¹ 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

⁸ A candidate is not normally permitted to register for a degree on a second occasion and would only be permitted to do so in instances where the first experience of the programme has been significantly compromised by adverse circumstances.

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

¹⁰ 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.

¹¹ Except for §10.2 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

required by the degree, only if they have obtained a grade point average¹² of 12 (equivalent to C3) or above in the taught courses described in §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 judged¹³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the dissertation, or other substantial independent work, only if they have obtained a grade point average of 12 (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 judged¹³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.3 A candidate may be required to commence work on the dissertation or other substantial independent work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently, after all opportunities at assessment have been exhausted, the candidate fails to reach the standard required on the taught courses for the award of the degree referred to at §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the dissertation or other substantial independent work has been submitted, it will be marked and a grade published.
 - If the dissertation or other substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the dissertation or other substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment

- 8.1 A candidate will be permitted reassessment in any taught course, for which they have obtained grade D1 or below. A candidate will be entitled to one reassessment only in any course and the timing and nature of the reassessment will be as specified in the Programme Specification.
- 8.2 Reassessment of the dissertation or other substantial independent work will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than three months after the date of the meeting of the GSA Final Examination Board.
- There is no automatic entitlement to repeat any previous practical work associated with the dissertation or substantial independent work or to undertake further practical work.
- 8.3 The Programme Specification may specify more stringent criteria for reassessment on the basis of requirements of external bodies.
- 8.4 All reassessment results will be capped at grade C3.¹⁴

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 D3 or better in the dissertation or other substantial independent work.
- 9.2 A candidate who has achieved at the first attempt a grade B3 or above for the dissertation or other substantial independent work will be eligible for the award with Merit.

¹² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. The grade point average is expressed to one decimal place (§7.4(a) of the GSA's Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

¹³ This judgment is normally made by the GSA Final Examination Board or in cases where there is no scheduled meeting, the Convener of the GSA Final Examination Board.

¹⁴ 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).

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

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

10.1 The requirement for the award of a Postgraduate Diploma is a grade point average¹² of 9 (equivalent to grade D3) in 120 credits, with not less than 80 of these credits at grade D3 or above. A candidate who has achieved at the first attempt a grade point average of B3 or above for the taught courses will be eligible for the award with Merit. A candidate who has achieved at the first attempt a grade point average of A5 or above for the taught courses will be eligible for the award with Distinction.

10.2 The requirement for the award of a Postgraduate Certificate is a grade point average of 9 (equivalent to grade D3) in 60 credits, with not less than 40 of these credits at grade D3 or above. A candidate who has achieved at the first attempt a grade point average of B3 or above for the taught courses will be eligible for the award with Merit. A candidate who has achieved at the first attempt a grade point average of A5 or above for the taught courses will be eligible for the award with Distinction.

11. Degrees¹⁵ to which these Regulations Apply

The following Degrees are governed by the above regulations:

Master of Design (MDes) Design Innovation & Citizenship
 Master of Design (MDes) Design Innovation & Collaborative Creativity
 Master of Design (MDes) Design Innovation & Environmental Design
 Master of Design (MDes) Design Innovation & Interaction Design
 Master of Design (MDes) Design Innovation & Service Design
 Master of Design (MDes) Design Innovation & Transformation Design
 Master of Design (MDes) Fashion & Textiles
 Master of Design (MDes) Graphic Design
 Master of Design (MDes) Illustration
 Master of Design (MDes) Interior Design
 Master of Design (MDes) Photography
 Master of Design (MDes) Sound for the Moving Image
 Master of Education (MEd) Learning, Teaching & Supervisory Practices in the Creative Disciplines
 Master of Letters (MLitt) Art Writing
 Master of Letters (MLitt) Curatorial Practice (Contemporary Art)¹⁶
 Master of Letters (MLitt) Fine Art Practice
 Master of Research (MRes) Creative Practices

12. Degrees¹⁵ which Include Variations to Regulations 3, 4, 7 and 8

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

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

13. Degrees¹⁵ which Include Variations to Regulation 9

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

Master of Architectural Studies
 Master of Science (MSc) Environmental Architecture
 Master of Science (MSc) International Heritage Visualisation
 Master of Science (MSc) Medical Visualisation & Human Anatomy¹⁶
 Master of Science (MSc) Serious Games & Virtual Reality

The provisions of §9 are replaced by:

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

9.1 A candidate will be eligible for the award of the degree on obtaining a grade point average¹² of 12 (equivalent to C3) or above in the taught courses described in §4, with at least 75% of these credits at grade D3 or better, and all credits at grade F or above, and obtaining grade D3 or better in the dissertation or other substantial independent work.

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

¹⁶ Delivered in conjunction with the University of Glasgow.

- 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 to 14.9 the GSA Final Examination Board 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 GSA Final Examination Board 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.

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 at the time of publication was in draft form, with provision that:

1. The Degree of Master of Science (MSc) in Product Design Engineering may be conferred by the University of Glasgow.
2. The early exit awards of Postgraduate Diploma in Product Design Engineering and Postgraduate Certificate in Product Design Engineering are also included in the Regulations.
3. It shall be the duty of the Joint Board of Management for Degrees in Product Design Engineering to consider annually the curriculum for the Degree and such other matters as may be remitted to it by the Senate, and to report to Academic Council and the Senate thereon.
4. It shall be competent for the University Court on the recommendation of the Senate to recognise as teachers of the University for the purposes of the Degree such lecturers and other officers of The Glasgow School of Art having responsibilities for courses qualifying for the Degree as may be proposed for such recognition by the Joint Board or the Joint Liaison Committee, and the University Court shall be associated with the School in the appointment of any lecturer or officer of the School in respect of whom such recognition may be proposed.
5. Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained either a degree from a recognised University or an equivalent qualification to the satisfaction and approval of the Joint Board.

The Joint Board may take cognisance of the views of suitable outside individuals in considering applications.

6. The University Court may appoint as an examiner for the Degree, but not as an external examiner, any teacher recognised in accordance with §4 hereof.
7. The examiners shall be drawn from the Professors, Readers and Lecturers in the University of Glasgow and The Glasgow School of Art, whose subjects qualify for graduation in pursuance of §3, such examiners as are appointed in pursuance of §6 and such external examiners as may be appointed by the University Court, on the recommendation of the Joint Board.
8. It shall be competent for the Senate on the recommendation of the Joint Board to constitute a GSA Final Examination Board, which shall have power to receive and to assess reports from individual examiners for transmission to the Senate.
9. The Senate with the approval of the University Court may from time to time make regulations:
 - a) determining the subjects of study and the course of instruction.

Reference is made in the Regulations to the College of Science & Engineering Section of the *University 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.¹⁷

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

2. Programme Components

- 2.1 In order to qualify for an award in respect of the programme specified in §11, a candidate must complete minimum credits¹⁸ as follows:
- i) For the award of a Masters Degree: 180 credits, which includes both taught courses and a 60 credit (or more) dissertation or other substantial independent work.
 - ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.
 - iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.
- 2.2 The taught courses will normally be undertaken during the academic session (September - June) and are specified in the relevant Programme Specification. The length and nature of the Final Project is as specified in the relevant Programme Specification.
- 2.3 The taught courses for the Degree are:

Stage 1

- | | |
|--|--------|
| i) Core Research 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 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session.
- 4.2 Courses for which the candidate has registered must be counted towards the calculation of the candidate's grade point average for the purposes of §5, §7 and §8 unless other provision is justified by good cause circumstances affecting the candidate.

