
Court & Senate Office
Regulatory Framework
2014/2015

2014/15

REGULATORY FRAMEWORK

for the Maintenance of Quality and Standards

of Programmes of Study

leading to the University of the West of
Scotland's

Academic Awards and other Distinctions

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2014/15 Edition

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1

INTRODUCTION

1 Introduction

1.1 Regulatory Framework

1.1.1 The Regulatory Framework is intended to allow for the flexibility necessary to enable the University to respond to the changing demands of industry, commerce, the professions and society in general, and to the needs of students, whilst ensuring that appropriate criteria, requirements and procedures for the setting and maintenance of quality and academic standards are established.

1.1.2 The main elements of the Regulatory Framework are:

- (a) The Powers of the University which give authority for provision of educational opportunities and for the stipulation of the University's requirements;
- (b) The Regulations set out the University's overall requirements for programmes of study leading to its academic awards and other distinctions.

1.1.3 The University's Regulatory Framework covers all aspects of the provision of programmes of study, including the admission, progression and assessment of students.

1.2 Impact Assessment

The Regulatory Framework has been found to pose a **low risk** of negative impact on the groups protected under equality legislation. The Regulatory Framework was reviewed in 2011 to reflect the requirements of the 2010 Equality Act and have been subject to Equality Impact Assessment in June 2012.

1.3 Implementation of Regulations

The University undertakes an annual review of the Regulatory Framework and approves any proposed changes at Senate. Careful consideration is given to the impact on students of changes to regulations. The drivers for changes are to improve clarity, new relevant legislation and where changes are made to University policies and structures.

Students will be bound by the regulations currently approved by Senate for implementation during the session in which the student is enrolled. The University publishes its Regulations with a summary of all changes each August. By enrolling on an annual basis, students confirm their acceptance of them. Programme handbooks are provided annually and will draw attention to any specific programme regulations.

1.4 Use of “Normally” in the Regulatory Framework

Where the word “normally” has been used, it is expected that the Regulation to which it pertains is followed unless a full and convincing case has been made, accepted by the relevant parent committee and discussed with the University Secretary & Registrar.

1.5 Home Office

The University reserves the right to decline, defer or withdraw enrolment where a candidate has not met the conditions of offer or where they cannot provide evidence that they have the appropriate immigration status to enable them to enrol as a student. Similarly, students may be withdrawn by the University where they are determined to be ineligible under Home Office regulations to remain in the UK.

2

POWERS

2 Powers

2.1 Introduction

2.1.1 The Powers are vested in the University's Court by the authority of the Statutory Instrument approved by the Scottish Parliament.

2.1.2 Any changes to the Powers shall be subject to the approval of the Scottish Ministers and/or the Privy Council, as required by Statute.

2.2 Academic Powers

2.2.1 The Powers described below relate specifically to the provision of programmes of study and do not include all the Powers which may relate to the University's academic work.

2.2.2 The University's Court has the power:

- a) To admit students, and to prescribe the conditions for their admission, to all programmes and programme elements whether or not leading to the award of a degree or other academic distinction;
- b) To grant all such degrees, diplomas, certificates and such other academic awards or distinctions as may be granted under the provisions of the University of the West of Scotland Order of Council 2009, Article 8, Schedule 1B (2);
- c) Subject to consultation with the Senate, to award honorary degrees, fellowships and such other honorary academic distinctions as it deems appropriate to such persons as fulfil the conditions which it may prescribe for the receipt of such awards;
- d) Subject to consultation with the Senate, to deprive a recipient of a degree, diploma, or any other academic distinction previously conferred by the institution;
- e) To frame such codes of discipline and regulations as are necessary or desirable for maintaining good order in the institution;
- f) To frame such regulations as are necessary or desirable to maintain the academic freedom of staff and students in the institution;
- g) To form relationships, associations or affiliations with other educational institutions, and such other bodies both public and private as may be for the benefit of the University or

necessary or desirable to carry out the objects of the institution.

2.2.3 The Powers enable the University:

- a) To determine the requirements for the enrolment and admission of persons to the University or to any particular programme, module or programme component or programme of supervised research in the University or delivered in any affiliated or associated institution, and to establish Regulations relating thereto;
- b) To grant and confer degrees, diplomas, certificates and other academic awards and distinctions on persons who have pursued programmes or programmes of supervised research approved by the University and have passed such examinations and other assessments as the University stipulates;
- c) To provide lectures, tutorials and other forms of instruction in such branches of learning and scholarship as the Court, on the recommendation of the Senate, shall approve and to make provision for research, scholarship and the advancement and dissemination of knowledge in such manner as the University deems appropriate;
- d) To provide such lectures and other forms of instruction to any persons as the Court on the recommendation of the Senate shall approve and to grant degrees, diplomas, certificates and other academic distinctions to such persons;
- e) On the recommendation of the Senate, to validate, approve, monitor and review programmes, modules, programme components, programmes of study and programmes of supervised research, whether or not they lead to the conferment of the University's degrees, diplomas, certificates or other academic distinctions; and to stipulate any conditions pertaining thereto;
- f) On the recommendation of the Senate, to accept in partial fulfilment of the study and assessment requirements for awards of the University such periods of learning and such assessments as the University recognises and have been successfully completed by persons otherwise than on programmes validated, approved and reviewed in accordance with (e) above.

3

REGULATIONS FOR THE AWARD OF CERTIFICATES, DIPLOMAS, DEGREES, POSTGRADUATE AWARDS AND OTHER ACADEMIC DISTINCTIONS

3 Regulations for the Award of Certificates, Diplomas, Degrees, Postgraduate Awards and other Academic Distinctions

3.1 General

- 3.1.1 The power to award certificates, diplomas, degrees and other academic distinctions is vested in the University by the Privy Council under the provisions of the University of the West of Scotland Order of Council 2009, Article 8, Schedule 1B (2) [see Regulation 2.2.2(b)].
- 3.1.2 With the exception of the University's Honorary Degrees and Fellowships, Higher Doctorates and the Research Degrees, Certificates, Diplomas, Degrees and other academic distinctions shall be conferred with the authority of the Senate by the appropriate Progression & Awards Board (PAB), which has delegated authority to confer awards.
- 3.1.3 The University's Research Degrees shall be conferred with the authority of the Senate on the recommendation of the Graduate School. The University's Higher Doctorates shall be conferred by the Senate on the recommendation of the REAC (see Regulation 9).
- 3.1.4 The University's academic awards are defined in terms of standard, level and outcomes.
- 3.1.5 The standard of the Bachelor's Degree with Honours shall provide the yardstick against which the standards of all other academic awards and distinctions of the University are determined.
- 3.1.6 The University of the West of Scotland has taken cognisance of the Scottish Credit and Qualifications Framework (SCQF) in drafting its regulations. University awards will be designed and structured with regard to the expectations of the SCQF and the characteristic generic outcomes.

3.2 Undergraduate Certificates and Diplomas

- 3.2.1 *Certificate of Higher Education (Cert HE)*
SCQF level 7
Credit points At least 120 credits are at least at SCQF level 7
- The Certificate of Higher Education is typically offered as an exit award after successful completion of the equivalent of one year of full-time higher education in Scotland. The precise focus and outcomes will be identified in the relevant programme specifications.

3.2.2 *Diploma of Higher Education (Dip HE)*

SCQF level 8

Credit points At least 240 credits of which a minimum of 100 are at least at SCQF level 8

The Diploma of Higher Education is typically offered after successful completion of the equivalent of the first two years of full-time higher education in Scotland. The precise focus and outcomes will be identified in the relevant programme specifications.

3.3 **First Degrees/Undergraduate**

3.3.1 *Degrees of Bachelor of Arts (BA), Bachelor of Education (BEd), Bachelor of Engineering (BEng), Bachelor of Science (BSc), Bachelor of Accounting (BAcc) and Bachelor of Divinity (BD) - with Honours*

SCQF level 10

Credit points At least 480 credits of which a minimum of 200 are at least at SCQF level 9 and 10, including at least 100 at SCQF level 10

The standard of the Bachelor's Degree with Honours shall be that expected of a person with prior knowledge and skills who has successfully completed a programme of study which is suitable for the fulfilment of the University's graduate skills and attributes and learning outcomes (see Regulation 5.5.2 and 5.5.3) and, who has demonstrated the capacity for sustained independent and high-quality work; the normal length of the programme shall be four academic years of full-time Higher Education study or equivalent.

3.3.2 *Degrees of Bachelor of Arts (BA), Bachelor of Education (BEd), Bachelor of Engineering (BEng), Bachelor of Science (BSc), Bachelor of Accounting (BAcc) and Bachelor of Divinity (BD)*

SCQF level 9

Credit points At least 360 credits of which a minimum of 100 are at least at SCQF level 9

The standard of the Bachelor's Degree shall be that expected of a person with prior knowledge and skills who has successfully completed a programme of study which is suitable for the fulfilment of the University's graduate skills and attributes and learning outcomes (see Regulation 5.5.2 and 5.5.3); the normal length of the programme for the degree shall be three academic years of full-time study or equivalent and for the degree of BEd shall be four academic years of full-time study or equivalent.

The Ordinary Degree is recognised as the normal entry to a number of professions across the UK

3.3.3 *Graduate Certificate/Diploma*

SCQF level 9 and 10

Credit points At least 60 credits at the minimum of SCQF level 9 for a certificate and at least 120 credits at the minimum of SCQF level 9 for a diploma

Titles with the stream 'Graduate' may be used for qualifications from programmes of study that typically require graduate entry or its equivalent, and which meet the expectations of the SCQF, and in particular relevant parts of the descriptors for qualifications at SCQF level 9 or 10. These qualifications are typically for graduates or equivalent but are not of postgraduate level or outcome. The normal length of the programme of study for a Graduate Certificate shall be half of one year of full-time academic study or equivalent. The normal length of the programme of study for a Graduate Diploma shall be one year of full-time academic study or equivalent.

3.3.4 *Professional Graduate Diploma in Education (PGDE) SCQF level 10 and/or 11*

Credit points At least 120 credits at a minimum of SCQF level 10

The standard of the Professional Graduate Diploma in Education shall be that expected of a graduate who has completed a programme of professional skills and experience to qualify to teach in a primary or secondary school. The normal length of the programme is 36 weeks of full-time study or equivalent.

3.4 **Postgraduate and Post Experience Awards**

3.4.1 *Postgraduate Certificate (PgCert)*

SCQF level 11

Credit points At least 60 credits of which a minimum of 40 are at least SCQF level 11 and none below SCQF level 10

The standard of the Postgraduate Certificate shall be that expected of graduate who has successfully completed a programme of study, either at a level demanding more advanced study than a first degree or at a level appropriate for a conversion programme, suitable for the fulfilment of the University's graduate skills and attributes and learning outcomes (see Regulation 5.5.2 and 5.5.3); the normal length of the programme shall be half of one year of full-time study.

3.4.2 *Postgraduate Diploma (PgD)*

SCQF level 11

Credit points At least 120 credits of which a minimum of 100 are at least at SCQF level 11 and none below SCQF level 10

The standard of the Postgraduate Diploma shall be that expected of a graduate, who has successfully completed an appropriate

programme of study in a field for which prior knowledge and skills have provided an appropriate foundation, either at a level demanding more advanced and intensive study than a first degree or at a level appropriate for a conversion programme, and which is suitable for the fulfilment of the University's learning outcomes (see Regulation 5.5.3). The normal length of the programme will be the equivalent of one year of full-time academic study.

3.4.3 *Degree of Master of Business Administration (MBA)*

SCQF level 11

Credit points At least 180 credits of which a minimum of 160 are at least at SCQF level 11 and none below SCQF level 10

The standard of the Degree of Master of Business Administration shall be that expected of a person with prior knowledge and skills equivalent to an Honours degree and a minimum of three years' relevant work experience or who has successfully completed an appropriate programme of study for which prior knowledge and skills have provided an appropriate foundation, at a level demanding more advanced and intensive study than a first degree and which is suitable for the fulfilment of the University's learning outcomes (see Regulation 5.5.3) and which includes a compulsory element of advanced independent work. The minimum period of study to gain the award of MBA will be the equivalent of eighteen months full-time study and will meet the expectations of the SCQF Master Degrees Framework.

3.4.4 *Degree of Master of Science (MSc)*

Degree of Master of Arts (MA)

SCQF level 11

Credit points At least 180 credits of which a minimum of 160 are at least at SCQF level 11 and none below SCQF level 10

The standard of the Degree of Master of Science and Degree of Master of Arts shall be that expected of an Honours degree graduate who has successfully completed an appropriate programme of study in a field for which prior knowledge and skills have provided an appropriate foundation, at a level demanding more advanced and intensive study than a first degree, and which is suitable for the fulfilment of the University's learning outcomes (see Regulation 5.5.3) and which includes a compulsory element of advanced independent work; the normal length of the programme shall be 12 months of full-time study or equivalent and will meet the expectations of the SCQF Master Degrees Framework.

3.4.5 *Degree of Master of Education (MEd)*

SCQF level 11

Credit points At least 180 credits of which a minimum of 160 are at least SCQF level 11 and none below SCQF level 10

The standard of the Degree of Master of Education shall be that expected of a person with prior knowledge and skills equivalent to an Honours degree graduate who has successfully completed an appropriate programme of study in a field for which prior knowledge and skills have provided an appropriate foundation, at a level demanding more advanced and intensive study than a first degree and which is suitable for fulfilment of the University's learning outcomes (see Regulation 5.5.3) and which includes a compulsory element of advanced independent work. The part-time programme is equivalent to eighteen months of full-time study and will meet the expectations of the SCQF Master Degrees Framework.

3.5 **Research Degrees and Higher Doctorates**

SCQF level 12

3.5.1 *Degree of Master of Research (MRes)*

The standard of the Degree of Master of Research should be that expected of a graduate with a good honours degree (see Regulation 8.1.3 b) who has satisfactorily completed a programme of supervised research training and has submitted a thesis which should comprise a satisfactory record of research undertaken by the candidate and a satisfactory critical survey of knowledge and understanding in the field of study and is capable of independent research.

3.5.2 *Degree of Master of Philosophy (MPhil)*

The standard of the Degree of Master of Philosophy shall be that expected of a graduate with a good Honours degree (see Regulation 6.5) who has satisfactorily completed a programme of supervised research training and has investigated and evaluated or critically studied an appropriate topic over the equivalent of not less than eighteen months of full-time study and has presented a satisfactory thesis.

3.5.3 *Degree of Doctor of Philosophy (PhD) - by Thesis and by Published Work*

The standard of the Degree of Doctor of Philosophy shall be that expected of a graduate with a good Honours degree who has satisfactorily completed a programme of supervised research training and has investigated and evaluated or critically studied an appropriate topic over not less than the equivalent of thirty-three months of full-time study resulting in a significant contribution to knowledge. A candidate may proceed to the degree of Doctor of

Philosophy (PhD) either by presenting a thesis or by submission of a portfolio of published work and critical review.

3.5.4 *Degree of Doctor of Business Administration (DBA) - by Thesis*

The standard of the Degree of Doctor of Business Administration shall be that expected of a graduate with a good Honours degree who has satisfactorily completed a programme of supervised research training and has investigated and evaluated or critically studied an appropriate topic over not less than the equivalent of thirty-three months of full-time study resulting in a significant contribution to knowledge and professional practice. A candidate may proceed to the degree of Doctor of Business Administration (DBA) by presenting a thesis.