This regulation applies where course registration continues:

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

5. Candidates for a Masters Degree: Progress

- 5.1 A candidate will be permitted to progress to preparation of the Final Project required by the degree, only if they have obtained a grade point average¹⁹ of 12 (equivalent to C3) or above in the taught courses described in §4 with

¹⁸ 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.

¹⁹ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A of the GSA's Code of Assessment. The grade point average is calculated by taking the product of each course's weight and the candidate's grade points and dividing the sum of these products by the sum of the courses' weights. The weights shall correspond to the courses' credit ratings unless specified otherwise in the relevant programme documentation. The grade point average is expressed to one decimal place (§7.4 (a) of the Code of Assessment). In determining whether a candidate has satisfied requirements in relation to progress and award, no further rounding is permitted. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

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 Final Project where it is judged²⁰ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

- 5.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the Final Project only if they have obtained a grade point average of 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 Final Project where it is judged that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 5.3 A candidate may be required to commence work on the dissertation or other substantial work before the assessment of the taught courses referred to in §2 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently, after all opportunities at assessment have been exhausted, the candidate fails to reach the standard on the taught courses for the award of the degree referred to at §7.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the dissertation or other substantial independent work has been submitted, it will be marked and a grade published.
 - If the dissertation or other substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the dissertation or other substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

6. Reassessment

- 6.1 A candidate will be permitted reassessment in any taught course, for which they have obtained grade D1 or below. A candidate will be entitled to one reassessment only in any course and the timing and nature of the reassessment will be as specified in the Programme Specification.
- 6.2 Reassessment of the Final Project will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than three months after the date of the meeting of the GSA Final Examination Board.
- There is no automatic entitlement to repeat any previous practical work associated with the Final Project or to undertake further practical work.
- 6.3 The Programme Specification may specify more stringent criteria for reassessment on the basis of requirements of external bodies.
- 6.4 All reassessment results will be capped at grade C3.²¹

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 average¹⁹ of 12 (equivalent to C3) or above in the taught courses described in §4, with at least 75% of these credits at grade D3 or better, and all credits at grade F or above, and obtaining 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 GSA Final Examination Board 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 GSA Final Examination Board 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.

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

²¹ 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).

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 average¹⁹ 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.

DEGREE OF MASTER OF PHILOSOPHY

RESOLUTION

The Degree of Master of Philosophy is governed by Resolution No. 575 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 each of the Colleges.
2. a) A candidate for the Degree may undertake research in accordance with the provisions of Schedule B or Schedule C as set out in the Regulations.²² Such study shall be prosecuted in the University of Glasgow or The Glasgow School of Art or in another institution recognised for the purposes of study and research.
- b) Colleges and Graduate Schools may allow the candidate's research to be conducted in an institution external to the University of Glasgow. The choice of such an institution will be determined *ad hoc* and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to Senate *either* as a supervisor *or* as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in the University will also be appointed.
3. Every candidate for the Degree, before being admitted to a programme of research qualifying therefore, (a) must have obtained a Degree in any Institution of Higher Education specially recognised for this purpose by the University Court on the recommendation of the Senate, provided always that a diploma or a certificate recognised in like manner as equivalent to a Degree may be accepted in place of a Degree and (b) must have satisfied the Senate of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in the University or another Institution recognised for the purpose:
 - a) in the College of Arts, the College of Medical, Veterinary & Life Sciences and the College of Social Sciences, for 12 months, and
 - b) in the College of Science & Engineering, for 24 months.

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

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 the College on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for such written examination as may be prescribed by the Senate and may be required to submit a dissertation. The candidate may also be required to undergo oral and/or practical examination.
7. The examiners for the Degree shall be such Professors and Lecturers in the University as the Senate shall designate and such additional examiners as the University Court, on the recommendation of the Senate shall appoint.
8. The Degree shall in no case be conferred on persons who have not satisfied the 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.

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

Schedule C²³ - Master of Philosophy by Research at The Glasgow School of Art

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

In addition to the core Supervisory Team, the local PhD Coordinator will support the student and the Supervisory Team in relation to procedures. The Academic Coordinator (PGR) will provide key overview, in particular with regard to funding, training and regulations.

The Supervisory Team shall be responsible to the 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 their supervisor(s) unless given permission otherwise by the RDSC.

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

6. A candidate must submit for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by the regulation. In exceptional circumstances, and on submission of stated case, an extension of six months may be approved by the RDSC.
7. On completion of the research, the candidate shall present a research project or 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 Research Project and the Thesis

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

8. a) All candidates for the Degree of Master of Philosophy shall present for the approval of the Senate either a research project (portfolio with extended written text) or a full written thesis which shall embody the results of the candidate's special study or research. Included in either the extended written text or the full thesis must be a written abstract of 250–500 words. This must be an adequate and informative summary of the work suitable for publication by The Glasgow School of Art. The research project or the full thesis shall be accompanied by a declaration signed by the candidate that the research project or thesis has been composed by themselves. Any written extended text, 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,

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

performances, texts, virtual or conceptual works, software or designs for any of these, or any comparable form. The portfolio may include work of an interdisciplinary character when the predominant discipline is fine art, craft, design or architecture.

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

The documentation, the research project and the full thesis shall become the property of The Glasgow School of Art and shall be lodged in the Library of The Glasgow School of Art.

A research student may submit their work within one of the following categories: MPhil by Research Project or MPhil by Thesis. An initial proposal of a category should be made by the student within their application for registration. A final proposal of category should be agreed by the student and the Supervisory Team and submitted to the RDSC of the Research and Enterprise Committee for approval prior to the examination. If the category of research project has been approved, the content of the portfolio and the arrangements for its exhibition shall be subject to the agreement of the Supervisory Team.

b) MPhil by Research Project

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. An extended text shall normally consist of **7,000–16,000** words excluding references, bibliography and appendices. A candidate who wishes to submit an extended text of lesser or greater length must seek prior permission from the RDSC.

c) MPhil by Thesis

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

9. The research project or full thesis shall be examined by a team of Examiners, including at least one internal examiner and one external examiner appointed by the Research and Enterprise Committee on the recommendation of the RDSC.
10. All candidates must normally undergo core research training before submitting their research project or thesis for examination.
11. A candidate must submit one printed copy and one digital copy of the full thesis or extended written text accompanied by a declaration that the research has been carried out and the work completed by the candidate, and that the work has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The layout and binding of the printed copy should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990), a copy of which is available in the Library. The digital copy should be formatted according to recommendations made available through the GSA Library website. In addition a candidate for the MPhil by Research Project must submit one copy of the documentation of their portfolio in either print or digital form. An MPhil by Thesis candidate who chooses to submit a portfolio alongside their thesis must also submit one copy of the documentation of their portfolio in either print or digital form. If the Degree is awarded, both print and digital copies of the thesis or extended written work and the copy of the documentation of portfolio shall become the property of The Glasgow School of Art and be deposited in the Library.
12. If the Examiners consider that the research project or thesis has not achieved the standard required for the award of the Degree, they may recommend to the RDSC 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 MASTER OF RESEARCH

RESOLUTION

The Degree of Master of Research is governed by Resolution No. 666 of the University Court, which at the time of publication was currently in draft form, with provision that:

1. The Degree of Master of Research (MRes) may be awarded by the University of Glasgow in The Glasgow School of Art.
2. a) A candidate for the Degree may undertake research as set out in the Regulations. Such research shall be prosecuted in The Glasgow School of Art or in another institution recognised for the purposes of study and research.