3.5.5 *Higher Doctorates (Degrees of Doctor of Letters (DLitt), Doctor of Science (DSc) and Doctor of Technology (DTech)*

The standard of the Degree of a Higher Doctorate shall be that expected of a person who is the holder of at least seven years' standing of a first degree or the holder of at least four years' standing of a postgraduate degree, who is a leading authority in the field of study concerned and has made an original and significant contribution to the advancement or application of knowledge in that field.

4

REGULATIONS FOR PROGRAMME AND MODULE APPROVAL, MONITORING & SUBJECT HEALTH REVIEW

4 Regulations for Programme and Module Approval, Monitoring & Subject Health Review

4.1 Framework for Approval of Programmes, Titles and Modules, Monitoring and Subject Health Review, Collaborative Agreements and Professional Accreditation

- 4.1.1
- a) The University Senate, through its Education Advisory Committee (EAC) has established approval processes whereby a judgement is reached as to whether a particular programme or title or module designed to lead to, or contribute to, an academic award and collaborative programme, meets the University's requirements for the standard of that award.
 - b) Processes are also in place for annual monitoring and enhancement and institution-led Subject Health Review (SHR). These processes are described in detail in the Quality Handbook available from the Quality Enhancement Unit (QEU) or via the QEU Intranet site.
 - c) Staff in QEU can advise on any aspect of this regulation or associated processes.
 - d) The processes of approving, monitoring and reviewing programmes and modules and SHR shall be undertaken in accordance with the University's Regulations and Quality Handbook and with such procedures and guidelines as the EAC, shall from time to time deem necessary.

4.1.2 Aims

- a) The overall aims of approval, monitoring and SHR shall be to:
 - i) promote and maintain high academic standards;
 - ii) secure for each student a high-quality educational experience through the consideration of the quality and academic standard of each programme, title or module;
 - iii) stimulate curriculum development by requiring staff to evaluate existing and proposed programmes and modules and to expose them to the thinking and practices of external peers;
 - iv) facilitate the enhancement of learning, teaching and assessment;

- v) facilitate the enhancement of inclusive learning and teaching practice;
- b) The specific aims of approval, monitoring and review shall be to:
 - i) maintain the standards of the University's academic awards and to ensure that no programme, title or module, shall continue to be run without adequate human and other resources;
 - ii) ensure that each programme, title or module is designed and operated in accordance with the University's requirements at levels in concordance with the Scottish Credit & Qualifications Framework (SCQF) the appropriate Subject Benchmark Statements, the QAA Quality Code for Higher Education and all relevant University procedures and policies;
 - iii) appraise School processes for the regular monitoring of programmes, titles and modules with a view to the quality enhancement of the programme and enhancement of overall student experience;
 - iv) ensure that once a programme has been approved, any conditions for approval are satisfied and that any recommendations made during the programme approval process are fully considered by the appropriate School(s) and that appropriate action is taken;
 - v) ensure that all External Examiners' reports are received and formally considered, a formal response made and that where necessary appropriate action is taken.

4.2 Approval Process

4.2.1 The authority to approve new programmes and titles has been vested by Senate in the approval panel. Approval mechanisms are designed to incorporate the good practice of the QAA Quality Code for Higher Education.

Period of Approval

- a) A programme/title shall normally be approved for a period not exceeding six years and shall be subject to University monitoring requirements, SHR or other requirements as may be recommended to EAC.

- b) In certain circumstances, initial approval shall be for a shorter period: for example, when the programme is in a new or rapidly developing field of study; in one that is new to the University; or where it is likely that major changes may prove necessary shortly after initial approval. Where a programme is approved jointly with a Professional, Statutory & Regulatory Body (PSRB) a limited period of approval may be recommended to match the re-approval cycle of the PSRB. At the end of any such specified period, approval must be renewed, with or without a further time-limit.
- c) Where a programme is validated as a collaborative award with an external partner the period of approval is normally not more than four years and subject to review of the collaborative agreement within this period.

4.2.2 *Conditional Approval*

- a) Approval may be made conditional upon the fulfilment of specific requirements by a specified date. (See Regulation 4.2.3.)
- b) The responsibility for ensuring that conditional requirements have been fulfilled within the timescales specified and that progress has been properly monitored must be specified at the time of approval or re-approval.

4.2.3 *Withdrawal of Approval*

In the event of conditions of approval not being met, approval of the programme may be withdrawn on the recommendation of EAC.

4.2.4 *Advertisement of Programmes*

In the event of a programme or module, which is awaiting final approval of conditions, being advertised, this must be stated in all references to it in public advertisement(s) of any kind.

4.2.5 *Amendment to Approved Programmes*

- a) When a School wishes to amend an approved programme including its title or campus or mode of delivery it must follow the procedures in the Quality Handbook. Guidance is available from QEU. (See Regulation 5.3.2 on changes to programme title.)
- b) In order to safeguard the integrity of the level outcomes, no more than one core module at each level of the programme may be amended or replaced via the programme amendment process. The impact on programme specifications must be addressed when modules are amended or replaced. Any greater volume of change to

modules, level outcomes or programmes will require full re-approval.

4.2.6 *Appeals against Approval Decisions*

- a) Any appeal against a decision shall be referred to EAC. The decision of EAC shall be final.
- b) If a drafting team contests a decision made by an Approval Panel it should seek reasons for the decision and it should first seek to resolve the issue at the level at which the decision was originally made by contacting the Head of Quality Enhancement Unit. An appeal to EAC should be regarded as a last resort.

4.2.7 *Programme Closure/Withdrawal from the Portfolio*

When a School wishes to close a programme for whatever reason the following procedure will normally apply:

- a) The School Board prepares a report outlining the following:
 - Rationale for closure;
 - Proposed date for closure;
 - Arrangements for students currently on the programme – at all levels of the award and campuses/sites of delivery/students on suspension/students enrolled as resit only;
 - Consideration of part-time/direct entry students;
 - Impact of closure on other provision within the School/other Schools;
 - Any potential Equality Impact should be considered through the agreed procedures;
 - Implications on staffing resources;
 - Professional Body Associations that may need to be informed of the closure;
 - External examiner appointments which may need to be terminated early (or may need extended for resits of last cohort);
 - Explanation of transitional arrangements, particularly for part time students and proposals for ongoing resit/reassessment needs;
- b) The School will then seek approval from the Academic Planning Group (APG) which will make a recommendation to the Executive Group on programme closure. The Executive Group will report its recommendation to Senate.

- c) Once the Executive Group has approved the closure of the programme, the School should undertake a formal consultation with all affected students highlighting the options they have in terms of completing the programme or transferring to other awards if they desire. Transitional arrangements for part-time students or students who receive a resit decision in the final year of operation should be discussed. The written agreement of students wishing to transfer to another programme should be obtained. All students currently enrolled on the programme should have the opportunity to exit with the award. The School should inform the Admissions Manager that the award is being withdrawn, they will inform UCAS. The Admissions Office will also produce letters for students offering alternative programmes.
- d) The School should then inform Admissions, Marketing & Communications, Management Information Services, Registry, and QEU that the programme is being withdrawn from the Portfolio and that there will be no new recruitment to the award. The School should outline when the programme will finally be withdrawn from the portfolio and programmes having taken into account part-time student completion times and any resit/reassessment issues.

4.3 Process of Approval

- 4.3.1 The procedures, required documentation and timescales for the approval of new programmes, new and amended modules or changes to existing programmes are described in full in the Quality Handbook. These procedures are overseen by EAC and take full cognisance of the QAA Quality Code for Higher Education.
- 4.3.2 No new programme can be approved outwith the University's published procedures and the involvement of external peers.

4.4 Approval Reports

- 4.4.1 A report will be prepared following any new programme approved or review for confirmation by the panel and submission to the School Board.

4.5 Annual Monitoring, Evaluation and Enhancement

- 4.5.1 Module review forms will be prepared annually for each module and considered by the Programme Board. The operation of each programme shall be monitored by the Programme Leader who shall provide information as requested to the designated person in the School for annual monitoring reports. Programme Boards have responsibilities for oversight of the quality of modules and programmes.

4.5.2 Schools will be responsible for overseeing annual monitoring and enhancement activities in accordance with the requirements of EAC.

4.5.3 Full information on the annual monitoring and enhancement requirements and documentation is available in the Quality Handbook.

4.6 Subject Health Review (SHR)

4.6.1 Cycle of Reviews

All University credit bearing provision will be subject to periodic internal review in line with Scottish Funding Council (SFC) guidance and within a cycle of not more than six years.

4.6.2 Themes for Review

SHR shall consider and review the total taught and research activity of academic programmes in a subject across the following six themes:

Provision

Teaching, Learning and Enhancement

Research

Student Support and Guidance

Student Achievement and Assessment

Strategic Development of the Subject

4.6.3 Aims of Subject Health Review

The aims of SHR are to provide an opportunity to review quality and enhancement, teaching and learning, the wider research and scholarship in the subject area and inter-relations between subjects together with their future development. The review takes place with the firm intention to enhance the student experience balanced with a review of quality and standards.

Full details can be found in the Quality Handbook.

4.7 Student Involvement in Quality Enhancement

4.7.1 The collection and use of the views of students shall be in accordance with the procedures and methods outlined in the Quality Handbook which details student engagement, feedback and representation opportunities.

4.8 Collaborative Provision

4.8.1 Where Schools are considering collaborative provision, either with another HEI or an appropriate organisation, they should consult the International Centre at an early stage to ensure the proposal is in line with the University's international strategy. Collaborative arrangements should widen learning opportunities without

prejudice to the standard of the award or the quality of what is offered to the students.

- 4.8.2 A visit will be made to all institutions where collaborative delivery of a UWS award is being considered in line with guidance in the Quality handbook
- 4.8.3 Collaborative agreements are drafted by QEU in consultation with the School. School staff are not authorised to draft or sign collaborative agreements. Collaborative agreements are normally signed by the University Secretary & Registrar.
- 4.8.4 University requirements are set out in Regulation 11. A handbook is available from QEU providing guidance and information to support Schools on collaborative provision.

4.9 Professional Accreditation of University of Awards

- 4.9.1 Professional accreditation is the official recognition awarded by a Professional, Statutory & Regulatory Body (PSRB) as a result of the University meeting specific standards or criteria. The development and drafting of documents for submission to PSRBs (both before and after accreditation visits) is the responsibility of the School. The School is responsible for maintaining a schedule of accreditation status for all relevant awards and for providing this information to EAC as required.

Where there is potential conflict between a PSRB's admission or other requirements and the University's Equality policy or legislation, this should be noted in the schedule.

5

REGULATIONS FOR PROGRAMMES OF STUDY LEADING TO THE UNIVERSITY'S TAUGHT ACADEMIC AWARDS

5 Regulations for Programmes of Study leading to the University's Taught Academic Awards

5.1 General Requirements

5.1.1 General Regulation

These regulations apply to all modules and programmes of study leading to the University's academic credit or awards.

5.2 Definitions

5.2.1 Trimester

The teaching year is divided into three trimesters which are constituted as follows:

2 Trimesters of 15 weeks –
12 weeks teaching
3 weeks consolidation and assessment

1 Trimester of 10 weeks –
8 weeks teaching
2 weeks consolidation and assessment

5.2.2 Single Module

An assessed unit of study of a specified level, the particular content of which is defined and uniquely identifiable and with the following characteristics:

- a) For undergraduate programmes, if passed, it carries 20 credit points; it is normally studied during a single trimester and represents one third of a trimester's work or a sixth of a full year's study for a full-time student. (See Regulation 5.2.8.)
- b) For postgraduate programmes, if passed, it carries 10 or 20 credit points, it is normally studied during a single trimester and represents a sixth or third of a trimester's work for a full-time student. (See Regulation 5.2.9c.)
- c) Up to two 20 credit modules per level may be approved for delivery across two consecutive trimesters in the same academic year. (See Quality Handbook for procedures.)

5.2.3 The total learning time for a 20 credit module requires 200 student effort hours (SEH) which includes lectures, practicals, seminars, tutorials, workshops, independent learning, projects, placements and assessment.

5.2.4 *Double Modules*

An assessed unit of study with the following characteristics: if passed, it carries 40 credit points; it is studied over two trimesters and represents one third of two trimesters work for a full-time student.

5.2.5 The total learning time for a double module requires 400 student effort hours which includes lectures, practicals, seminars, tutorials, workshops, independent learning, projects, placements and assessment.

5.2.6 a) Double modules will normally only be permitted at level 10 (Honours) and level 11 (Masters). Any exceptions will require the approval of the Education Advisory Committee (EAC) in advance of the approval of the programme.

b) Larger modules, in multiples of 20 credit point components, will be permitted within the Project or Independent Study and WBL elements of programmes of study and Masters Dissertations.

5.2.7 Modules of fewer than 20 credits will not be approved within University awards except as specified in Regulation 5.2.9c. (See also Regulation 5.2.2.)

5.2.8 Number of modules in a trimester

As normally a module is one third of a trimester's work, undergraduate programmes should not require a full-time student to register for more than three modules per trimester (unless approved under 5.2.2c).

5.2.9 Number and Level of Credits required for Programmes

a) CertHE, DipHE, Degree and Honours awards normally require programmes equivalent to 120, 240, 360 and 480 credits respectively at the appropriate level (see Regulation 5.2.11) PgCert, PgD and MSc awards require programmes equivalent to 60, 120 and 180 credits at the appropriate SCQF level respectively. [see Regulation 5.2.11 (viii-x).]

b) For **single** degrees, in order to maximise flexibility of student choice, unless professional or statutory body requirements or some other valid reason make it critical to fully define the six modules at each level, programmes should specify a maximum of five modules at each level. It is however perfectly legitimate for students to choose to fill free options from their core subject.

c) Postgraduate Modules

At SCQF level 11 up to a maximum of 20 credits at each of the Postgraduate Certificate and the Postgraduate Diploma levels may be made up of 10 credit modules.

5.2.10 Approval of Students' Choice of Modules

- a) A student's programme of modules needs to be approved as educationally appropriate. Such approval will be effectively automatic where a student is following a defined single title within the general guidelines provided for that title in the programme specification. For students taking a joint or major/minor title, educational guidance will be available. For all students, the module selection and programme is only approved when it is signed off authorised by an appropriate academic as part of the enrolment process, either by signature or by electronic confirmation.
- b) A student's programme of modules in any given trimester can be constrained by timetable compatibility. It is essential that a student is available to attend all required classes for all modules on which they are enrolled, unless a student's individual circumstances in relation to an equality characteristic pertain.
- c) A module can be withdrawn in a given trimester as unviable if it enrolls fewer than 10 students. No module will be withdrawn on these grounds if it is a core module for a degree title for which a student has been previously enrolled.
- d) Students taking a period of study abroad or at another institution as part of an exchange programme will require to have the modules they are taking internationally, approved and signed off by the Programme Leader, PAB Chair and School-based Erasmus or International Co-ordinator as meeting the required level and outcomes for the University's award (a form is available for this process from Registry). In addition, there needs to be a translation of the international partner's grading system as part of the exchange agreement to enable candidates to have the exchange credit count towards any award with distinction and this needs to be drawn to the attention of the appropriate PAB Chair by the Programme Leader.