- b) The Glasgow School of Art may allow the candidate's research to be conducted in an external institution. The choice of such an institution will be determined ad hoc and only where there exists clear alignment of the candidate's proposed research with the aims and objectives of the institution proposed, and where the institution can demonstrate ability to provide an appropriate level of supervision of the candidate. A full-time member of staff of a recognised institution may be nominated to The Glasgow School of Art's Academic Council either as a supervisor or as an internal examiner although such an individual may not be nominated as an examiner if they have previously supervised the candidate's work. In cases where an employee of the institution acts as supervisor or internal examiner, a member of staff from an appropriate subject area in The Glasgow School of Art will also be appointed.
3. Every candidate for the Degree, before being admitted to a programme of research qualifying therefore, (a) must have obtained a Degree in any Institution of Higher Education specially recognised for this purpose by The Glasgow School of Art on the recommendation of Academic Council, provided always that a diploma or a certificate recognised in like manner as equivalent to a Degree may be accepted in place of a Degree and (b) must have satisfied The Glasgow School of Art's Academic Council of their fitness to undertake advanced study.
4. A candidate who is a full-time student shall follow a programme of study by research in The Glasgow School of Art or another Institution recognised for the purpose for 12 months. The period of study for a candidate who is a part-time student shall be at least one year longer than that prescribed for full-time students.
- These provisions notwithstanding, The Glasgow School of Art may on special cause shown extend the prescribed period of study for any full-time candidate by not more than one year.
5. The Glasgow School of Art shall designate a Professor or Lecturer in the School to supervise the study of each candidate. The supervisor shall report at appropriate intervals as determined by The Glasgow School of Art on the progress of the candidate.
6. On the conclusion of their period of study each candidate shall present for examination their Summative Portfolio as detailed in the Regulations.
7. The examiners for the Degree shall be appointed by The Glasgow School of Art Academic Council.
8. The Degree shall in no case be conferred on persons who have not satisfied the conditions hereinbefore set forth and shall not be conferred as an Honorary degree except on the conditions contained in Ordinance of the University Court No. 109, Glasgow No. 28.
9. The regulations for the Degree shall be as stated in the Regulations.

REGULATIONS

1. Admission

- 1.1 A student admitted onto a programme leading to an award must follow the instructions issued by the relevant Department or equivalent and make detailed reference to the content of the Programme Specification and the MRes Programme Handbook which will contain further details on the Programme including, in some cases, further requirements associated with the award.
- 1.2 Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained either a degree from a recognised University or an equivalent qualification to the satisfaction and approval of the Academic Council of The Glasgow School of Art.
- 1.3 Admission to study for the Degree will normally be granted from the beginning of the academic year.
- 1.4 In The Glasgow School of Art the normal standard of admission will be that of a Degree with First or Upper Second Class Honours but another qualification, being a qualification approved by the University Court as provided in section 3 of the Resolution, may be accepted by The Glasgow School of Art as being suitable for the programme of research which it is proposed that the applicant should follow.

2. Duration of Study

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

3. Supervision

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

3.2 The Supervisory Team must meet with the candidate at regular intervals. A meeting of the candidate and the full Supervisory Team (including PhD Coordinator and/or Academic Coordinator and/or Programme Leader) will take place not less than every six months. Meetings between the candidate and individual supervisors will take place regularly. Once a term, the Primary Supervisor and Co-Supervisors should meet the candidate together. The Supervisory Team shall be comprised of the following:

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

3.3 In addition to the core Supervisory Team, the Programme Leader, and local PhD Coordinator will support the candidate and the Supervisory Team in relation to procedures. The Academic Coordinator (PGR) will provide key overview, in particular with regard to funding, training and regulations.

3.4 The Supervisory Team shall be responsible to the RDSC, 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.

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

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

4. Examination

4.1 A candidate must submit for examination within six months of the conclusion of the statutory period of full-time or part-time study specified by the regulation. In exceptional circumstances, and on submission of stated case, an extension of six months may be approved by the RDSC. In order to complete the research, candidates are required to complete the Formative submissions at the end of each Project Phase, and the Summative Portfolio, as detailed in the Programme Specification.

4.2 On completion of the research as detailed in §4.1, the candidate shall present a Summative Portfolio comprising a Research Project or a Thesis, embodying the results of the work for examination for the degree.

4.3 The Research Project and the Thesis

4.3.1 A candidate for the Degree of Master of Research shall present for the approval of the Senate either a Research Project (portfolio with extended written text) or a full written Thesis which shall embody the results of the candidate's special study or. Included in either the extended written text or the full thesis must be a written abstract of 250–500 words. This must be an adequate and informative summary of the work, suitable for publication by The Glasgow School of Art. The Research Project or the full Thesis shall be accompanied by a declaration signed by the candidate that the Research Project or Thesis has been composed by themselves. Any written extended text, 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 research represented or embodied within the portfolio, as determined by the Examiners. The documentation shall include references, a bibliography and notes in which the candidate must state the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the portfolio and any accompanying written thesis which they claim as original. The documentation the Research Project and the full Thesis shall become the property of The Glasgow School of Art and shall be lodged in the Library of The Glasgow School of Art.

A candidate may submit their work within one of the following categories: Master of Research by Research Project or Master of Research by Thesis. An initial proposal of a category should be made by the candidate within their application for registration. A final proposal of category should be agreed by the candidate and the Supervisory Team and submitted to the RDSC for approval prior to the examination. Where it is agreed that the candidate will submit by Research Project, the content of the

portfolio and the arrangements for its exhibition shall be subject to the agreement of the Supervisory Team.

4.3.2 Master of Research by Research Project

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

4.3.3 Master of Research by Thesis

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

- 4.4 The Summative Portfolio shall be examined by a team of Examiners, including at least one internal Examiner and one External Examiner appointed by the Research and Enterprise Committee on the recommendation of the RDSC.
- 4.5 A candidate must normally undergo research training before submitting their Summative Portfolio for examination. The exact nature of research training will be agreed between the candidate and the supervisory team and outlined in a Research Training Plan within the first three months of study.
- 4.6 A candidate must submit one printed copy and one digital copy of the full Thesis or extended written text accompanied by a declaration that the research has been carried out and the work completed by the candidate, and that the work has not been accepted in fulfilment of the requirements of any other degree or professional qualification. The layout and binding of the printed copy should generally conform to the British Standard Institution's Recommendations for the presentation of theses (BS4821:1990), a copy of which is available in the Library. The digital copy should be formatted according to recommendations made available through the GSA Library website. In addition a candidate for the Master of Research by Research Project must submit one copy of the documentation of their portfolio in either print or digital form. A Master of Research candidate who chooses to submit a portfolio alongside their Thesis must also submit one copy of the documentation of their portfolio in either print or digital form. If the Degree is awarded, both print and digital copies of the Thesis or extended written text and the copy of the documentation of portfolio shall become the property of The Glasgow School of Art and be deposited in the Library.
- 4.7 A candidate who fails to meet the standard required for the award of the Degree of Master of Research may be permitted by the Examiners to present themselves for re-examination on one occasion only and normally not later than three years from the date of their first submission. In each case the Examiners shall prescribe whether the candidate will be required to represent in the whole of the examination or in a specific component.
- 4.8 A candidate may submit work which has resulted from collaborative research and joint authored publications, provided the nature and extent of the candidate's contribution is specified in the accompanying explanatory essay. The candidate must seek confirmation of this from the co-authors or researchers and provide written evidence of such confirmation to the satisfaction of the RDSC.
- 4.9 It is not a necessary requirement for this degree that the work submitted should be published within a defined period.