5.2.11 *Credit Rating*

The University's awards shall be rated at the following credit points for general credit against the Scottish Credit and Qualification Framework (SCQF). The modular curriculum at each level should yield the credit points shown below. If the award is made, the full

number of credit points is credited. If a student does not complete the programme at the designated level, credit can only be given for modules for which performance has been at least Grade C.

- i) Certificate of Higher Education (CertHE)
At least 120 credits at SCQF level 7 or above.
- ii) Diploma of Higher Education (DipHE)
At least 240 credits of which a minimum of 100 are at SCQF level 8 or above.
- iii) Scottish Bachelor's Degree
At least 360 credits of which a minimum of 100 are at SCQF level 9 or above.
- iv) Scottish Bachelor's Degree with Honours
At least 480 credits of which a minimum of 200 points are at SCQF levels 9 and 10, of which a minimum of 100 at SCQF level 10 and no credit of less than SCQF level 9 to contribute to Honours classification.
- v) Graduate Certificate
At least 60 credit points at minimum of SCQF level 9.
- vi) Graduate Diploma
At least 120 credit points at minimum of SCQF level 9.
- vii) Professional Graduate Diploma
At least 120 credit points at minimum of SCQF level 10.
- viii) Postgraduate Certificate
At least 60 credit points of which a minimum of 40 are at SCQF level 11 – none below level 10.
- ix) Postgraduate Diploma
At least 120 credit points of which a minimum of 100 are at SCQF level 11 – none below level 10.
- x) Masters
At least 180 credit points of which a minimum of 160 are at SCQF level 11 – none below level 10.

5.2.12 Postgraduate Awards

“Postgraduateness” embraces a multiplicity of attributes, all predicated on the assumption that those who are admitted have already satisfactorily completed an undergraduate programme or achieved a comparable level of academic or professional attainment. (See Regulation 6.3.1.)

5.2.13 SCQF Credit Minima

In line with the SCQF, Programme Leaders are referred to Regulations 5.2.11 and 5.3.12 to ensure that minimum credit level requirements are satisfied. However, see 5.2.10(a) for guidance on the approval of students’ choices of modules.

5.2.14 Levels

- a) Each University module shall have a defined intrinsic level at SCQF 7, 8, 9, 10, or 11.
- b) The intrinsic level of each module is defined when it is initially approved at SCQF 7, 8, 9, 10 and 11. Levels 7 – 10 are normally equivalent to the first, second, third (Degree) and fourth (Honours) years of full-time undergraduate study and it is expected that there will be progression between levels in terms of academic challenge relevant to the SCQF.
- c) SCQF level 11 indicates Postgraduate/Masters level. A level 11 module must reflect a distinctive postgraduate standard in terms of both depth and/or breadth of delivery and of assessment in taught or research modules, irrespective of the mode of study. (See Regulation 5.2.13.)

5.2.15 Module Co-ordinator

Each module is located within a specific School and will be overseen by a Module Co-ordinator appointed by and responsible to the appropriate Dean of School or nominee. The Module Co-ordinator has responsibility for the management of the module (i.e. ensuring the module descriptor is updated, assessment details are recorded and assessments moderated) and is normally also responsible for the academic leadership of the module. The Module Co-ordinator is also responsible for advising appropriate Programme Leaders of amendments to the module where it is offered in more than one programme.

Module Co-ordinators should communicate with Programme Boards on issues pertinent to the module.

5.2.16 The Role of Module Co-ordinator

The Module Co-ordinator's responsibilities will include the following:

- To review annually the module content and ensure that the module descriptor is kept up-to-date;
- To advise the Head of School or nominee and School Timetabler on the delivery schedule for the module;
- To establish that appropriate timetabling and exam schedule arrangements have been made for the module;
- To co-ordinate and maintain the timeous production of the final and resit examination papers;
- To establish the continuous assessment structure and schedule for the module in consultation with the programme leader;
- To collect continuous assessment marks and to collate final assessment data;
- To ensure that marks for students taking the module are collated and recorded using the University's marks data entry system
- To monitor attendance and engagement requirements (see Regulation 5.7.2);
- To collect student feedback in line with University requirements;
- To attend the Subject Panel;
- To liaise with the Dean of School or nominee about any problems relating to the administration and delivery of the module which the Co-ordinator, having made all reasonable endeavours, is unable to resolve;
- To present proposed module changes to the Programme Board for approval and new modules for recommendation by the Programme Board to the School;

5.2.17 The Role of Module Moderator

Each module will have an identified Module Moderator who will confirm moderation has taken place in line with section 3.4 of the Assessment Handbook. The Module Moderator will assist in implementing the assessment moderation process (as described in the University's Assessment Handbook).

5.2.18 Programme

The group of modules approved as leading to an award of the University, including any intermediate awards, together with the rules that specify how they may be combined to lead to the award or awards. Awards must be underpinned by a programme specification.

5.2.19 Amendments to Programmes of Study

At any time, subject to the programme specification governing the programme of study concerned, the student may seek approval for amendment to the selection of modules including a change in the award to which they lead. Any such amendment is subject to the approval of the Programme Leader responsible for the existing programme and, if the amendment involves a change in the responsible body, that Programme Leader who will become responsible.

5.2.20 Named Award

- a) The following named final awards shall be available: (see also Regulation 3 for guidance on the characteristics of awards and SCQF for generic outcomes at each of the following levels):

Certificate of Higher Education

Diploma of Higher Education

Degree

Honours Degree

Graduate Certificate

Graduate Diploma

Professional Graduate Diploma

Postgraduate Certificate

Postgraduate Diploma

MA

MSc

MBA

MEd

- b) SCQF draws to institutions' attention the need to be able to demonstrate that each of their qualifications is allocated to the appropriate level of the framework.

In considering the appropriate level for a qualification, consideration should be given to:

- The relationship between the intended outcomes of the programme and the expectations set out in qualification descriptors within SCQF;
- Whether there is a sufficient volume of assessed study that will demonstrate that the learning outcomes have been achieved;

and

- Whether the design of the curriculum and assessments is such that all students following the programme have the opportunity to achieve and demonstrate the learning outcomes;

5.2.21 *Intermediate Exit Awards*

Qualifications should be awarded to mark the achievement of positively defined outcomes, not a compensation for failure at a higher level, or by default. Where a student does not demonstrate the outcomes set out in a programme specification, a lower qualification may be awarded if the student has demonstrated the outcomes required for that qualification.

At undergraduate level these shall be the Certificate of Higher Education, Diploma of Higher Education and the Degree. At MSc level this shall be the Postgraduate Diploma. At Postgraduate Diploma level this shall be the Postgraduate Certificate.

A student who has accumulated the necessary number of credits and satisfied any other specific requirements has the right to claim any award intermediate to the final award for which he or she is registered provided he/she has demonstrated the achievement of the learning outcomes specified for the intermediate award. (See Regulation 7.5.3.)

Programme specifications should clearly specify the outcomes required for each qualification including intermediate exit awards.

Normally no intermediate award will be made to a student who has obtained a final award or a student who immediately proceeds to the next level of the award. The University may make an intermediate award to a student who has met the requirements for that award and is no longer registered on the programme of study leading to a higher level qualification.

5.2.22 *Prerequisite*

A named module (or modules or a subset of alternative named modules) that is required to be passed before another particular module may be undertaken. A pass in one trimester shall not be specified as a prerequisite for starting a module in the following trimester. (See Regulation 7.3.1)

5.2.23 *Co-requisite*

A named module (or modules or a subset of alternative named modules) that is required to be taken in addition to, and normally at the same time as a particular module.

5.3 **Titles and Awards****5.3.1** *General Requirements*

- a) The name given to any qualification should represent appropriately the level of achievement, reflect accurately the field(s) of study, and not be misleading.
- b) The award title should not normally reflect more than two subject components which should be indicated simply and accurately.

5.3.2 *General Requirements for Titles*

- a) The Executive Group will be responsible for giving approval for a change to the approved portfolio of available titles and to new titles. This will include the withdrawal of titles. (See Regulation 4.2.5.)
- b) School Boards shall annually approve an updated list of the titles available for a Single/Major; Joint; and Minor award component and intermediate awards and the modules which lead to these titles for the School.
- c) The title of each programme should, as a description of its content, accord with the normal expectations of professional and statutory bodies (where appropriate), of students and of employers, as an indication of the level of knowledge and skills to be expected of a person holding such a qualification.
- d) Titles for intermediate awards should be approved at the time of programme approval.

5.3.3 *Honours Degree Awards*

- a) Honours Degrees may be awarded in Single subject titles, Joint subject titles or Major/Minor titles as approved as being on the list of the University of the West of Scotland's portfolio of titles [see Regulation 5.3.2(b)]. In order to achieve an Honours Degree 480 credits must be achieved with at least 100 at level 10 (see Regulation 5.2.11).
- b) An approved Honours award shall include a dissertation element or equivalent evidence of substantial independent work which should be equivalent to at least a double module (40 points). (See Assessment Handbook for University Guidelines for Honours and masters Dissertations.)
- c) Each copy of the thesis shall remain the property of the University, but the copyright of the thesis shall be vested in the candidate.

5.3.4 *Single Honours*

- a) The title of a Single Honours award defines a single coherent programme in which the majority of modules are in a single subject area. It should be expressed simply and in as few words as possible.

Titles for Honours awards are determined by the modules taken at the top two levels of study. The minimum number of modules required;

For a Single Honours title: the equivalent of 200 credits from the subject area as defined within the approved programme specification, with at least 100 of these at SCQF level 10 and none less than SCQF level 9.

- b) Where there has been direct entry to Level 10 then the title shall be that as described in the appropriate UWS programme specification. (See Regulation 6.7.4(b) (iv).)
- c) The Approval Panel will confirm the appropriateness of the title of the award.

5.3.5 *Joint Honours*

- a) The title of a Joint Honours award defines a coherent programme of study which has combined modules from two single subject areas where there is an approximate balance between the two areas.
- b) *Titles for Honours awards are determined by the modules taken at the top two levels of study. The minimum number of credits required:*

For a Joint Honours title, 60 credits in each subject area at level SCQF 9, 40 credits from each subject area at SCQF level 10 plus one 40 credit project in either subject area.

- c) The first named title in the award will be determined by the dissertation/project.
- d) Where there has been direct entry to SCQF level 10 then the title shall be that as described in the appropriate UWS programme specifications. (see Regulation 6.7.4 b) iv)).

5.3.6 *Major/Minor Honours*

- a) A Major/Minor Honours Degree may be awarded where the programme includes a major/minor combination where the minor subject accounts for one third of the programme at levels 9 and 10.
- b) Titles for Honours awards are determined by the modules taken at the top two levels of study. The minimum number of modules required;

For a Major Honours title: 160 credits from the subject area as defined within the approved programme specification, with at least 80 of these at SCQF level 10.

For a Minor Honours title component, 80 credits from the subject as defined within the approved programme specification, with at least 40 of these at SCQF level 10.

- c) Major/Minor Honours Awards will be titled as follows:
BA or BSc Honours A with B
- d) Where there has been direct entry to Level 10 then the title shall be that as described in the appropriate UWS programme specifications. [See Regulation 6.7.4(b) (iv).]

5.3.7 *Degree Awards*

Degrees may be awarded in Single subject titles, Joint subject titles or Major/Minor titles as approved as being on the list of the University of the West of Scotland's portfolio of titles (see Regulation 5.3.2b). In order to achieve a degree 360 credits must be achieved with at least 100 at level SCQF level 9.

5.3.8 *Single Title Degree*

- a) The title of a single degree award defines a single coherent programme in which the majority of modules are in a single subject area. It should be expressed simply and in as few words as possible.

- b) For Degree Awards the title is determined by the modules taken at the highest level of study (SCQF level 9). The minimum number of credits in each subject required:

For a Single Degree title: 100 credits from the subject area as defined within the approved programme specification.

5.3.9 *Joint Title Degree*

- a) The title of a Joint Degree award defines a coherent programme of study which has combined modules from two single subject areas where there is an approximate balance between the two areas.

- b) For Degree Awards the title is determined by the modules taken at the highest level of study (SCQF level 9). The minimum number of credits in each subject required:

For a Joint degree title component: 60 credits from the subject as defined within the approved programme specification.

- c) Title A and Title B will be named in alphabetical order.

5.3.10 *Major/Minor Degree*

- a) *A Major/Minor degree may be awarded where the programme includes a major/minor combination where the minor subject accounts for one third of the programme.*

- b) *For Degree Awards the title is determined by the modules taken at the highest level of study (SCQF level 9). The minimum number of credits in each subject required;*

For a Major Degree title component: 80 credits from the subject area as defined within the approved programme specification.

For a Minor Degree title component: 40 credits in the subject as defined within the approved programme specification.

- c) Major/Minor Degree Awards will be titled as follows:
BA or BSc A with B

5.3.11 *Diploma of Higher Education*

DipHEs may be awarded in Single subject titles or Joint subject titles. In order to achieve a DipHE 240 credits must be achieved with a minimum of 100 at least SCQF level 8.

- a) The title of a Single DipHE defines a single coherent programme in which the majority of modules are in a single subject area.
- b) The title of a Joint DipHE award defines a coherent programme of study which has combined modules from two single subject areas where there are equal credits from each of the two areas. Title A and B will be named in alphabetical order.

5.3.12 *Cert of Higher Education*

CertHEs are normally only awarded in single subject titles. In order to achieve a CertHE, 120 credits must be achieved with at least 120 at SCQF Level 7.

- a) The title of the CertHE defines a single coherent programme in which the majority of modules are in a single subject area.
- b) A CertHE may also contain a broad range of subjects provided within a broader subject discipline consistent with a generic or common programme of study.
- c) Joint or Major/Minor combinations are not normally permitted for CertHE awards.

5.3.13 Joint Award (collaborative arrangement)

- a) A joint award (collaborative arrangement) involves the granting of a single award by UWS with one or more collaborating awarding bodies for the successful completion of one programme of study. UWS is therefore responsible for the standard of the award as one of the conferring institutions.
- b) UWS will agree appropriate arrangements for the awarding of transcripts and certificates prior to commencement of programme.
- c) Partner Institutions will be required to demonstrate that they have the legal capacity to make such an award.
- d) Any joint award proposals will be subject to risk assessment, initial scrutiny and approval of the University's Academic Planning Group (APG) to ensure an appropriate strategic fit.
- f) Consideration will be given to conditions of the award and quality assurance procedures prior to embarking on such an arrangement.

5.3.14 Dual Award (collaborative arrangement)

- a) A dual award (collaborative arrangement) involves the granting of separate awards by both UWS and a collaborative partner, for a single programme of study. The two awards will be based on the same assessed student work and can only be granted when the objectives of the programme have been achieved at the same point in time. Responsibility for each award and its academic standard will remain with the body awarding it.
- b) The responsibility for the standard of the UWS award will remain with the University and cannot be shared with the partner.
- c) The partner institution will be required to demonstrate to UWS that it has the legal capacity to make such an award. Together with UWS, the partner institution will ensure that students may not double-count credit for successfully completing modules.
- d) Any dual award proposals will be subject to risk assessment, initial scrutiny and approval of the University's APG to ensure an appropriate strategic fit.

5.3.15 Validated Awards

- a) A validated award (collaborative arrangement) involves the granting of an award by UWS to be delivered by non-degree awarding bodies. This can be undertaken in areas where the University is confident the partner has the resources and expertise to run its own UWS-validated award, and where the programme is not in direct competition with any award offered by the university on one of its own campuses
- b) The responsibility for the standard of the UWS award will remain with the University. A Joint Programme Panel (JPP), with representation from both UWS and the partner institution, will be established to manage the collaborative arrangements and to provide a focus for operational issues to be discussed, with the Degree Assessment Board (DAB) (remit for DAB is included in Collaborative section of Quality Handbook) managing the assessment processing. (The Scottish Baptist College follows UWS arrangements for Subject Panels and Progression & Awards Boards)
- c) Any validated award proposals will be subject to due diligence, initial scrutiny and approval of the University's APG to ensure an appropriate strategic fit.

5.3.16 Summary of Credit Minima required for UWS Awards

Award	Credit Points Required
CertHE	At least 120 credit points at SCQF level 7 or above
DipHE	At least 240 credit points of which a minimum of 100 are at least SCQF level 8
DipHE (Joint)	At least 240 credit points of which a minimum of 100 are at least SCQF level 8 and a minimum of 60 in each subject area
BA/BSc (Single)	At least 360 credit points with 200 in the subject area of which a minimum of 100 are at least SCQF 9
BA/BSc (Major)	At least 360 credit points with 160 in the subject area of which a minimum of 80 are at least SCQF 9 each
BA/BSc (Joint) component	At least 360 credit points with a minimum of 120 in subject of which a minimum of 60 in the subject are at least SCQF 9 (each subject)
BA/BSc (Minor) component	At least 360 credit points with minor subject accounting for one third of programme at level SCQF 9 (with at least 40 at SCQF 9 in the minor subject)
BA/BSc/BEd(Hons) (Single)	At least 480 credit points of which a minimum of 200 in the subject at SCQF 9 and SCQF 10 of which a minimum of at least 100 at level 10#
BA/BSc(Hons) (Major)	At least 480 credit points of which a minimum of 160 in the subject at SCQF 9 and SCQF 10 of which a minimum of at least 80 at level 10
BA/BSc(Hons) (Joint) component	At least 480 credit points with a minimum of 60 at SCQF 9 in each subject area and a total of 120 at level 10 with a minimum of 40 in each subject area
BA/BSc(Hons) (Minor) component	At least 480 credit points with minor subject accounting for one third of programme at level SCQF 9 and SCQF 10 (80 overall in the minor subject with at least 40 at level 10)
Graduate Certificate	At least of 60 credit points at minimum of at least SCQF 9
Graduate Diploma	At least 120 credit points at minimum of at least SCQF 9
Professional Graduate Diploma	At least 120 credit points at SCQF level 10
PgCert	At least 60 credit points with minimum of 40 at SCQF 11*
PgD	At least 120 credit points with minimum 100 at SCQF 11*
MSc/MA/MEd/MBA	At least 180 credit points with minimum 160 at SCQF 11*

* Modules must be at least level 10

Modules which contribute to the Honours classification must be no less than SCQF level 9

- 5.3.17 Continuing students on existing programmes who have a 5 credit deficit arising from changes to credit tariff structure from 15 – 20 credit points per module will not be required to make up the credit deficit.

5.4 Duration of Study and Authorised Interruption

- 5.4.1
- a) The period within which a student shall normally complete a programme of study and the associated assessments (including any resits) should be specified in the programme specification.
 - b) A student shall be required to reapply for a programme of study if the PAB has not assigned credit to the student for a period of two calendar years. The student will be treated as a new applicant and will go through the University's RPL process to check on the currency of their learning. They will then be offered the most appropriate level of entry based on that learning.
 - c) A student registered for an award may be allowed a period of Authorised Interruption of Study, approved by the relevant Dean of School and may be re-admitted thereafter to complete the requirements for a degree. In some cases of disability and maternity a period of Authorised Interruption of Study will be granted.

A period of Authorised Interruption of Study will not normally exceed one academic session, and the total period of Authorised Interruption of Study, which may be granted throughout the programme of study, will not normally exceed two academic sessions.

Programme Regulations

5.4.2 *General Requirements for Programme Regulations and Professional Requirements*

- a) The only definitions of the nature of assessments should be at module level. The only programme specific assessment regulations should be about progression and conditions for the award.
- b) In the case of any seeming conflict between the University Regulatory Framework and those of any external institution or body which accredits the programme, the School Board may seek approval from the Education Advisory Committee for the regulations of that institution or body to take precedence.
- c) Where there is a conflict between programme assessment regulations as noted in Student Handbook or other

published material and those of the University as defined in this framework, the University regulations shall take precedence.

- d) University regulations shall apply to all programmes of study unless a condition of professional accreditation **requires** a deviation. In such cases evidence must be submitted to the Education Advisory Committee.
- e) When students enrol each year they will confirm that they accept the University's current Regulatory Framework.

5.5 Programme Specifications and Learning Outcomes

5.5.1 General Requirement

- a) Each programme of study shall have learning outcomes at each level which the programme structure and requirements and teaching and learning, and assessment methods are designed to fulfil.
- b) Cognisance should be taken of the external sources against which the programme is benchmarked including subject benchmarks, Professional, Statutory & Regulatory Bodies' (PSRB) information and SCQF.
- c) Curricula should be designed to provide the conditions for the outcomes to be achieved, including flexibility of assessment for students with individual needs.

5.5.2 Graduate Skills and Attributes

- a) The programme specification shall detail the skills and attributes to be found in graduates of the programme. At undergraduate level, these will include: To develop critical, analytical problem-based learning skills and the transferable skills to prepare the student for graduate employment; To enable students to engage in lifelong learning, study and enquiry, and to appreciate the value of education to society; To assist the student to develop the skills required for both autonomous practice and team-working.
- b) Overall, the programme of study shall aim to stimulate an enquiring analytical and creative approach, encouraging independent judgement and critical self-awareness.

5.5.3 Characteristic Outcomes of Masters Degrees

The following indicate appropriate outcomes for Masters' programmes where the content wholly or mainly builds on a first degree in the same discipline. They apply with reduced force to the taught components (at PgD level) within broadening Master

programmes such as MBA or conversion courses, but they should be characteristic of the Master dissertation in any Master's programme.

- i) A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice.
- ii) A comprehensive understanding of techniques applicable to their research or advanced scholarship.
- iii) Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.
- iv) Conceptual understanding that enables the student:
 - To evaluate critically current research and advanced scholarship in the discipline;
 - and
 - To evaluate methodologies and develop critiques of them and where appropriate, to propose new hypotheses;

Delivery of knowledge in taught postgraduate programmes may include: teaching at more advanced levels than those associated with undergraduate degree studies; broadening rather than deepening the student's experience; subjecting the student to research training; and an element of personal research involving the development of new knowledge.

An approved taught Masters programme must include a substantial dissertation or equivalent evidence of sustained independent work, which should normally calibrate to at least 60 SCQF level 11 credit points. (See Regulation 5.2.14c.) Further guidance on what constitutes 'sustained independent work' can be found within the Assessment Handbook.

5.5.4 *Learning Outcomes*

- a) The statement of intended learning outcomes shall show how the programme of study will enable students to develop knowledge and skills described in the programme overview.
- b) The intended learning outcomes shall be expressed at each level in terms of Knowledge and Understanding, Practice – Applied Knowledge and Understanding, Communication, ICT and Numeracy Skills, Generic Cognitive Skills – Problem Solving, Analysis, Evaluation, Autonomy, Accountability and Working with Others.

- c) Within these five categories, between two and five learning outcomes should be identified for each level of the programme and details of the teaching, learning and assessment strategy should be related to the five categories rather than individual learning outcomes.
- d) The learning outcomes at each level of the programme should link clearly to the learning outcomes stated in the Module Descriptors for the core modules at that level.
- e) The design and content of the curriculum should support the progressive development of intended learning outcomes and be accessible to students of diverse backgrounds.

5.5.5 *Personal Development Planning (PDP)*

The University is committed to providing all students with the opportunity to engage in a process of Personal Development Planning as a structured and supported process. Programme specifications must articulate how PDP will be an integral part of the student learning experience and how this integrates with other appropriate reference points such as the SCQF, subject benchmark statements and professional/occupational standards.

Key responsibilities for learners, Schools and Support Units are summarised in the PDP Policy (approved by Senate – March 2012).

5.6 **The Curriculum and Structure**

5.6.1 *General Requirements*

- a) The curriculum shall be appropriate to the aims of the programme and to the level of the award to which it leads.
- b) Where a University award is offered on more than one campus or through blended learning, the core modules as defined in the programme specification must be identical.
- c) The structure shall provide for the progression of students from the level of knowledge and skills required at admission to the level of the award concerned.
- d) Any first degree programme should be structured on the assumption that all students who have the ability to benefit from higher education should be given the opportunity to reach Honours Degree standard, whilst providing the flexibility to allow those students who wish to study for a Degree.
- e) Whilst students should be given opportunities to study at their own pace and to redeem initial failure, in order to

protect standards such opportunities should be restricted. Programmes should, therefore, be designed for students to complete their studies (including any resits) within a certain standard length of time; where appropriate, further provision may then be made for individual students to complete their studies in a shorter time, or to suspend, transfer, defer or interrupt (see Regulation 5.4.1) completion of their studies.

- f) With regard to postgraduate taught programmes, they may be designed to provide maximum flexibility with respect to mode of delivery, duration and where relevant, vocational requirements.
- g) Volume of change permitted to programmes (see Regulation 4.2.5).

5.6.2 *Single Cohort Delivery on Multiple Locations*

- a) As individual programmes can be delivered across multiple locations, the Approval Panel will consider this when new programmes are considered as part of their discussions around the student experience. The programme specification and prospectus should make explicit the delivery approaches for each programme, with a more detailed breakdown provided for the Approval Panel to consider. This detailed breakdown should also be included in the student handbook.

5.7 **Attendance and Engagement**

5.7.1 *General Requirements*

- a) It is expected that students will attend all scheduled classes or participate with all delivered elements as part of their engagement with their programme of study. However, consideration must be given to students who have protection under Equality law.
- b) Module descriptors, programme specifications and supporting module and programme handbooks should make explicit where there are specific attendance/engagement requirements to be met.
- c) Attendance/engagement will be monitored and, if deemed unsatisfactory, may result in warning and/or withdrawal.
- d) Where appropriate, unsatisfactory attendance/engagement may have implications with respect to programmes accredited or approved by the relevant professional body, and Home Office requirements (for international students)

5.7.2 Attendance Requirements

- a) Each student shall be notified of the attendance/engagement requirements in respect of each element of the programme of study.
- b) Where there is a specified attendance/engagement requirement for modules and/or programmes, it is the responsibility of the Module Co-ordinator or Programme Leader to ensure appropriate records are maintained.
- c) Where a student is deemed to be at risk in terms of meeting any specified attendance requirements, it is the responsibility of the Module Co-ordinator or other person as identified by the School to initiate appropriate action to inform the student and personal tutor and warn the student of the implications.
- d) Students should inform the appropriate person (Module Co-ordinator, Programme Leader or School contact) of any planned absence where this is known in advance.
- e) Where unforeseen absence occurs, students should inform the appropriate person as soon as is practicable and, other than in cases relating to confidential issues, if the absence is for longer than one week, provide supporting evidence of the reason(s) for non-attendance.
- f) The Dean should ensure that appropriate mechanisms are in place to monitor attendance and take any action required.

5.7.3 *Withdrawal of a Student on grounds of non-engagement*

- a) Where a student has failed to engage in a programme, the Dean of School may convene a School Panel to consider withdrawal of the student on the grounds of non-attendance.
- b) A student may appeal against the decision of withdrawal on the basis of failing to meet engagement requirements. (Refer to Regulation 13.3.3.)

5.8 **Work-Based Learning and Placement Learning**

The University recognises a range of learning which may be derived from a work environment or work related activities that may be credit rated. Modules may be approved that are entirely work-based learning or placement learning or which include elements of these activities.

There is a University Policy on WBL which includes guidance for staff and students on the procedures for Work-based Learning. These regulations are concerned with the assessment of an award

of academic credit for Work-based Learning and are informed by the QAA Quality Code for Higher Education.

Definitions

The University recognises **four** main types of work-based learning and placement learning which may contribute to a student's programme of study.

(a) *Sandwich Placement or Recognised Sandwich Work Experience*

Sandwich learning takes place when a student is placed in (or secures for him or herself) a relevant job for a period of 36 weeks. This normally takes place between Levels 8 and 9 or Levels 9 and 10 of a programme of study. The credit awarded for this learning is additional to the 360/480 points needed for graduation with a degree/honours degree. All three of the parties involved (employer, student and University) need to enter into a Sandwich Placement Agreement covering this learning arrangement.

(b) *Placement Learning (PL)*

Placement Learning which takes place when a student is placed by the University (or secures an opportunity which is approved by the University) with a business or other organisation for a defined period of paid (or unpaid) work experience through which the student will have the opportunity to meet learning outcomes defined by the University as part of one of its Programmes. This learning arrangement needs all three of the parties involved (placement provider, student and University) to accept specific responsibilities during the placement period and so a Placement Learning Partnership Agreement is needed for each individual student placement. The credit awarded for this type of placement learning contributes to the 360/480 points needed for a degree/honours degree.

(c) *Work-Based Learning (WBL)*

Here the learner is already in full or part-time employment and undertakes study which involves them learning through their role within the workplace in a way which

- requires the support and certain concessions from their employer to meet the learning outcomes;
- and,
- has been agreed between the University, the student and the employer.

In this model the student is not being placed in employment by the University but is using their own

workplace to facilitate learning which the University assesses and awards credit for.

Such an arrangement will be possible where the University is satisfied that the current employer can provide sufficient opportunities for the student(s) to meet defined learning outcomes to the required level. The University will need to be satisfied that the employer can give the student sufficient time to do the type of work required to meet the learning outcomes by the end of the defined period. These matters would be covered by a WBL partnership agreement. However, as the learner is already an employee of the company this agreement only relates to learning and assessment. There is no need for it to cover other issues such as health and safety.

(d) *Recognition of Prior Learning (RPL) Through Work Experience*

This relates to cases where a student has acquired learning in a workplace prior to commencement of study with the University of the West of Scotland. This prior learning may be assessed and accredited through the University's RPL procedures.

5.8.1 Principles:

- a) All Work-based Learning and Placement Learning shall be credit rated, whether as part of credit counting towards a University award or as placement credit in addition to the credit for the award.
- b) The University is responsible for the academic standards of its awards and the quality of the provision leading to them. The University will therefore put in place policies and procedures to ensure its responsibilities and those of providers of WBL opportunities are clearly identified and met.
- c) Where WBL/Placement Learning is part of a programme of study its learning outcomes will be clearly identified, contribute to the overall aims of the programme and will be assessed appropriately.

5.8.2 Programme Specifications, Module Descriptors and Learning Outcomes

- a) Schools should confirm within individual programme specifications whether credit may be awarded for Work-Based or Placement Learning (WBL/PL) and if so include therein the detailed operation of the scheme. Such

schemes must be approved as part of the approval process.