DEGREE OF DOCTOR OF PHILOSOPHY

RESOLUTION

The Degree of Doctor of Philosophy is governed by Resolution No. 507 of the University Court 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 C²⁴: Degree of Doctor of Philosophy by Research at The Glasgow School of Art

1. Eligibility

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

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

2. Supervision

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

The Supervisory Team must meet with the research student at regular intervals. A meeting of the research student and the full Supervisory Team (including PhD Coordinator and/or Academic Coordinator) will take place not less than every six months. A first meeting with the student should take place within the first few weeks of the student's first term. Students should regularly check-in with the Primary Supervisor through a series of tutorials that should be arranged throughout the year. A minute of each meeting should be kept, initiated by the student and recording what is discussed and agreed. The Supervisory Team shall be comprised of the following:

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

In addition to the core Supervisory Team, the local PhD Coordinator will support the student and the Supervisory Team in relation to procedures. The Academic Coordinator (PGR) will provide key overview, in particular with regard to funding, training and regulations.

The Supervisory Team shall be responsible to the RDSC of the Research and Enterprise Committee of The Glasgow School of Art to which it shall report annually. The RDSC of the Research and Enterprise 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 by their supervisor(s) unless given permission otherwise by the RDSC.

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

3. The Research Project and the Thesis

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

All candidates for the Degree of Doctor of Philosophy shall present for the approval of the Senate either a research project (portfolio with extended written text) or a full written thesis which shall embody the results of the

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

candidate's special study or research. A candidate must include in the extended written text or full written thesis a written abstract of 250–500 words. The abstract must be an adequate and informative summary of the work suitable for publication by The Glasgow School of Art. The research project or full written thesis shall be accompanied by a declaration signed by the candidate that the research project or thesis has been composed by themselves. Any written extended text, 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 research project, as determined by the Examiners. The documentation shall include references, a bibliography and notes in which the candidate must state the sources from which their information is derived, the extent to which they have availed themselves of the work of others, and the portions of the portfolio and any accompanying written thesis which they claim as original.

The documentation of the research project and the full thesis shall become the property of The Glasgow School of Art and shall be lodged in the Library of The Glasgow School of Art.

A research student may submit their work within one of the following categories: PhD by Research Project or PhD by Thesis. An initial proposal of a category should be made by the student within their application for registration. A final proposal of category should be agreed by the student and the Supervisory Team and submitted to the RDSC of the Research and Enterprise Committee for approval prior to the examination. If the category of research project has been approved, the content of the portfolio and the arrangements for its exhibition shall be subject to the agreement of the Supervisory Team.

PhD by Research Project

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. An extended text shall normally consist of **25,000–40,000** words excluding references, bibliography and appendices. A candidate who wishes to submit an extended text of lesser or greater length must seek prior permission from the RDSC.

3.2 PhD by Thesis

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 themselves.

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

4. Examination

The research project or thesis shall be examined by a team of Examiners appointed by the RDSC of the Research and Enterprise 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.²⁵

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

A candidate must submit the research project 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 research project 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 RDSC of the Research and Enterprise Committee may, on consideration of a stated case from the candidate's Supervisory Team, approve an extension of one year full-time or two years part-time for full-time candidates, or two years part-time for part-time candidates;

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

- ii) the Senate, in exceptional circumstances, may approve a further final extension of up to one year full-time or part-time.

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

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

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

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

1. A person may be admitted as a candidate for the degree of Doctor of Philosophy by published work who:
 - a) i) is a graduate of The Glasgow School of Art and whose date of submission of their thesis is at least five years from the date of their first graduation in The Glasgow School of Art; or
 - ii) is a member of staff who has normally been employed for the full-time equivalent of at least five years and is paid through The Glasgow School of Art Finance Office or directly by a grant aided body approved by the Research and Enterprise 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 and Enterprise Committee, and who presents themselves as a candidate for the degree within one calendar year of leaving The Glasgow School of Art's employment.
- b) has not been enrolled as a Research Student in The Glasgow School of Art during the five years preceding the date of submission although the RDSC 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 RDSC 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 §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 themselves.
3. Every prospective candidate for the degree shall submit to the relevant School Research Sub Committee 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 their 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 RDSC, 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 fulfilment of the requirements of this degree. Written submissions must be in English, however, the RDSC 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 fulfilment 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 RDSC.
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 RDSC 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 RDSC. In the case of a submission by a member of staff or a former member of staff two of the examiners must be external.²⁶

The Board of Examiners shall normally require that the candidate present themselves 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 RDSC. 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 RDSC 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 (hereinafter referred to as GSA) 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 GSA, and which lead to awards of the University of Glasgow. Appeals will be considered by a joint GSA 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 GSA 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 GSA shall provide an annual report to the Joint Liaison Committee of the University of Glasgow and GSA. The report will contain a review of activities in relation to academic appeals.

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

2. Principles

The GSA Code of Procedure for Appeals observes the general principles outlined below.

- 2.1 A student 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 GSA 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 GSA or alternatively by the Head of Academic 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 GSA will reimburse the student with any reasonable and proportionate incidental expenses associated with their 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 student may appeal on the grounds outlined in §6.5.
- 3.3 **A student may not appeal against decisions of Examiners or other matters of academic judgment unless the grounds of the appeal are contained in §6.5.**
- 3.4 **A former student may not appeal once they have graduated from the GSA. By graduating, the former student is deemed to have accepted the recommendation of the GSA Final Examination Board.**
- 3.5 Procedures for Incomplete Assessment resulting from Good Cause, outlined in §9 of the GSA Code of Assessment, are concerned with the sudden onset of illness or adverse personal circumstances affecting the student. 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 student'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, students are advised to discuss the matter with their Programme Leader, Head of Department or equivalent in an attempt to resolve the matter informally. An Officer of the SRC can assist or represent the student in seeking an informal resolution.

An Appeal Against a Decision on Progress

- 4.2 A student 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 Academic Registry with the Academic Appeals Form and a Letter of Appeal. This will then be passed to the Convener of the GSA Final Examination Board (Progress Students) for consideration.
- 4.3 The Joint Appeals Committee (see §5.3) will entertain a progress appeal by a student against the decision of the GSA Final Examination Board (Progress Students) only on the grounds that:
 - a) there has been defective procedure at the level of the GSA Final Examination Board;
 - b) the disposal of the GSA Final Examination Board was clearly unreasonable.
 - c) there is new information that for good and proper reason was not available to the GSA Final Examination Board at the time it reached its decision.

An Appeal Against a Final Degree Examination Decision

Appeals against the decision of the GSA Final Examination Board (Final Year Students) 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.
- 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 GSA shall establish a Joint GSA/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 their 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 student 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 Academic 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 GSA Final Examination Board or which the Board failed to take into account, the Committee shall instruct the Board to reconvene to reconsider the assessment. Where the GSA Final Examination Board after reconsideration of the issues raised in the appeal retains the original decision, the Convener of the Joint Appeals Committee or their 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 Academic Registry at GSA within 10 working days of the intimation to the student of the decision against which the student is appealing, or the day preceding Graduation, whichever is first. Where an intention to appeal is submitted, the full appeal, including the grounds and the remedy shall be submitted within 10 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 this period shall be submitted to the Head of Academic 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 student was precluded from appealing within the timescale 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 Academic Registry.

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 GSA Final Examination Board at the time when it reached its decision on a particular student.

A student who wishes to appeal on grounds of medical or other adverse personal circumstances against a decision reached by GSA Final Examination Board, is referred to the GSA procedures for Incomplete Assessment resulting from Good Cause in §9 of the GSA's Code of Assessment.

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 student 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 student might have performed if unaffected. Where a student's performance is borderline between grades or

classifications of Honours, provision of such evidence shall not necessarily raise the student to a higher grade or classification.