- b) Module descriptors are required which demonstrate the level and volume of credit and confirming the learning outcomes for each module.
- c) WBL/PL may be derived from a placement in a work environment outside the University. It should normally be calibrated into 20 point modules with identified learning outcomes and assessment. Where a case is made and accepted by the Education Advisory Committee prior to approval, 40 point modules may be approved at Levels 9 and 10.
- d) Where a WBL/PL route and University route are available within the same programme, the programme learning outcomes for each route should be the same.
- e) Students who do not wish to take an optional Placement/WBL (or who fail to obtain a position with an employer) must have the opportunity to meet the learning outcomes of the programme via a programme of studies within the University. The same arrangements shall be put in place for students who require to leave the WBL/PL setting before it is completed.
- f) Up to 120 points at any SCQF level may be available via WBL/PL. If the full 120 points are to be available this should normally only be for single degree programmes. However, if WBL/PL is in place for the full honours year, the normal University regulation for Honours dissertations shall apply (5.3.3).
- g) Consideration must be given to the prerequisites for level 10 following a period of WBL/PL to ensure students returning from WBL/Placement are prepared to take the same level 10 programme as students progressing through the University delivered programme.
- h) It is acceptable where the professional body has mandatory practice learning requirements exceeding the normal module hours, to increase these in both practice and mixed theory: practice modules. Additionally, it is determined that credit for WBPL cannot be integrated into the credit required for the award, general placement credit will be awarded and recorded on the student's transcript.

5.8.3 Assessment and Credit

- a) All WBL/PL integrated into a university programme/award must be appropriately assessed and lead to academic credit.
- b) The design of the assessment of WBL/PL for the award of academic credit remains the responsibility of University staff and may not be devolved to partner employers. The employer may be involved in assessment of WBL/PL where appropriate and this shall be specified in the module descriptor and learning agreement. However, the award of a grade (A – E) will be the responsibility of the academic member of staff of the University.
- c) There should be appropriate assessment of the learning from the WBL/PL experience using appropriate instruments of assessment approved by the external examiner. Assignments and assessments connected with WBL/PL will be properly considered by the academic programme team and there should be consideration of parity of assessment with the University based route where this exists.
- d) Where there is no professional body reason preventing it, there should be use of the full spectrum of assessment marks for the assessment of Work-based Learning (i.e. not pass/fail).
- e) The award of credit for WBL/PL will be confirmed by subject panels and will involve external examiners in the normal way who will comment on WBL/PL in their annual reports.
- f) The grades achieved for assessed WBL/PL will contribute to the award of distinction or honours classification in the normal way and as specified in University regulation 7.5.
- g) Credit cannot be awarded unless a tripartite learning agreement has been agreed with the employer, University and student prior to the commencement of the WBL/PL experience that defines the intended learning outcomes, methods of assessment and arrangements for reassessment.
- h) The impact of failure or non-completion of any WBL/PL on student progression within the overall programme, and the provision of reassessment opportunities must be made clear in the assessment strategy and student handbook and approved at the event.

- i) Where, for professional body or other reasons accepted by the Education Advisory Committee, it is determined that credit for WBL/PL cannot be integrated into the credit required for the award, general placement credit will be awarded and recorded on the student's transcript.
- j) Student transcripts will make clear the route by which students have achieved the learning outcomes for the award.

5.8.4 Partnership Agreements

- a) The University has established criteria for the selection and approval of WBL/PL settings/placements and ensures these arrangements are subject to quality assurance monitoring and evaluation reported on in the annual monitoring process. Schools will be responsible for assessing potential WBL/PL settings against these criteria. Schools must ensure that the partner can deliver appropriate learning opportunities and has the capacity and capability to assist students in meeting the agreed learning outcomes.
- b) A written WBL/PL agreement will be established between the School and the WBL/PL partner and this will be recorded on the WBL/PL Register maintained by the University's Career's and Employability Service and reported on to the WBL sub-group of the Education Advisory Committee. The Education Advisory Committee provides a template for Partnership agreements.
- c) Employers must receive appropriate briefing and support from the appropriate Placement Officer, Programme Leader, or Module Co-ordinator on the University's expectations and their responsibilities in assisting students to meet the intended learning outcomes.
- d) The University will develop a policy and procedure which will apply should it be necessary to terminate a WBL/PL opportunity earlier than planned or to terminate the relationship with the WBL/PL provider.
- e) The responsibilities of the University, the employer and the student must be clearly defined for each partnership providing WBL/PL opportunities, particularly with regard to Health & Safety issues and equality and diversity policies.
- f) The University will provide employers with information on the University, WBL/PL and its expectations of employers participating in WBL/PL in terms of communication, assessment, student support etc.

5.8.5 Learning Agreements

- a) A written learning agreement must be drafted and confirmed between the University, the student and WBL/PL partner/provider before the student commences the WBL/PL opportunity. This shall make clear the learning outcomes, methods of assessment and responsibilities of the University, student and WBL/PL partner. The University's Education Advisory Committee, advised by its appropriate sub-groups provides a template for such agreements which will be completed in Schools with the student.
- b) Students shall be partners in the preparation and conclusion of the Learning Agreement.

5.8.6 Student Guidance and Support

- a) Students shall be appropriately prepared for the WBL/PL experience by Schools and understand their rights and responsibilities. Induction arrangements will be put in place by Schools with professional input from relevant University support departments.
- b) Schools will ensure that students receive a WBL/PL handbook relevant to the School/programme before commencing any period of WBL/PL outside the University.
- c) Students will be visited by a University tutor at least twice during a sandwich placement (minimum 36 weeks) and according to the arrangements specified on learning agreements, programme specifications, module descriptors and students handbooks for shorter WBL/PL experiences.
- d) Additional arrangements will be put in place for ongoing student guidance and support during the WBL/PL including the use of email, Virtual Learning Environment and telephone support. Students should expect to be contacted at least every six weeks by a member of University staff to maintain contact and offer support.

5.8.7 Sandwich Awards

- a) A Degree or Honours Degree programme of study in the sandwich mode shall include not less than thirty-six weeks of supervised work experience in addition to the period required for the requirements for full-time study leading to the award.
- b) The period of WBL/PL that constitutes the sandwich experience shall form a compulsory element in the

programme of study. Its learning outcomes shall be specified and related to the objectives of the whole programme. The performance of each student shall be appropriately assessed. Satisfactory completion of, and performance in, the period of supervised work experience shall be a requirement for the University's award.

- c) Distinct learning outcomes are required for a sandwich award which distinguishes it from the full-time award.
- d) Students will be visited by a University tutor at least twice during a sandwich placement (minimum 36 weeks duration).

5.8.8 Staff Development

- a) University staff supporting students on WBL/PL must receive appropriate training and support in this role.

5.8.9 Monitoring and Evaluation

- a) Module evaluation will be used to obtain student feedback on WBL/PL and WBL/PL partners and their tutors will be formally asked for their feedback on the student experience during the WBL/PL opportunity and the implementation of the learning agreement. This will be used to inform monitoring and evaluation of WBL/PL within the programme and School.
- b) Schools will ensure that WBL/PL is fully evaluated within annual monitoring and Subject Health Review.

5.8.10 Further Guidance

The University has produced a Policy Guidelines for staff and employers on WBL together with a handbook for staff and students.

6

REGULATIONS FOR THE ADMISSION OF STUDENTS

6 Regulations for the Admission of Students

6.1 General Requirements for Admission

6.1.1 *Principles of Admission*

- a) There shall be a reasonable expectation that any person admitted to a programme of study will be able to fulfil the educational aims and learning outcomes of the programme and achieve the standard required for the award.
- b) In considering each application for admission to a programme of study, evidence shall be sought of personal, professional and educational qualifications and/or experiences that provide indications of ability to meet the demands of the programme.
- c) Opportunities for study shall be provided without any form of discrimination on non-academic grounds and in accordance with appropriate University policies e.g. the current Equality and Diversity policies and guidance. In particular, no discriminatory test shall be imposed on any person as a condition of being admitted to any programme or programme element leading to any degree, diploma, certificate or other academic award or distinction of the University.
- d) Programmes which provide training for entry into specific professions may be obliged to meet particular requirements on admissions set by Professional, Statutory & Regulatory Bodies (PSRBs) for entry, for example, Protection of Vulnerable Groups where applicable. The BEd and PGDE Initial Teacher Education programmes are required to ensure that all entrants possess the entrance qualifications stipulated in Scottish Government memoranda and that admissions procedures incorporate interviewing of applicants, as requested by the General Teaching Council (Scotland).

Programmes which provide entry into professions which involve a duty of care such as education, nursing and social work may require, as a condition of entry, health checks if this is a stated criterion of the PSRB.

- e) It is essential that students enrol onto modules/programmes as required by the University to ensure access to learning resources, application of the Regulatory Framework, payment of fees and coverage by the University's insurance and health and safety provisions. Applicants holding an offer of a UWS place on a taught or research programme

but who are unavoidably delayed in arriving at UWS, or have some other major impediment preventing their enrolment, will normally be allowed up to a maximum of two weeks after the start of trimester to complete enrolment. Thereafter the University will proactively seek to finalise the enrolment process or the student will be required to leave the University.

6.1.2 Admission to Programmes of Study

- a) The aim of the University in its admissions policy is the advancement of education and the widening of educational opportunities through the provision of a variety of modes of study and flexible provision.
- b) The range and levels of programmes and modules are such as to provide each student admitted to the University the opportunity to gain the highest level of award of which they are capable.
- c) The University may establish indicative educational criteria for its programmes of study or supervised research and, where competition for places is considered likely, may establish competitive entry requirements. General criteria are given in Regulation 6.2 (below), and Programme Regulations may set specific requirements on a programme by programme basis.
- d) Applicants will be informed of such indicative or competitive requirements, but the University reserves the right in considering individual applications to admit applicants not meeting those requirements, or limit admissions to the number of places available.

6.2 **Entry Qualifications for Admission to Programmes of Study at First Degree, Diploma of Higher Education, Certificate of Higher Education and Graduate Certificate and Diploma Levels**

6.2.1 *General Entrance Requirement for Admission at CertHE Level*

- a) The University's general requirement for entry to a programme of study leading to an award of a Certificate of HE shall be that an applicant who satisfies one of the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) passes in the Scottish National Qualifications in five subjects including one at Higher Level;

- ii) passes in the General Certificate of Secondary Education (GCSE) and General Certificate of Education (GCE) in four subjects normally including one at Advanced Level (A level);
- iii) other academic, vocational or professional qualifications deemed to be equivalent.

6.2.2 *General Entrance Requirement for Admission at DipHE Level*

- a) The University's general requirement for entry to a programme of study leading to the award of a Diploma of HE shall be that an applicant who satisfies one of the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) passes in the Scottish National Qualifications in five subjects including two at H Level;
 - ii) passes in the GCSE/GCE in four subjects including one at A Level;
 - iii) other academic, vocational or professional qualifications deemed to be equivalent.
 - iv) It may be possible for candidates with an appropriate volume of SCQF credit at level 7 or above or equivalent to be offered direct entry to Level 8.

6.2.3 *General Entrance Requirement for Admission at First Degree Level*

- a) The University's general requirement for entry to a programme of study leading to the award of a First Degree shall be that an applicant who satisfies one of the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) passes in the Scottish National Qualifications in five subjects including three at H Level;
 - ii) passes in the GCSE/GCE in five subjects including two at 'A' Level or passes in the GCSE/GCE in four subjects including three at 'A' Level;
 - iii) other academic, vocational or professional qualifications deemed to be equivalent.
 - iv) it may be possible for candidates with an appropriate volume of SCQF credit at level 7 or above or

equivalent to be offered direct entry at an advanced level through Recognition of Prior Learning (see 6.7).

6.2.4 *General Entrance Requirement for Admission at Graduate Certificate & Diplomas*

- a) The University's general requirement for entry to a programme of study leading to the award of a graduate certificate or diploma shall be that an applicant who satisfies the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) A first degree - graduate certificates and diplomas are typically programmes of study appropriate to graduates which provide specialist subject development at SCQF levels 9 and 10 and therefore assume an ability and aptitude for academic practice at these levels.
 - ii) Qualifications or experience deemed to be equivalent to the SCQF level of a first degree.
 - iii) In addition to the University's general entrance requirements for programmes of study at graduate certificate/diploma level, the requirements for entry into a particular programme may stipulate specific requirements.

6.2.5 *Programme Requirements*

- a) In addition to the University's general entrance requirements for programmes of study at First Degree, Diploma of Higher Education, Certificate of Higher Education and Graduate Certificate and Diploma Levels, the requirements for entry to a particular programme may stipulate that an interview or passes in certain subjects are essential and that passes in other subjects are recommended.

6.2.6 *Programme Requirements and Competitive Entry Standards*

- a) Details of specific subject requirement and competitive entry requirements for particular programmes are to be found in the University's undergraduate prospectus.
- b) The competition for entry is such that qualifications above the minimum pass requirements are usually necessary to gain admission to programmes of study.

6.3 Entry Qualifications for taught Programmes of Study leading to Postgraduate Awards

6.3.1 *Taught Postgraduate Programmes*

- a) The University recognises the following set of criteria for admission to a taught postgraduate programme.
 - i) **Degree Entry Stream:** the standard entry requirement is a first degree. For a particular programme the subject range of acceptable degrees may be specified. Some programmes may specify higher entry requirements (for instance an Honours Degree in a named discipline). Direct entry to a Masters programme (as distinct from progression to a Masters on the basis of PgD performance) should require that the entrant holds an Honours Degree or an accepted equivalent.
 - ii) **Non-standard Entry:** entry to a postgraduate programme (other than Masters direct) may be open to holders of an HND or DipHE award in an appropriate discipline, or a professional qualification accepted as of equivalent status. Such candidates must in addition normally have at least two years of relevant professional experience.

Candidates without formal qualifications who possess substantial experience in an appropriate field, and/or who may be judged to have demonstrated exceptional abilities, may also be admitted to a postgraduate programme at the discretion of the Programme/School Admissions Officer.

6.4 Other Entry Qualifications

- a) All applicants shall be expected to provide evidence of proficiency in Mathematics and the English language, normally at least one of which subjects shall be at Higher Grade or equivalent.
- b) An applicant whose qualifications do not conform to the general entrance requirements but who presents other evidence which indicates an interest in personal educational advancement and an aptitude for academic study at the level concerned may be admitted to a programme of study at the discretion of the University. (Refer to RPL Guidelines.)

6.4.1 Equivalent and other Entry Qualifications

- a) School Admissions Officers, Central Admissions Staff or Education Guidance Advisors will assess potential entry qualifications and their suitability for individual programmes of study. Guidance on qualifications can be found in UCAS publications on UK and International Qualifications. Students may be offered a programme of study that includes pre-sessional ESOL training in addition to their formal academic programme. The University also subscribes to the National Academic Recognition Information Centre (NARIC) which provides definitive information on the equivalence of international qualifications in relation to those of the UK. (Refer to RPL Guidelines.)

6.5 Entry Qualifications: Higher Degrees by Research

Applicants for a higher degree by research will normally be expected to hold a first or second class honours degree or equivalent.