Content of Letter of Appeal

- 6.7 All appeals must be submitted along with the GSA Academic Appeals Form, which should be completed in accordance with the GSA Academic Appeals Form Guidance and GSA Code of Procedure for Appeals.
- 6.8 The Letter of Appeal must include:
- a) the name, address, telephone number and e-mail address of the student;
 - b) all the grounds on which the student considers that the decision should be changed; additional grounds may be admitted subsequently but only at the discretion of the Convener; additional grounds presented at a hearing may lead to adjournment of the hearing.
 - c) the remedy, or remedies, which the student seeks;
 - d) whether the student wishes to make oral representation at any hearing which may be held or whether they are content for the appeal to be considered without their presence;
 - e) whether the student intends to be assisted or represented by any person and, if so, the name, address and occupation of that person.
- 6.9 A student who wishes to appeal on grounds of medical or other adverse circumstances shall provide a medical report²⁷ from their General Practitioner or Hospital Consultant. The medical report shall detail the severity, duration and possible impact of the medical condition on the student's academic performance. Where the student 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 their nominee may direct the student (or their 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 student (or their representative) shall state the period of time by which the student 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 their nominee, after consultation with two other members of the Joint Appeals Committee, may make a Preliminary Disposal which may result in:
- a) 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 student failed to comply with a direction made;
 - b) Dismissal of the appeal because the evidence submitted could reasonably have been presented to the GSA Final Examination Board;
 - c) Referral of the appeal to the relevant GSA Final Examination Board for reconsideration where §9.1(a-c) of the procedures for Incomplete Assessment and Good Cause, outlined in the GSA Code of Assessment, has been satisfied and where it is clear that the GSA Final Examination Board was unaware of the medical or personal circumstances described in the letter of appeal.
 - d) Referral of the appeal to a full hearing of the Joint Appeals Committee, whereupon the Convener may take such other interim action as they deem appropriate. Provision of a hearing does not imply that a prima facie case has been established.
- 7.4 The Head of Academic Registry will state in the letter to the student (or their 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 student (or their 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 Academic Registry shall:

²⁷ A charge may be made by a GP for the provision of a medical report.

- 8.1 Request reports and information including information relating to the manner in which the decision appealed against was reached;
- 8.2 Request the attendance of any person or persons whose presence is necessary for the hearing of the appeal;
- 8.3 Provide the student (or their 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 student's request, be collected in person.
- 8.4 Notify the student (or their representative) no less than 5 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

- 9.1 Where the student is prevented from attending by ill health, the hearing shall normally be deferred on submission of a medical certificate. If the student does not attend on the agreed date and no notification of the absence has been received, if the Convener is satisfied that the student has received due notice of the hearing, the Committee may proceed to deal with the case and to reach a decision in the student's absence.
- 9.2 The student shall have the right to be accompanied at the hearing by one of the following: a parent or guardian; a fellow student or other friend or to be formally represented by an Officer of the Students' Representative Council; a member of GSA staff; or a lawyer. Where the student seeks to have two individuals in attendance, one shall attend as an observer only.
- 9.3 The student may name any person or persons they wish to be present to provide evidence on their behalf. The name of any person or persons called by the student to provide evidence shall be provided to the Head of Academic Registry no later than 10 working days before the date of the hearing. The student shall be responsible for arranging the attendance of such persons at the hearing with the exception of members of staff of the GSA who shall be notified of the date, time and location of the hearing by the Head of Academic 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 student and invite them to make an opening statement, or to have a statement made on their behalf. Thereafter the Committee shall:
 - 11.3.1 proceed to examine any person(s) called by the student and any person(s) who, in the view of the Convener, might contribute to the consideration of the appeal, and shall afford the student or their representative the opportunity to question, through the Committee, those persons;
 - 11.3.2 consider all relevant reports and information;
 - 11.3.3 afford the student an opportunity to make a final statement, or to have one made on their 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 student, the hearing has been conducted in a fair manner.
 - 11.3.5 Thereafter all persons, except the Committee, the Head of Academic 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;
- 12.3 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 GSA Final Examination Board with whatever guidance or direction it considers appropriate;
- 12.6 The Head of Academic Registry, on the instructions of the Convener, shall intimate the decision in writing to the student 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 GSA's Academic Council.

13. Further Review

- 13.1 A student 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 the Senate Appeals Committee* can be found in Regulation 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 student is dissatisfied with the outcome of an appeal to Senate, they shall have the right to a review by the Scottish Public Services Ombudsman, details of which are available from the Senate Office.



University
of Glasgow

Calendar 2018-19

**DEGREES AWARDED IN CONJUNCTION WITH SRUC
(SCOTLAND'S RURAL COLLEGE)**

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SUMMARY OF AWARDS MADE IN SRUC

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APPEALS BY STUDENTS

The Code of Appeals for students pursuing courses at SRUC which contribute to degrees of the University are set out in the appropriate section of the following pages. Any appeal must be intimated in writing within 14 days of the intimation to the student of the decision which they appeal against, stating the grounds of appeal. 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 Academic Appeals Committee may make a further appeal to the University Senate. The Code of Procedure for Appeals to the 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 SRUC.

Application for admission to first degree courses at the College must be made through the Universities and Colleges Admissions Service (UCAS), using the on-line application service (APPLY) on the UCAS website (www.ucas.ac.uk). If on-line application is not possible for you, please contact UCAS direct for advice: UCAS Application Requests, UCAS, Rosehill, New Barn Lane, Cheltenham, Glos. GL52 3LZ [01242 222 444 (UK) 0044 1242 222 444 (international)]. Further information about courses may be obtained from the Admissions Office, SRUC Edinburgh, King's Buildings, West Mains Road, Edinburgh EH9 3JG, 0800 269453 or by email: admissions@sruc.ac.uk.

DEGREES OF BACHELOR OF ARTS (SRUC) AND BACHELOR OF SCIENCE (SRUC)

RESOLUTION

The Degrees of Bachelor of Arts (SRUC) and Bachelor of Science (SRUC) are governed by Resolution No. 609 of the University Court which came into effect on 1 September 2008, as subsequently amended, with provision that:

1. The Degrees of Bachelor of Arts (BA) (SRUC) and Bachelor of Science (BSc) (SRUC) may be awarded by the Senate of the University of Glasgow in SRUC (the College) as Degrees in such designations as may be prescribed by Regulations.
2. The Senate may make regulations governing the award of the Degrees which are subject to the approval of the University Court - these shall be as stated under 'Regulations'.
3. The Degrees may be awarded either as General Degrees or as Degrees with Honours in such subjects as may be prescribed by Regulation.
4. The programmes for the Degrees shall be administered by the College which shall, subject to Senate approval where appropriate, be responsible for the content and conduct of programmes and examinations and other methods of assessment, the admission and progress of students and related matters. The day-to-day management of each Degree programme shall be the responsibility of a management team appointed by the College.

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 for a general degree and at least four for a degree with Honours. A part-time candidate shall, subject to §3, normally attend for at least four academic sessions for a general degree and at least five for a degree with Honours. 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.

3. Recognition of Prior Learning

- 3.1 Assessed prior experiential learning can be counted for credit on these degrees. Accreditation of Prior Experiential Learning (APEL) requires that appropriate learning has demonstrably taken place as a result of that experience. The procedure for approval of such credit is set out in the University's [APL policy](#). The appropriate Programme Leader is responsible for assessing whether acceptable evidence has been presented to demonstrate that the claimed prior learning is broadly equivalent to the learning that would otherwise have been assessed during the degree programme. The particular evidence that is required depends upon the nature of the learning for which accreditation is sought, and is determined by the Programme Leader, acting on the advice of the appropriate course leader(s).