6.6 Entry Qualifications: First Language

Where English is not the first language, applicants must be able to satisfy the University of their competence in English. Either by having a TOEFL score of 550 or above or an IELTS score of 6 or above (5.5 in each component) or equivalent.

6.7 Recognition of Prior Learning (RPL)

- 6.7.1 Appropriate learning, wherever acquired, provided that it can be assessed, may be accepted for the purpose of gaining academic credit by a person towards an award of the University.

This may take the form of:

- i) Accreditation of Prior Learning (APL)
APL refers to certificated learning for which there is an agreed, general credit rating or recommendation and may also be given for parts of academic qualifications completed successfully.
- ii) Accreditation of Prior Experiential Learning (APEL)
APEL is defined as learning which has its source in experience, for example at work or in the community.

The assessment of APEL shall normally be undertaken by the academic staff of the University.

APEL assessments shall be open to external examination and confirmation by Subject Panels (see Regulation 7) on

the same basis as the formal assessment and examination of students.

6.7.2 Accreditation for Prior Learning (APL)

- a) Each person claiming APL is required to provide the University with relevant documentation, such as the originals of appropriate certificates, which may be accepted as evidence in support of the claim.
- b) Detailed information on the University's APL arrangements and procedures is available in the University's RPL Guidelines.

6.7.3 Accreditation for Prior Experiential Learning (APEL)

- a) Responsibility for making a claim to have acquired knowledge and skills and for supporting that claim with appropriate evidence rests with the applicant concerned.
- b) To assist in achieving this, the applicant will be provided with guidelines outlining the principles of APEL and its assessment, guidance on levels and on constructing statements of learning through systematic reflection on experience and assessment. The applicant will be allocated an academic supervisor with specialist knowledge in the relevant subject area (staff guidelines also available).

All claims for APEL shall be double marked.

- c) The APEL proposal for the award of credit shall be approved by the School Admissions Officer and Programme Leader. Where a claim for credit matches the learning outcomes of the module, the agreement of the Module Co-ordinator will also be sought.
- d) While the University may accept a portfolio of evidence supporting a claim submitted by an applicant in a variety of forms, that evidence shall normally include a written piece of work which provides a guide through the accompanying portfolio of evidence. In all cases the evidence shall demonstrate:
 - i) authenticity: the work shall be the applicant's own work;
 - ii) standard: the work shall be of the standard required for the SCQF level claimed;
 - iii) breadth: a balance between theoretical knowledge and practical application shall be evident;

- iv) relevance: the learning shall be focused on subject areas offered by the University in programmes of study at degree or postgraduate level;
- v) currency: the learning shall have been kept up-to-date by the applicant;
- e) Detailed information on the University's APEL arrangements and procedures is available in the University's RPL guidelines.

6.7.4 Recognition for Credit

- a) Recognition for credit is defined as the process whereby a judgement about the extent to which qualifications or experience may be accepted in partial fulfilment of the University's requirements for a given academic award; two categories of credit are recognised: general credit and specific credit. The distinction between general and specific credit shall be intended to ensure that the proposed programme of study is coherent and does not have any overlap of subject content within it.

The University has an agreed RPL process. This can be found in RPL Guidelines for staff and students.

- i) *General credit*

General credit, for certificated learning, is arrived at through agreements between awarding bodies and Higher or Further Education Institutions. The amount of general credit is determined by the qualification held e.g. HNC, HND, RGN etc., not by the subject matter of the course of study to be pursued at UWS.

- ii) *specific credit*

this is the credit given to an individual in the context of a particular programme of study; it may be equal to or less than the general credit to which it is related.

- b) *Undergraduate Awards*

Where credit has been achieved at UWS a current or former student may transfer credit into a programme greater than that allowed below, to allow completion, providing the learning is current, they are continuing on the programme previously studied or, where this is not possible, there is a direct 'fit' between prior and current study.

Where credit has been achieved external to UWS a maximum of half the credit points required at the level at

which the applicant wishes to complete the programme of study with an academic award may be awarded through RPL. Imported specific credit should be directly relevant to the student's proposed programme of study.

i) *Certificate of Higher Education*

60 points at level 7

ii) *Diploma of Higher Education*

120 points at level 7 plus
60 points at level 8

iii) *Degree*

120 points at level 7 plus
120 points at level 8 plus
60 points at level 9

iv) *Honours Degree*

120 points at level 7 plus
120 points at level 8 plus
120 points at level 9

The full 120 points as described in UWS programme specification must be taken at Level 10 (Honours) to secure the award.

As RPL is not graded it cannot be imported into a programme at Honours level.

v) *Graduate Diploma*

60 points at level 9

vi) *Graduate Certificate*

50% of the exiting level or qualification as appropriate.

c) *Postgraduate Awards*

Normally the following maxima for importing credit to postgraduate awards will apply:

Postgraduate Certificate 30 points at level 11

Postgraduate Diploma 60 points at level 11

Masters Award **120** points at level 11

Prior to an admission direct to the dissertation stage of a Masters or MBA programme, the relevant Admissions Officer must give consideration to the following:

- the appropriate research underpinning to undertake the dissertation;
- the equivalence of core modules or learning outcomes;
- the need to consult with relevant subject experts to establish if appropriate underpinning is in place and academic guidance on what additional modules might need to be taken;
- consideration of the title of the UWS award in relation to the prior study taken at another institution;
- the availability of resources for dissertation supervision;
- as prior credit is not graded the Admissions Officer must be satisfied the equivalent level of attainment is reached for progression between PgD and Masters [see Regulation 7.3.5 and 6.8.1(c)(iii)].

6.8 Admission with Prior Learning

- 6.8.1
- a) Provided evidence can be submitted or assessed that an applicant has fulfilled some of the progression and assessment requirements of the programme of study for which admission is being sought by means other than registration on the planned programme, and that it is clear that the applicant will be able, by completing the remaining requirements, to fulfil the educational aims and learning outcomes of the programme and attain the standard required for the award, that applicant may be admitted to an appropriate point on the programme.
 - b) An applicant who has successfully completed a programme of certificated learning at a recognised SCQF awarding institution shall be considered for admission with specific credit, at an appropriate point on the programme of study for which entry is being sought.
 - i) An offer for direct entry to level 8 of a programme will normally be on condition that the applicant holds 120 credit points at Level 7. Where applicants hold less credit they will be required to make good this deficit. Applicants holding an HNC of 96 credit points will be required to complete a minimum of 20 credit points prior to enrolment on a UWS programme of study as a condition of entry.
 - ii) Where there is an agreement to admit to level 8 of a programme (and all stipulated grading requirements have been met) three Advanced Highers or A Levels will be deemed to be equivalent to level 7 of a programme and 120 points at level 7 will be entered as prior learning into the student's academic transcript.

- iii) Scottish Baccalaureate; International Baccalaureate; European Baccalaureate; DUT or qualifications considered comparable.

These qualifications vary in volume and level of credit and may fall short of the 120 credit points normally required for entry directly to level 8. Therefore, where there is an agreement to admit to level 8 of a programme, *Next Steps to University* (or equivalent 20 credit module) will require to be undertaken as a condition of entry as above in order to prepare students for study at level 8.

- iv) Specific credit awarded for RPL towards a programme of study will be entered onto the student's record.
 - v) An offer for direct entry to level 9 of a programme will normally be on condition that the applicant holds 240 points, at least 100 points of which are at level 8 or above.
- c) An applicant who has successfully completed the whole or part of a related degree or other programme of higher education at an institution of higher education in the United Kingdom shall normally be considered for admission with specific credit at an appropriate point on the programme of study for which entry is being sought.
- i) The maximum specific credit awarded for a first degree towards a subsequent non related degree is 120 points at level 7 plus 60 points at level 8.
 - ii) It is not normally permitted to count credit from a first degree towards a lower level qualification, e.g. DipHE.
 - iii) Specific prior credit when incorporated into a programme of study does not carry a grade or mark. Therefore, award with distinction cannot be granted for awards where credit is transferred in at level 9 or level 11. This must be made clear to applicants by the School/Programme Admissions Officer or Education Guidance Advisors (see Regulation 7.5.2);
 - iv) Credit from a partially completed postgraduate programme of study may be imported in line with the maxima allowed (see Regulation 6.7.4 c). Imported credit should be directly relevant to the student's proposed undergraduate programme.

- d) A student shall be required to reapply for a programme of study if the Progression & Awards Board has not assigned credit to the student for a period of two calendar years. The student will be treated as a new applicant and will go through the University's RPL process to check on the currency of their learning. They will then be offered the most appropriate level of entry based on that learning. (See Regulation 5.4.16.)

Where credit has been achieved at UWS, a current or former student may transfer credit into a programme, to allow completion, greater than that allowed under 6.7.4b) providing the learning is current, they are continuing on the programme previously studied or, where this is not possible, there is a direct 'fit' between prior and current study.

6.8.2 Recognition of Access Programmes

- a) The recognition of Access programmes is the recognition of specified programmes for the purpose of entry into higher education, including the recognition of qualifications validated by other authorities, which is not based on the credit-rating of programmes in terms of comparability with the University's academic awards.

6.9 Re-admission on Completion of Awards

Students who have been deemed eligible for the award from the Progression & Awards Board will not be considered for re-admission to the same award at that level with a view to improving their marks, the eligibility for the award of distinction or the classification of honours.

7

REGULATIONS FOR THE ASSESSMENT OF STUDENTS ON TAUGHT PROGRAMMES

7 Regulations for the Assessment of Students on Taught Programmes

Readers are expected to consult the University Assessment Handbook for operational guidance and policy which directly supports the implementation of Regulation 7.

7.1 General Requirements

7.1.1 *Academic Standards*

Assessment that contributes to the award of academic credit and/or to the award of the degrees, diplomas, certificates and other academic distinctions of the University will relate the achievement of each candidate to the stated academic standards of the University.

The academic standards of the University will be as stated in the intended learning outcomes of modules and programmes of study, as set out in the relevant module descriptors and programme specifications.

7.1.2 *Equity of Assessment*

All students registered for a module (distance learning or face to face) will be subject to the application of the same academic standards, rules and procedures with respect to assessment and re-assessment, irrespective of the programme of study on which they are enrolled.

7.1.3 *Assessment of WBL/PL*

In line with UWS Regulation 5.8.3(b), it is the responsibility of the academic member of staff to award final grades to the student on placement and may not be devolved to partner employers.

7.1.4 *Anonymous Marking*

Procedures for anonymous marking as outlined in the Assessment Handbook, and approved by Senate will be used in all assessments that contribute to the award of academic credit and/or to the award of the degrees, diplomas, certificates and other academic distinctions of the University except where the nature of the assessment itself renders anonymity impossible to achieve, for example, possibly in placement observations or practical assessment.

The Assessment Handbook provides more detailed guidance on the operational aspects of submission and marking via Turnitin. (Assessment handbook sections 3.2 and 3.9)

7.1.5 *Timing of Formal Examinations*

Modules which are assessed by formal examinations will have the first diet examinations scheduled at the end of the trimester in which the delivery of the module is concluded.

7.2 **Module Descriptors and Programme Specifications**

7.2.1 *Module Descriptor*

The Module Descriptor for each module will:

- a) Specify the intended learning outcomes of the module and indicate how these relate to each main component of assessment.
- b) Indicate the range and type of the components of assessment and how these components will be assessed.
- c) Specify – but only in the case of professional requirements regarding the need to demonstrate specific competences – any assignment or group of assignments that must be passed in order to achieve an aggregate pass in the module.

7.2.2 *Programme Specification*

The Programme Specification for each programme will:

- a) Specify the aims of the programme and intended learning outcomes for each level of the programme and indicate how these relate to the constituent modules of the programme.
- b) Identify all of the elements (modules, supervised work experience, placements etc) for the award.
- c) Identify which elements are compulsory, optional or alternative.
- d) State the attendance requirements to be met by students, where the intended learning outcomes of a programme are such that attendance is compulsory for certain elements.
- e) State any specific assessment requirements that in addition to the requirements of the University Assessment Regulation must be met for progression towards or award of a professional qualification, provided that such requirements were approved through formal procedures for programme approval or for change to an existing programme.

7.3 Definitions

7.3.1 *Progression*

Progression is defined as meeting the requirements to proceed from a prerequisite module to a module for which it is a prerequisite or as meeting the requirements to proceed from one SCQF level of study to another. (See Regulation 5.2.23)

7.3.2 *Pass – Module (and components of modules)*

A module is regarded as having been passed for the purposes of progression and award of credit when a grade of C or above has been awarded and approved by the Subject Panel. The award of a grade of C requires that:

- a) An aggregate mark of at least 40% has been achieved.
- and
- b) A mean mark of not less than 30% has been attained in each main component of assessment where the number of components of assessment defined for each module will not normally exceed two or exceptionally three.
- and
- c) Any specific requirements set out in the module descriptor under Regulation 7.2.1(c) are met. See also 7.4.2

NOTE **From 2015/16 the pass mark for postgraduate modules will be 50%.¹ The mean mark of 30% for each component of assessment will be adjusted accordingly.**

7.3.3 *Pass – Award*

- a) Students will be eligible to receive the University award for which they were registered when they have passed the core modules defined for that award in the programme specification and accumulated the amount of credit required for the award. Programme specifications may not stipulate additional requirements to achieve the award in terms of higher grades. Specific professional requirements for the award may be stipulated where required by the accrediting body, specifically agreed at programme approval and made clear in the programme specification.
- b) Awards can only be conferred where the programme of study undertaken is in accordance with an approved programme specification and where the student has met

¹ Approved in principle at Senate 6 June 2014.

the requirements for the award as determined by a Progression & Awards Board.

- c) An award will normally only be conferred within five years of the end of the academic session in which the programme of study was completed.

7.3.4 *Progression with Credit Deficit*

The Progression & Awards Board (PAB) will permit a student to progress with credit deficit in two modules in order to enable progression to the next level of study, provided that:

- a) The student is required to be re-assessed in (or chooses to re-take) the module while studying at the next level.
- b) Progression with credit deficit from SCQF level 9 to level 10 is not normally permitted.
- c) Direct entrants to level 8 with a credit deficit from a 96 point HNC will be expected to make good the credit deficit by successful completion of an additional 20 credit point module prior to the start of their programme of study. [See 6.8.1b)i)]
- d) The student meets any mandatory pre-requisites prior to progressing to next level of study.

7.3.5 *Progression from the Diploma to the Masters Stage of a Postgraduate Programme*

Students are required to have successfully achieved the 120 credits associated with the Diploma prior to progressing to the Masters stage of a postgraduate programme.

Progression from the Diploma to the Masters stage of a postgraduate programme may require measured attainment in excess of the minimum specified in Regulation 7.3.3 provided that such requirements are set out in the Programme Specification.

7.3.6 *Formal Examination*

Where a final summative examination is specified as an assessment for a module, this will take the form of a single paper of two hours duration. Exceptionally, at level 10 or 11, an examination of three hours will be permitted where this is specified in the approved module descriptor.

7.4 Marking and Grading

7.4.1 Marking and Aggregation

Module marks and grades are arrived at where required by aggregation of numerical marks from a number of assessments into a single percentage mark to which the corresponding grade is then applied.

Where specifically validated, some modules may not have module marks or grades. In such cases the student's attainment will be recorded as 'pass' or 'fail', in accordance with the assessment criteria within the approved module descriptor.