The maximum limit for the award of such credit is 10% of the credits associated with the degree programme.

3.2 Non-university examinations can permit entry with advanced standing. Such examinations give entry with advanced standing as follows:

- a) applicants with an HNC or HND in an appropriate subject will be considered for entry to year 2 or year 3, respectively;
- b) applicants with a Foundation degree in an appropriate subject will be considered for entry to year 3.

4. Composition of Degree Programmes

The curriculum shall be specified in terms of core and elective courses,¹ as described in the appropriate programme specification and programme handbooks. The courses listed shall not necessarily all be available in each session; the choice of a curriculum shall be subject to this limitation and to that imposed by timetables.

The majority of courses can be studied independently of others. However, some courses may have one or more prerequisite or co-requisite courses, details of which shall be given in the relevant course descriptors and programme handbooks.

5. Approval of Curriculum

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

6. Assessment

6.2 For each academic session, assessment and reassessment are, in so far as not modified by these regulations, governed by the Code of Assessment which is contained in the 'University Fees and General Information for Students' section of the *University Calendar* published for that session, except that where years 1 and 2 comprise SQA HN Units:

- a) the grading system adopted for courses in years 1 and 2 shall be that appropriate to their status; and
- b) the provisions of §16.6 – §16.13 of the Code of Assessment regarding reassessment for years 1 and 2 are replaced by §11.

7. Progress

7.1 The progress of candidates shall be reviewed annually.

7.2 Progression from year 1 to year 2 will normally depend upon attaining a pass in each course from the approved curriculum and therefore the successful completion of the specified number of course equivalents² (120 credits).

7.3 To progress to the third year a candidate must have obtained 240 credits from the approved curriculum.

7.4 In year 3, a candidate who attains the requisite standard in the examinations and the assessment of course work shall be eligible for the award of the general degree. Alternatively, they shall be eligible to proceed to a fourth year leading to the degree with Honours. The requisite standard is that specified in §9.1.

7.5 The minimum achievement required for progression of a part-time candidate is determined by the Programme Leader acting on the advice of the appropriate Year Tutor.

8. Administration of Progress

8.1 Decisions on progression of any candidate who fails to meet the minimum requirements for progression are taken by the Board of Examiners. Mitigating circumstances should be discussed with the appropriate Year Tutor and notified in writing to the Programme Leader.

8.2 Appeal against decisions of the Board of Examiners may be made following the Code of Procedure for Appeals set out in the Degrees Awarded in Conjunction with the SRUC section of the *University Calendar*.

9. Award of a General Degree

9.1 The candidate, to be eligible for the award of a general degree, must have obtained at least 360 credits and achieved an overall grade point average³ of 9. Within these 360 credits:

- a) at least 120 must be at SCQF level 8 or higher; and
- b) at least 60 credits studied in year 3 must be at SCQF level 9 or higher; and

¹ The term 'course' refers to components of the overall degree programme and has the same meaning as 'module' which is commonly used at SRUC.

² The term 'course equivalents' is used here to encompass courses with different credit ratings. The majority of courses are single-weighted and have a credit rating of 8 (where years 1 and 2 comprise SQA HN Units) or 15 (for degree years), although some courses, for example the Honours project, may be double- or triple- weighted.

³ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

c) 105 credits (7 course equivalents) studied in year 3 must be at grade D or better and the remaining 15 credits (1 course equivalent) in year 3 at grade E or better.

9.2 The general degree 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 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

9.4 The general degree may be awarded to candidates on Honours programmes who fail to meet the requirements of the Honours degree, including any progress requirements, provided that the requirements of §9.1 are met.

10. Award of an Honours Degree

10.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480 credits, including (a) at least 90 credits at SCQF level 10 and (b) a grade D3 or better for a piece of independent work worth at least 30 credits.

10.2 The class of Honours awarded is determined by the grade point average calculated from the eight year 4 course equivalents and one course equivalent representing the grade point average for year 3.

11. Reassessment

11.1 In years 1 and 2, two attempts at each assessment shall normally be allowed during the academic year. In the case of SQA HN Units this will usually be within the period when a course is being delivered.

11.2 For degree courses in years 1, 2 and 3, a candidate who is awarded grade D or better for a course after the first assessment diet shall not normally be allowed a reassessment. Any other candidate shall be entitled to re-assessment during a defined period, normally a week during early August. The grade awarded as a result of the re-assessment shall be no higher than D3. A candidate who fails the re-assessment is entitled to repeat the year once, paying the appropriate fee.

12. List of Degree Programmes

Bachelor of Arts (SRUC)

The Degree may be awarded as a General Degree or as a Degree with Honours in any one of the following subjects:

Rural Business Management

Bachelor of Science (SRUC)

The Degree may be awarded as a General Degree or as a Degree with Honours in any one of the following subjects:

Agricultural Bioscience

Agriculture

Applied Animal Science⁴

Countryside Management

Garden & Greenspace Design

Renewables & Environmental Technology

Horticulture

Horticulture with Plantsmanship

DEGREE OF BACHELOR OF SCIENCE (SRUC) in VETERINARY NURSING

RESOLUTION

The Degree of Bachelor of Science (SRUC) in Veterinary Nursing is governed by Resolution No. 684 of the University Court, which at the time of publication was in draft, with provision that:

1. The Degree of Bachelor of Science (BSc) (SRUC) may be awarded by the Senate of the University of Glasgow in SRUC (the College) in such designations as may be prescribed by Regulations.
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'.
3. The Degree may be awarded either as a General Degree or as a Degree with Honours.
4. The programme for the Degree shall be administered by the College which shall, subject to Senate approval where appropriate, be responsible for the content and conduct of the programme and examinations and other

⁴ An Intercolated BSc (Hons) in Applied Animal Science may also be awarded to candidates who, after successfully completing the first three years of the Bachelor of Veterinary Medicine & Surgery at the University of Edinburgh, enter the Honours year of the Applied Animal Science degree programme and meet the minimum requirements for final year.

methods of assessment, the admission and progress of students and related matters. The day-to-day management of the Degree programme shall be the responsibility of a management team appointed by the College.

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 the degree shall, subject to §3, normally attend for at least three academic sessions for a general degree and at least four sessions for a degree with Honours. A part-time candidate shall, subject to §3, normally attend for at least four academic sessions for a general degree and at least five for a degree with Honours. The normal maximum duration of study is five years for the general degree and six years for the Honours degree. In order to continue their studies candidates must comply with the progress regulations set out at §7.

3. Recognition of Prior Learning

3.1 Accredited Prior Experiential Learning (APEL) may not be counted for credit on this degree.

3.2 Non-university examinations can permit entry with advanced standing. Such examinations will be considered by the Programme Leader, acting on the advice of the appropriate course leader(s).

4. Composition of Degree Programmes

There is a prescribed curriculum of compulsory core courses⁵ and training,⁶ as described in the appropriate programme specification and programme handbooks.

5. Approval of Curriculum

The curriculum of each candidate must be approved at the start of each session by the candidate's Year Tutor.

6. Assessment

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

7. Progress

7.1 The progress of candidates shall be reviewed annually. Decisions on progression of any candidate who fails to meet the minimum requirements for progression are taken by the Board of Examiners. Mitigating circumstances should be discussed with the appropriate Year Tutor and notified in writing to the Programme Leader.

7.2 In order to progress to the subsequent year of the degree programme a candidate must have achieved at least D3 in all courses of the prescribed curriculum in the preceding year.

7.3 The minimum achievement required for progression of a part-time candidate is determined by the Programme Leader acting on the advice of the appropriate Year Tutor.