7.4.2 Marking and Grading Scheme

All student work that contributes to a module mark and grade is assessed according to the following standard marking and grading scheme:

Grade	Numerical range (%)	Definition	Descriptor
A1	90-100	Exceptional	Student work is exemplary and exceeds the threshold standard by a significant margin. It displays exceptional knowledge and understanding; insight, originality and exceptional ability in analysis, evaluation, problem solving or other process skills; very high ability in professional practice skills (where relevant) including evidence of high degree of almost complete autonomy and independent judgement relative to threshold expectations.
A2	80-89	Outstanding	Student work significantly exceeds the threshold standard. It displays a consistently thorough, deep and extensive knowledge and understanding; originality and/or very high ability in analysis, evaluation, problem solving or other process skills; very high ability in professional practice skills (where relevant) including evidence of high degree of autonomy and independent judgement relative to threshold expectations.

A3	70-79	Excellent	Student work very much exceeds the threshold standard. It displays a consistently thorough, deep and/or extensive knowledge and understanding; originality and/or very high ability in analysis, evaluation, problem solving or other process skills; very high ability in professional practice skills (where relevant) including evidence of high degree of autonomy and independent judgement relative to threshold expectations.
B1	60-69	Very good Commendable	Student work is well above the threshold standard. It displays a consistently very good level of knowledge and understanding; high ability in analysis, evaluation, problem solving or other process skills; high ability in professional practice skills (where relevant) including exercise of significant independent judgement relative to threshold expectations.
B2	50-59	Good Highly competent	Student work is clearly above the threshold standard. It displays generally good knowledge and understanding; good ability in analysis, evaluation, problem solving or other process skills; evidences highly competent performance of professional practice skills (where relevant).
C	40-49	Satisfactory Competent	Student work is at the threshold standard. It displays generally satisfactory knowledge and understanding in most key respects; competence in analysis and most other process skills; evidences competent performance of professional practice skills (where relevant).
D	30-39	Unsatisfactory	Student work is marginally below the threshold standard. It displays some knowledge and understanding but this is incomplete or partial; limited ability

			in analysis and other process skills; evidences lack of or partial competence in professional practice skills (where relevant).
E	1-29	Very unsatisfactory	Student work is well below the threshold standard. It displays very limited knowledge and understanding; evidences very limited or no analytical or other process skills; very limited competence over the range of professional practice skills.
N	0 (at first diet) 0-100 at second or subsequent diet	No work to assess	There is no work to be assessed at first diet, or incomplete or no engagement with re-assessment.

The following grades are used in exceptional circumstances where required by professional bodies:

Grade	Definition	Descriptor
Pass	Pass	Student has met the criteria for 'pass' as specifically defined in the module descriptor
Fail	Fail	Student has not met the criteria for 'pass' as specifically defined in the module descriptor

The one exception to the grading scheme above is that Grade D may be assigned to a module where the numerical value is greater than 40% but where Regulation 7.3.2 has not been met.

7.4.3 *Moderation of Marks for Assessed Work*

Moderation will take place in line with the procedures set out in the University's Assessment Handbook.

In addition to the appointment of Module Coordinators by Deans of Schools (Regulations 5.2.15 and 5.2.16), the latter will appoint module moderators (Regulation 5.2.17). (See UWS Assessment Handbook.)

7.5 Classification of Honours Degrees, Distinctions, Intermediate, Posthumous and Aegrotat Awards

7.5.1 Classification of Honours Degrees

The minimum criterion for the award of Honours degrees is a grade of C or above in each of the modules studied at SCQF level 10 or in the final year stage of the programme (none less than SCQF Level 9). (See 5.2.11, 5.3.4 and 5.3.15)

The following criteria will be applied by the PAB. Where modules whose intrinsic level is lower than SCQF level 10 are taken as part of the honours year stage, then grades for such modules will count towards the honours classification as if these modules were at SCQF level 10.

First class	Mean mark of 70% or above	OR Mean mark of at least 67% and a majority of the modules in the final year stage at grade A
Upper second class	Mean mark of 60% or above	OR Mean mark of at least 57% and a majority of the modules in the final year stage at grade B1 or better
Lower second class	Mean mark of 50% or above	OR Mean mark of at least 47% and a majority of the modules in the final year stage at grade B2 or better
Third class	Mean mark of 40% or above	

Where core modules in the Honours year of study are assessed using the Pass/Fail grades, then these modules will be excluded in the calculation of the Honours classification. Modules assessed using the Pass/Fail grades will not be permitted as optional modules within the Honours year of study.

Where a student has undertaken a resit in one or more modules at SCQF level 10 or in the final year stage of the programme, then the resit mark will stand on the student's academic record but a mark of 40% and grade C will be used in the classification of the Honours award.

Guidance Note

Where there are double modules (e.g. the dissertation) in the honours level, these shall be counted as two modules for the purposes of calculating the honours classification.

7.5.2 *Award of Distinction*

- a) PABs will award distinction to candidates for undergraduate awards other than Honours degrees (including Certificates of Higher Education and Diploma of Higher Education) and for taught postgraduate awards of Graduate Diplomas and Postgraduate Diplomas where the following criteria are met by candidates at their first attempt.

a mean mark of 65% or above. (The student must pass the modules at the first attempt and the mean mark to be used in determining distinction will also be taken from the module marks at the first attempt.)

NOTE

From 2015/16 a mean mark of 70% or above.² (The student must pass the modules at the first attempt and the mean mark to be used in determining distinction will also be taken from the module marks at the first attempt.)

and

none of the 120 credit points (see 7.5.2(d) for Masters) taken in the final SCQF level of the award comprises prior credit imported from outside the University, unless the prior credit derives from a student exchange or study abroad programme in which a translation of the relevant grading system into the University system has been approved by the programme leader as part of the exchange agreement.

Guidance Note:

Modules of 10, 20, 40 and/or 60 credits in Pg programmes will be weighted accordingly for the purpose of calculating distinction.

- b) In programmes where the Diploma of Higher Education is calculated on the basis of 300 credit points, the 120 credit points on which the calculation of Distinction will be based shall be defined in the programme specification and shall comprise 60 points at Level 8 and 60 points at Level 9.
- c) Distinction will not be awarded where any of the modules in the final year stage are assessed using the Pass/Fail grades. This must be made clear to students in the programme handbook.
- d) Distinction at Masters level will be awarded where students have met the above criteria but will be calculated

² Approved in principle at Senate 6 June 2014.

on the basis of 180 credit points within the programme and not solely on the taught modules or the Masters level dissertation component of the award. [See 6.8.1(c)(iii) re imported credit and distinction.]

7.5.3 *Intermediate Awards*

A student who has achieved the necessary volume and level of credit and who has satisfied any further requirements set out in the programme specification has the right to claim any award intermediate to the final award for which she or he is or was registered provided that:

- a) The student claims the award within five years of the end of the academic session in which he or she was last registered for the programme to which the intermediate award relates

and

- b) No student who has obtained a final award is eligible to receive an intermediate award (Regulation 5.2.21).

7.5.4 *Aegrotat Awards*

- a) Where a PAB does not have sufficient evidence of the candidate's performance to be able to recommend the award for which a person is a candidate, but is satisfied that but for illness or other valid cause the person would have reached the standard required, the Board may, exceptionally, recommend the conferment of an Aegrotat award.
- b) An Aegrotat award may only be made where the candidate has demonstrated achievement in at least 50% of the credit from the final year stage of the award.
- c) An Aegrotat award may be made in relation to any award from a taught programme of the University save that an Aegrotat Honours degree will not be classified.
- d) No Aegrotat award may be made without confirmation in writing by the candidate of his or her agreement to accept the award.

7.5.5 *Posthumous Awards for Taught Programmes*

- a) Any award associated with the taught programmes of the University may be awarded posthumously where the normal requirements for the award have been met. (See also Regulation 8.5.4 for Research Awards.)

- b) A posthumous Aegrotat award may be made where the normal requirements for an Aegrotat award have been met. (See Regulation 7.5.4 (a-c) Aegrotat Awards.)

7.5.6 Joint Award (collaboration)

- a) The University of the West of Scotland will participate fully in the decision making process with regard to assessment arrangements.
- b) Subject Panels and PABs will take place at the University of the West of Scotland under normal University conditions.
- c) Students enrolled on the programme will be subject to the progression and award criteria that apply to the programme, and will be considered at PAB at the appropriate point in each academic session.
- d) The arrangement for distribution or classification of Honours or equivalent will be agreed at programme approval and in the drafting of the collaborative agreement. Any deviations from the University regulations must be endorsed subsequently at Senate.

7.5.7 Dual Award (collaboration)

The two awards will be based on the same assessed student work and can only be granted when the outcomes of the programme have been achieved at the same point in time.

7.6 Compensation for Failure in Modules

Compensation for failure may not be applied by the PAB with respect to any student.

7.7 Valid Reasons for Non-Attendance at, Non-Submission of or Poor Performance in Assessment

- a) In all circumstances where it is established through procedures laid down by Senate for this purpose that student non-attendance at, non-submission of or performance in an assessment was attributable to illness or other cause found to be valid, the student will have the right to be re-assessed at the next available opportunity as if for the first time (or, if the assessment is a first or second re-assessment, as if for the second or third time, respectively).
- b) Senate will establish one or more Mitigation Panels to examine on the basis of written evidence major claims of mitigating circumstances submitted by individual students.

- c) Where the Mitigation Panel rules that mitigating circumstances may have led to non-attendance at, non-submission of or impaired performance in an assessment, the details of the assessment or assessments concerned will be communicated to the relevant Subject Panel (SP). Where the module concerned has been graded at D or E, the SP will award the right to be re-assessed as specified in Regulation 7.7(a) above. Where the module concerned has been graded at C or better, the SP will permit the student to choose whether to be re-assessed under Regulation 7.7(a).
- d) In the case where the student has passed the module and chooses not to be re-assessed, then the original mark will be permitted to stand. However, if in this case the student chooses to present for re-assessment, then the Subject Panel will consider both the original mark and the mark obtained for the module following re-assessment, and will confirm whichever is the higher mark.
- e) Where – prior to the exercise of the right to be re-assessed – a PAB is able to recommend the candidate for a final award, the candidate will be informed of the proposed grade for any module deemed to have been affected by mitigating circumstances and of the classification of the final award (if relevant), and will have the right either to confirm acceptance of the award or to be re-assessed under Regulation 7.7(c) above.
- f) Where a candidate wishes to accept an award under Regulation 7.7(e), this must be conveyed in writing by the candidate to the relevant PAB Chair.
- g) An appeal against a decision of the PAB or Subject Panel or in relation to a decision regarding student mitigating circumstances may only be made in conformity to the provisions of University Regulation 13 on student appeals.

7.8 Re-Assessment

7.8.1 General requirements

- a) Re-assessment is defined as the right to submit failed assignments or attend for examination or other forms of assessment in those categories of assessment that have not achieved a mark of 40% and where in consequence a grade of D or E has been achieved in a module (see also 6.9).
- b) Where a student has not submitted any work in a module for assessment, they will be recorded as a grade N and

given an RA (re-attend) decision, except where there is no further opportunity for re-assessment where a NA (no further attempts decision) will be made. (See 7.4.2)

- c) The forms of re-assessment should normally be the same as for the first attempt.
- d) Where a student is offered the opportunity to re-attend a module, the student will have entitlement to the same number of attempts as if taking the module for the first time. A student may only re-attend a module once.
- e) Module marks at re-assessment will be calculated by carrying forward marks for assessments which the student has not been asked to resit and by aggregating these with marks for assignments which the student was asked to resit.
- f) The relative weightings of different assessments will remain the same in cases of re-assessment as in the assessment for the first time.
- g) Re-assessment shall not be permitted in modules or components of assessments which are identified in the module descriptor as excluded from the possibility of re-assessment where this is a requirement of a PSRB.
- h) Students who have passed a module (or component of a module) do not have the right to be re-assessed to improve their marks. However this will not affect individual student's right to be assessed following a successful claim of mitigation.

7.8.2 *Undergraduate/Graduate Programmes*

- a) A student who obtains a grade of D or E at the first attempt will be entitled to two opportunities for re-assessment. Failure to submit at first and subsequent diets of assessment will result in loss of entitlement to re-assessment (except under 5.4.1c Duration of Study and Authorised Interruption).
- b) A first re-assessment under Regulation 7.8.2(a) will normally be at the resit diet in the academic session in which the module was failed.

For a second re-assessment, this will be at the next available opportunity. In this case the "next available opportunity" will mean the trimester in which the module is next offered in the following academic session and NOT the resit diet in the following academic session.

- c) Unless undertaking re-assessment at the next available opportunity is found to have been prevented by mitigating circumstances as determined under Regulation 7.7, failure to attend or submit work at the next available opportunity will result in automatic loss of entitlement to that attempt.

7.8.3 *Taught Masters Degrees, Postgraduate Certificates and Diplomas, and the Professional Graduate Diploma in Education*

- a) A candidate for the award of a taught Masters' Degree, Postgraduate Diploma or Certificate, or the Professional Graduate Diploma in Education or a candidate studying a module whose intrinsic level is SCQF level 11, will be entitled to one further attempt in failed elements of assessment except that there will be no re-assessment of any Diploma or Masters project or dissertation unless a first attempt is awarded under Regulation 7.7.
- b) Unless undertaking re-assessment at the next available opportunity is found to have been prevented by mitigating circumstances, as determined under Regulation 7.7, failure to attend or submit work at the next available opportunity will result in automatic loss of entitlement to that attempt.

7.8.4 Notwithstanding the above regulations (Regulation 7.8.1 to 7.8.3), the PAB will have the power to limit the number of opportunities for re-assessment and/or to withdraw a student from a programme in the case of failure in a module entailing placement or work-based learning or professional practice, provided that such decisions are taken in accordance with explicit criteria that are contained in the relevant programme specification.

7.9 Eligibility to Act as an Examiner or Moderator

- a) Any person who acts as examiner or moderator who has any relationship other than that of a teacher or supervisor with any candidate being assessed will notify the University Secretary & Registrar who will draw the circumstances to the attention of the relevant SP and PAB.
- b) No student will be a member of a SP or PAB other than where a person who is otherwise qualified to be an examiner is at the same time registered on a module or programme unrelated to the Subject Panel or PAB in question.
- c) A member of staff of an institution affiliated to or associated with the University which provides a programme leading to an award of the University may act as an examiner or moderator for the programme or module(s) concerned, as if a member of University staff.

7.10 Subject Panels and Progression & Awards Boards

7.10.1 *Memberships and Remits of Subject Panels and Progression & Awards Boards*

SP and PABs will have the memberships, remits and powers set out in Regulation 14 - Progression & Awards Boards and Subject Panels, as supplemented by the regulations below.

7.10.2 *Subject Panels*

Subject Panels consider the performance of students registered for modules assigned to the Panel by the Dean of School, and decide upon the confirmed marks and grades for each student on each module.

7.10.3 *Subject Panels and Standardisation of Marks*

- a) Standardisation is the process of making adjustments to the marks and grades attained by students in a given module in the event of exceptional circumstances. Standardisation is defined as taking account of circumstances which have affected students' performance, either incidents during the delivery of the module or during the assessment points within the module.
- b) Standardisation must not be applied in order to achieve a preconceived mean mark and may take the form of such adjustments to marks as are deemed appropriate in the specific circumstances.
- c) Standardisation may only be applied by the relevant Subject Panel and with the agreement of the relevant Subject External Examiner.
- d) The application of standardisation together with details of the adjustments made to marks and grades must be recorded by its Chair in the Minutes of the Subject Panel meeting.