7.4 Exclusion of Candidates

A candidate may be excluded from further instruction and assessment if:

a) the candidate does not achieve grade D3 or better in any course on two occasions;

AND/OR

b) the candidate's progress is not considered satisfactory (as determined by the Board of Examiners), e.g. a candidate's duration of study, relative to the stated maximum periods of study and/or whether a candidate has met additional, stated, College requirements.

If, after consideration, a candidate is readmitted to the programme they will be permitted one further attempt at the assessment at the next available diet. Failure to achieve grade D3 or better for the relevant course or courses at this diet will result in exclusion.

7.5 Appeal against decisions of the Board of Examiners may be made following the Code of Procedure for Appeals set out in the Degrees Awarded in Conjunction with the SRUC section of the *University Calendar*.

8. Requirements for Award of Bachelor of Science with Honours

8.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480 credits, including (a) at least 90 credits at SCQF level 10, and (b) a grade D3 or better for a piece of independent work worth at least 45 credits.

⁵ The term 'course' refers to components of the overall degree programme and has the same meaning as 'module' which is commonly used at SRUC.

⁶ Training is defined as a programme of veterinary nurse education approved by RCVS, comprising of a theoretical programme and practical training.

8.2 The class of Honours awarded is determined by the grade point average⁷ calculated from the eight year 4 course equivalents⁸ (including the Honours Project which counts as three course equivalents) and one course equivalent representing the grade point average for year 3.

9. Requirements for the Award of Bachelor of Science (General Degree)

9.1 A candidate, to be eligible for the award of the general degree, must have completed:

- a) the curriculum for years 1, 2 and 3, totaling 360 credits, achieving a grade of at least D3 in all courses, and
- b) a minimum of 2,990 hours of training, including a minimum of 1,800 hours of clinical placement within an approved veterinary training practice.

9.2 The general degree shall be awarded with Merit where the grade point average achieved by the candidate 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 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

9.4 The general degree may be awarded to a candidate on the Honours programme who fails to meet the requirements of the Honours degree, provided that the requirements of §9.1 are met.

10. Reassessment

10.1 For all years of the degree programme, a candidate who is awarded grade D3 or better for a course after the first assessment diet shall not normally be allowed a re-assessment.

10.2 In years 1 to 3, a candidate awarded less than grade D3 for a course shall be entitled to re-assessment. In years 1 and 2 reassessment shall be offered at an appropriate time within the academic session. In year 3 reassessment shall normally be offered within the defined period for reassessment, which will usually be a week during early August. The grade awarded as a result of the re-assessment shall be no higher than D3.

11. Code of Professional Conduct and Fitness to Practise

All candidates for the degree of BSc Veterinary Nursing are required to assent to the College's Code of Professional Conduct. Any candidate who refuses to do so will be denied access to Clinical Practice. A candidate in breach of the Code will be subject to Fitness to Practise procedures which may include referral to the College's Fitness to Practise committee.

GENERIC REGULATIONS FOR TAUGHT MASTERS DEGREES – SRUC

The Masters degrees listed in §11 and §12 are governed by Resolution No. 552 of the University Court which came into effect on 1 October 2005, as subsequently amended, with provision that:

1. The Masters Degrees listed in §11 – §12 of the section entitled 'Regulations' may be awarded by the University of Glasgow in the Colleges with which these Degrees are identified in these Regulations. Degrees listed in these clauses under the title 'SRUC (Scotland's Rural College)' may be awarded by the University on the recommendation of that College.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of these degrees - these are stated in §1 – §10 of the section entitled 'Regulations'.
3. The awards of Postgraduate Diploma and Postgraduate Certificate are also included in the Regulations.

REGULATIONS

A student admitted onto a programme leading to an award must follow the instructions issued on behalf of the relevant School and be aware of the content of the Programme Specification and 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. Application of Regulations

1.1 These regulations apply without modification to the degrees listed in §11.

⁷ The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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 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.

⁸ The term 'course equivalents' is used to encompass courses with different credit ratings. The majority of courses are single-weighted and have a credit rating of 15, although some courses may be weighted differently, for example the Honours project, which is triple-weighted.

1.2 These regulations apply also to the degrees listed in §12 subject to alternative requirements described in the relevant Programme Document. The requirements for these degrees may vary only in respect of duration of study (§3) or progress (§7) 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 a degree or equivalent.

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 maximum period within which all candidates must complete the programme is five years from the date of initial registration.⁹

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 credits¹⁰ as follows:

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

4.2 The taught courses will normally be undertaken during the academic session (September – June) and are specified in the relevant Programme Document. The length and nature of the substantial independent work is as specified in the relevant Programme Document.

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 of the *University Calendar*.

6. Assessment

6.1 For each academic session, assessment and reassessment 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* published for that session.

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 §10¹¹ 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 substantial independent work required by the degree, only if they have obtained a grade point average¹² of 12 (equivalent to C3) or above in the taught courses described in §4 with at least 75% of the credits at grade D3 or better and all credits at grade F or above. The Programme Document may specify a course or courses in respect of which a specific grade is a minimum

⁹ For programmes with a minimum period of study of three years, the maximum period within which candidates must complete the programme is six years from the date of initial registration.

Where a candidate has progressed to study under §8 of the Generic Regulations for Postgraduate Certificates and Diplomas that candidate's duration of study for the Masters degree shall be counted as the period since first registration for the Postgraduate Certificate or Diploma.

¹⁰ 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.

¹¹ Except for §10.2 and §10.3 where only 60 credits will be counted in the calculation of the grade point average for a Postgraduate Certificate, and any excess credit will be discarded in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

¹² The grade point average is determined with reference to the schedule of grades and grade points contained in Schedule A and Schedule B 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. For example, a grade point average of 11.9 would not satisfy a requirement for a grade point average of 12.

requirement of progression. Exceptionally, a candidate may be permitted to progress to the substantial independent work where it is judged¹³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).

- 7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the substantial independent work, only if they have 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 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 substantial independent work where it is judged¹³ that the candidate's performance offers a reasonable prospect of that candidate's reaching the standard required for the award of the Masters degree following any outstanding assessment opportunities (including reassessment and remedying incomplete assessment due to Good Cause).
- 7.3 A candidate may be required to commence work on the substantial independent work before the assessment of the taught courses referred to in §4 has been completed. Such a requirement shall not indicate that the candidate has satisfied the requirements for award in relation to the taught courses. In the event that subsequently after all opportunities at assessment have been exhausted the candidate does not achieve the standard required in relation to the taught courses specified in §9.1, the candidate will not be eligible for the award of the Masters degree, and the following will apply:
- If the substantial independent work has been submitted, it will be marked and a grade published.
 - If the substantial independent work has not been submitted but is substantially complete and no further supervisory input is required, the candidate may submit the work by the published deadline. The work will be marked and a grade published.
 - If the substantial independent work is not substantially complete or requires further supervisory input, the work should be discontinued and no submission made. No grade will be published for the candidate.

8. Reassessment of the Substantial Independent Work

- 8.1 Where a candidate requires a higher grade in the substantial independent work to satisfy the requirements set out in §9.1, reassessment of that 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 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 substantial independent work or to undertake further practical work.
- 8.2 Where at the time of publication of the grade achieved on the substantial independent work a candidate has exhausted all assessment opportunities on the taught courses referred to in §4 and has failed to satisfy the standard required in relation to the taught courses specified in §9.1 for the award of the degree,, a resubmission of the substantial independent work will only be permitted where the Board determines that no further supervisory input is required.

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 average¹² of 12 (equivalent to C3) or above in the taught courses described in §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 substantial independent work.
- 9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
 - c) a grade of at least C1 in the substantial independent work.
- 9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.
- 9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:
- a) a grade point average of 18 (equivalent to A5) or above in the 180 or more credits completed on the programme, and
 - b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
 - c) a grade of at least B1 in the substantial independent work.

¹³ 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.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

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

10.1 The requirement for the award of a Postgraduate Diploma is a grade point average¹² 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 A candidate who has achieved at the first attempt a grade point average of 15 or 18 will be eligible for the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

10.4 Where a candidate has achieved at the first attempt a grade point average of between 14.1 and 14.9 or between 17.1 and 17.9 the Exam Board shall have discretion to make the award of Postgraduate Diploma or Postgraduate Certificate with Merit or Distinction respectively.

11. Degrees¹⁴ to which these Regulations Apply

The following degrees are governed by the above regulations:

SRUC

Master of Science (MSc) Agricultural Professional Practice

Master of Science (MSc) Countryside Management

Master of Science (MSc) Organic Farming

12. Degrees which include Variations to Regulations 3 and 7

None recognised by Senate for session 2018-19.

CODE OF PROCEDURE FOR APPEALS

PREAMBLE

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.
2. The Senate of the University of Glasgow has agreed with the Principal of SRUC that a procedure be established to dispose of appeals by students pursuing courses at SRUC 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 Executive Management Team of SRUC.
3. The procedure is set out in the remainder of this document.

CONSTITUTION OF THE APPEALS COMMITTEE

4. The Executive Management Team of SRUC shall establish an Academic Appeals Committee (hereafter referred to as 'the Committee').
5. Full powers for deciding appeals are vested in the Committee.
6. The Committee shall consist of the Vice-Principal Education [Convener], members of the Education Division Management Team, and at least one representative of the Senate of the University of Glasgow.
7. No member shall sit in judgement on a case in which they have any interest.
8. The quorum for a meeting of this Committee, including the Convener, shall be five.
9. No member of the Senate Appeals Committee or the University Court shall be entitled to serve on the Committee. Where a member of the Academic Appeals Committee has participated directly in the decision appealed against, that member shall not sit for that individual appeal.

JURISDICTION

10. The jurisdiction of the Committee shall comprise all academic decisions affecting students, but not proceedings under the Code of Discipline or the Complaints Procedure. This includes Examinations Board decisions on student progress and final Degree Examinations and Award. If a student wishes to appeal against a final degree award then they must withdraw from graduation: a student who graduates is deemed to have accepted the award.

¹⁴ Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see §10).

BASIS OF APPEAL

11. No appeal may be made on matters of academic judgement: in particular, no appeal may be made by any student against the academic judgement of an Examinations Board on the examination results.
12. An appeal may be considered only in matters of procedure, namely:
 - a) new evidence has emerged which could not reasonably have been produced during the Stage 1¹⁵ appeals procedure, including mitigating medical circumstances; or
 - b) there is evidence that the procedure for conducting the Stage 1 appeal was not correctly followed; or
 - c) the decision and resulting action at Stage 1 was clearly unreasonable.

LODGING OF APPEAL

13. The grounds of appeal against the decision of the Examinations Board shall be clearly set out in writing and submitted to the Committee through the Academic Development Manager within 10 working days following intimation or publication of the Stage 1 outcome.
14. *Content of Note of Appeal.* The note of an appeal must state:
 - a) the name, address and, if possible, telephone number of the student making the appeal.
 - b) the grounds on which the student considers that the decision should be revised.
 - c) the remedy, or remedies, which the student seeks.
 - d) whether the student wishes to speak at a hearing.
 - e) whether the student intends to be assisted or represented by any person, and if so the name and occupation of that person.

All supporting evidence, e.g. a medical certificate if a student wishes to appeal on medical grounds, should be submitted together with the note of appeal. This may require the student to seek an extension from the Academic Development Manager for lodging an appeal. No appeal should be considered before all the evidence is produced.

TIME OF MEETING

15. The Committee shall meet within 10 working days of receipt of the note of appeal, or as soon as practicable thereafter.

PRELIMINARY DISPOSAL

16. Upon receipt of a written appeal, the Vice-Principal Education, after consultation with two members of the Committee, may:
 - a) dismiss the appeal because the appeal is out of time, or provides no sufficient grounds for an appeal, or is frivolous or vexatious; or
 - b) refer the appeal to the Committee; or
 - c) refer the appeal to the Examination Board for review of the academic decision.

APPEALS PROCEDURE

17. The Committee may decide for or against an appeal on the basis of written evidence, but will be required to see the student making the appeal should they wish to argue the case personally. The student should be informed in writing giving reasonable notice of the date, time and place of the hearing. The Committee will also be required to consider the evidence submitted by any person indicated by the student and to see that person if the student so requests. However, the Committee may proceed to hear an appeal in the event of any person failing to attend at the appointed time.
18. The Committee will have discretion to limit the number of persons to be heard if the evidence to be given by them is deemed to be similar in nature.
19. A student interviewed by the Committee may if they wish be accompanied by a friend or adviser, as may any member of staff interviewed by the Committee.

APPEALS FROM STUDENTS IN YEARS OTHER THAN THE FINAL YEAR

20. In cases of appeals from students in years other than the final year, the Committee shall decide on the merit of each appeal and advise the Programme Leader and the appropriate Examinations Board of the decision reached.
21. The Committee must give the relevant Examinations Board an account of the reasons which led to its decision, but excluding any information which the student making the appeal has clearly indicated to be of a confidential nature

¹⁵ Stage 1 of Academic Appeals for University of Glasgow registered students is described in SRUC Academic Appeals as part of the SRUC Education Manual.

and to be heard by the Committee only. The power of the Committee shall not be used to overturn an academic decision that a student has failed, but will enable the Committee to rule that a student be granted a repeat year or similar chance to retrieve failure.

22. The Secretary of the Committee will communicate the ruling to the Examinations Board and to the student who, failing production of fresh evidence, will be required to accept this decision.

APPEALS IN THE FINAL YEAR

23. No decisions of an Examinations Board to which the External Examiners have given their approval can be modified by any authority within SRUC without the Examination Board's concurrence.
24. The Committee may require an Examinations Board to reconsider its decision on a final examination result in the circumstances detailed in §12 (a), (b) and (c).
25. In the circumstances detailed in §12 (a), the matter will be referred back to the Examinations Board, with a recommendation and a supporting statement giving the reasons for this recommendation. As with appeals in earlier years, any information will be excluded from the supporting statement which the student making the appeal has clearly indicated to be of a confidential nature to be heard by the Committee only.
26. If after reconsideration, in the circumstances detailed in §12 (b) and (c), the Examinations Board does not modify its decision, the Executive Leadership Team may annul that decision if in its opinion account has not been taken of the relevant factors as specified in §12 (b) and (c).

APPEAL AGAINST A DECISION OF THE COMMITTEE

A student who is registered for an award of the University of Glasgow, may appeal against a decision of the Academic Appeals Committee of SRUC, but only in terms of the University Code of Procedure for Appeals to Senate. A copy of the Code will be found in the 'University Fees and General Information for Students' section of the *University Calendar*.

The Senate Appeals Committee will entertain an appeal against the decision of the Academic Appeals Committee of SRUC only on the grounds that:

- i) new evidence has emerged which could not reasonably have been produced to the SRUC Committee;
- ii) there have been defective procedures at SRUC level;
- iii) the disposal by SRUC was clearly unreasonable.

PROCEDURE FOR DETERMINING FITNESS TO PRACTISE

The Procedure for consideration of Fitness to Practise is available on request.