7.10.4 *Progression & Awards Boards*

- a) PABs decide the eligibility of each candidate for progression between levels of study, and for awards of the University.
- b) Each student on a named programme of study will be assigned to a specified PAB.
- c) A decision of the PAB that a candidate is eligible for an award of the University will require the written consent of relevant PAB External Examiners.

- d) The decisions from each assessment diet conducted in accordance with the University's regulations will be recorded by the PAB concerned and signed by the person appointed to chair that Board and where relevant by the PAB External Examiners.
- e) Unless otherwise provided for in the University's regulations, the decisions of each PAB will be final.

7.10.5 *Review of a Decision of a Progression & Awards Board/Subject Panel*

In accordance with the requirements of Regulation 13 an Appeals Group may require an SP or PAB to amend its decision(s). Please refer to Regulation 13 for more information.

7.11 **Cheating and Plagiarism**

7.11.1 *Definitions*

- a) Cheating and plagiarism are defined by the University as the attempt to gain an unfair advantage in an assessment by gaining credit for work of another person or by accessing unauthorised material relating to assessment.
- b) Plagiarism is defined further as the use of the work of other students, past or present, or substantial and unacknowledged use of published material presented as the student's own work. It includes the following:
 - the extensive use of another person's material without reference or acknowledgement;
 - the summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement;
 - the substantial and unauthorised use of the ideas of another person without acknowledgement;
 - copying the work of another student with or without the student's knowledge or agreement;
 - deliberate use of commissioned material which is presented as one's own;
 - the unacknowledged quotation of phrases from another's work;
- c) Cheating is defined further as inclusive of the following:
 - communication with or copying from another student during an examination or assessment (except in so far as assessment regulations specifically permit communication, for instance for group assessments);
 - knowingly introducing any unauthorised materials (written, printed or blank) on or near an examination

desk unless expressly permitted by the assessment regulations;

- knowingly introducing any electronically stored information into an examination hall unless expressly permitted by the assessment regulations;
- obtaining a copy of an 'unseen' written examination paper prior to the date and time of its authorised release;
- gaining access to unauthorised material relating to an assessment during or before the assessment;
- colluding with another person by submitting work done with another person as entirely one's own work;
- collaborating with another student in the completion of work which is intended to be submitted as that other student's own work
- knowingly allowing another student to copy one's own work to be submitted as that student's own work;
- falsifying data by presenting data of laboratory reports, projects or other assessments as one's own when these data are based on experimental work conducted by another party or obtained by unfair means;
- assuming the identity of another person with intent to deceive or to gain unfair advantage;
- allowing another person to assume one's own identity with the intention of deceiving or gaining unfair advantage to oneself;
- the use of any other form of dishonest practice not identified above;

7.11.2 Procedures

- a) Cheating and plagiarism may be regarded as substantial academic irregularities under the University Code of Discipline for Students (Regulation 12) and all instances are liable to be investigated and to be given due consideration under the terms of that Code. (Plagiarism identified in research programmes will be dealt with under Regulation 8.10.) *See also Appendix 2 in relation to discovery/suspicion of cheating, plagiarism or collusion in a formal examination.*
- b) Notwithstanding the above, any suspected case of plagiarism will be referred in the first instance by the member of academic staff concerned to the Chair of a Plagiarism Panel constituted in the relevant academic School.
- c) The Chair of the School Plagiarism Panel will be appointed by the Dean of School.

- d) The membership of the School Plagiarism Panel will be:
 - the Chair
 - two members of academic staff from the School, appointed by the Plagiarism Panel Chair
- e) The member of academic staff who refers a case of suspected plagiarism to the Panel must not serve as a member of that Panel for the purpose of giving consideration to this case, but, where required, will attend the Panel for the purpose of presenting evidence.
- f) The Plagiarism Panel Chair will inform the student in writing of the alleged offence and of the requirement to attend for interview.
- g) The Plagiarism Panel will determine whether an offence has been committed and, if so, whether the offence is minor, serious or major.
- h) Where the Panel has determined that a MINOR offence has been committed, the Plagiarism Panel Chair will determine and inform the student of a sanction that will be a requirement that the affected student work is resubmitted:
 - WITHOUT loss of entitlement to an attempt, and
 - WITH the determination that the maximum mark assignable for the resubmitted work should be 40%.
- i) Where the Panel has determined that a SERIOUS offence has been committed, the Plagiarism Panel Chair will determine and inform the student of a sanction that will be a requirement that the affected student work is resubmitted:
 - WITH loss of entitlement to an attempt, and
 - WITH the determination that the maximum mark assignable for the resubmitted work should be 40%.
- j) A student will have the right to appeal the decisions of the Plagiarism Panel and its Chair taken under (h and i) above and such appeals will be referred to the Senate Disciplinary Committee (see Regulation 12).
- k) Where the Plagiarism Panel has determined that a MAJOR offence has been committed, the Plagiarism Panel Chair will refer the matter to the Senate Disciplinary Committee for consideration under Regulation 12 and will inform the student in writing of this action.

- l) The outcome will be communicated by University student email and 1st class post.

7.12 External Examiners

7.12.1 Principles

- a) There are two types of External Examiner appointment. Subject External Examiners are appointed to assess groups of related modules and are members of Subject Panels. PAB External Examiners are members of the PAB that take decisions on student progression and academic awards.
- b) New External Examiners should normally be nominated as a subject external examiner. PAB External Examiners should, where possible, be appointed from the pool of existing subject examiners. Furthermore, External Examiner responsibilities at a subject panel level are likely to be reduced or removed on appointment to PAB External Examiners. There will normally be a single PAB External Examiner associated with a group of programmes. The University therefore seeks to establish programme groupings where one External Examiner would normally be appointed per grouping. Schools must therefore take responsibility for designating these programme groupings and in doing so must ensure that all groupings have the necessary external input to support their function.
- c) There will be one and only one Subject External Examiner associated with each and every module. The same individual may be associated with a number of modules. School Boards are responsible for ensuring that Schools have allocated modules to an appropriate SP and have assigned an External Examiner to each module.
- d) No recommendation for the conferment of an award of the University will be made without the approval of the PAB External Examiner for the programme.
- e) Each External Examiner will provide an annual report.
- f) External examining procedures for programmes offered by a Partner Organisation are required to be the same as, or demonstrably equivalent to, those used within the University. The procedure should be clearly specified and rigorously and consistently applied. External Examiners for collaborative arrangements will be appointed by the University according to its normal procedures.

7.12.2 *Attendance at Assessment Panels*

- a) Subject External Examiner(s) are expected to attend each meeting of the SP at the end of each Trimester approving the results for each module to which they have been appointed.
- b) Results are approved at this stage and will be released to students as final approved results.
- c) Since no confirmed result of the University may be communicated to students without the approval of the appointed Subject External Examiner, this approval exceptionally may be obtained by written consent.
- d) The PAB External Examiner(s) will be expected to attend the PABs at levels 9, 10 and 11 at the end of Trimesters 2 and 3 (for some areas of provision there will be a requirement to attend a PAB after Trimester 1). This likelihood will be communicated at time of appointment.
- e) Since no award of the University (including intermediate exit awards) may be conferred without the approval of the appointed PAB External Examiner, this approval exceptionally may be obtained by written consent.

7.12.3 *Appointment - Terms of Office*

- a) Each Subject External Examiner will normally be appointed for a period of up to four years, which exceptionally may be extended by up to one further year. The total period of appointment of the PAB External Examiners (including appointment as Subject External Examiner) should normally be four years and would not normally exceed five years of consecutive service as Subject and PAB External Examiner.
- b) An External Examiner (Subject or PAB) may be re-appointed provided that five years have elapsed since the end of the previous term of office and that the second appointment will not exceed four consecutive years.
- c) An External Examiner (Subject or PAB) will not normally hold more than two External Examiner appointments for taught programmes/modules at any point in time.
- d) PAB External Examiners must have prior experience as an External Examiner, preferably including at least one year's experience as a Subject External Examiner at the University of the West of Scotland.

- e) The nominations for the appointment of an External Examiner should be made at least six months before the first assessment or award with which the examiner is to be associated.
- f) The nomination must be endorsed by the School Board concerned prior to consideration for approval by the Education Advisory Committee. Following approval by the Education Advisory Committee, the Secretary to the Education Advisory Committee will confirm to the External Examiner concerned and notify the appropriate contacts in the School.
- g) Newly appointed External Examiners should take up their appointments on or before the retirement of their predecessors. They should remain available until after the last assessments with which they are to be involved to deal with any subsequent reviews of decisions that arise.
- h) Normally, appointments should run from the October before the first assessments to the October after the last assessments.

7.12.4 *Criteria for the Appointment of External Examiners*

- a) The criteria for the appointment of External Examiners is intended to enhance the transparency and consistency of institutional practice in appointing competent staff as External Examiners who are free from potential conflicts of interest (7.12.4d) and are therefore sufficiently independent to fulfil the role.
- b) In line with indicator 5 of Chapter B7 : External Examining of the UK Quality Code for Higher Education, persons appointed to act as External Examiners for the University must show appropriate evidence of the following:
 - i) knowledge and understanding of UK sector agreed reference points for the maintenance of academic standards and assurance and enhancement of quality;
 - ii) competence and experience in the fields covered by the programme of study, or parts thereof;
 - iii) relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate;
 - iv) competence and experience relating to designing and operating a variety of assessment tasks appropriate to the subject and operating assessment procedures;

- v) sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers;
 - vi) familiarity with the standard to be expected of students to achieve the award that is to be assessed;
 - vii) fluency in English, and where programmes are delivered and assessed in languages other than English, fluency in the relevant language(s) (unless other secure arrangements are in place to ensure that External Examiners are provided with the information to make their judgements);
 - viii) meeting applicable criteria set by professional, statutory or regulatory bodies;
 - ix) awareness of current developments in the design and delivery of relevant curricula;
 - x) competence and experience relating to the enhancement of the student learning experience;
 - xi) retirees can be considered, providing they have sufficient evidence of continuing involvement in the academic area in question.
- c) In any event, other than in exceptional cases External Examiners must **not** normally be:
- i) a member of a governing body or committee of the appointing institution or one of its collaborative partners, or a current employee of the appointing institution or one of its collaborative partners;
 - ii) anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study;
 - iii) anyone required to assess colleagues who are recruited as students to the programme of study;
 - iv) anyone who is, or knows they will be, in a position to influence significantly the future of students on the programme of study;
 - v) anyone significantly involved in recent or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question
 - vi) former staff or students of the institution unless a period of five years has elapsed and all students taught by or with the External Examiner have completed their programme(s);
 - vii) involved in reciprocal arrangements involving cognate programmes at another institutions;
 - viii) succeeded by a colleague from the examiner's home department and institution;

- ix) appointed from the same department of the same institution as a current External Examiner.
- d) Bearing in mind that each External Examiner is required to be impartial, potential conflicts of interest need to be considered and particular attention paid to nominees who have been:
 - i) involved in the development of the programme or its component parts, for example, as an external consultant, or who have acted as a member of the programme approval panel (or equivalent) which approved the programme;
- e) Where a nominee has no previous experience as an External Examiner for any institution, the nominee is required to attend the External Examiner Induction Event and the School must make arrangements for mentorship with a more experienced External Examiner.
- f) Nominations must comply with the requirements of the Home Office with regard to demonstrating eligibility to work in the UK. Before appointments can be approved a copy of the nominee's passport or other appropriate documentation must be attached to the nomination form. The externals will be requested to provide the originals for verification at the Induction Event.

7.12.5 *Powers of External Examiners*

On any matter which an External Examiner has declared to be a matter of principle, the decision of the External Examiner concerned must either be accepted as final by the SP or PAB in question or be referred to the Senate.

7.12.6 *Rights and Responsibilities of External Examiners*

- a) The overall responsibility of each PAB External Examiner is to ensure that each candidate for a particular award is considered impartially and fairly in accordance with University regulations and guidance and that the standards of the University's awards are maintained.
- b) The overall responsibility of each Subject External Examiner is to ensure that each module is assessed impartially and fairly and that the standards of the University's awards (or parts of awards) are maintained.
- c) Each Subject External Examiner will:
 - i) have the opportunity to review and approve the form, content and standard of the assessment instruments

- and, where appropriate, the distribution and balance of coursework and other assessments. These should be in accordance with published module descriptor;
- ii) be expected to attend meetings of the Subject Panel as appropriate [see 7.12.2(a)] and have the right of access to all candidates' work;
 - iii) confirm that the marks awarded by the internal examiner(s) have been appropriately moderated in line with expectations outlined in the assessment Handbook;
 - iv) have the right to inspect the work of all students and to call for such papers as he or she thinks necessary when sampling the work of students;
 - v) be entitled to modify the marks proposed by internal examiners provided that such modifications should be applied to all students undertaking the module unless all scripts have been reviewed by the Subject External Examiner.
- d) Each PAB External Examiner will:
- i) attend meetings of the PAB as appropriate and, in light of information received from Subject Panels, approve award decisions [see Regulations 7.12.2(d) and (e)];
 - ii) be consulted about, and have the right to approve or prevent, any proposed changes in the assessment regulations which will directly affect students currently on a particular programme of study;
 - iii) otherwise participate, as necessary, in reviews of progression and award decisions with respect to individual candidates;
 - iv) comment as required on aspects of cohort performance, honours classification distribution and any other matters pertaining to the operation of the University's assessment panel processes.

7.12.7 *Reports*

- a) Each External Examiner shall report annually to the University on the conduct of the assessments concluded during the year and on issues relating to those assessments, in a form determined by the Senate.
- b) Where there is concern about standards and performance, particularly if there is anxiety that assessments are being conducted in a way which jeopardises either the fair treatment of individual candidates or the standards of the University's awards, an External Examiner has the authority to submit a report directly to the Principal. The external examiner may also invoke the QAA's concerns scheme or

inform the relevant professional, statutory or regulatory body. This will be communicated to the external examiner at the time of appointment.

7.12.8 *Termination of External Examiner Contract*

- a) In exceptional circumstances the University of the West of Scotland or the External Examiner may wish to terminate the contract prior to its normal completion.
- b) The External Examiner may withdraw from the contract by advising the Head of QEU in writing no later than the end of December of the year in progress.
- c) If the External Examiner resignation is over a matter of principle, academic standards or concerns over maladministration, then the Head of QEU will report the matter to the relevant School Board, Education Advisory Committee and Senate.
- d) The University may only terminate the contract of an External Examiner through a decision of Senate *either* on the basis of demonstrable persistent failure to meet the requirements of the role, for example through repeated non-attendance at assessment panels, repeated lack of response to draft assessment instruments, or the provision of false information in annual reports *or* due to a significant change of circumstances of the External Examiner or of the module provision in the relevant subject area.
- e) It will be the responsibility of the Dean in the first instance to advise the Head of QEU of any concerns under (d) above.
- f) Notwithstanding regulations (c) to (e) above, if an annual report that is due for submission on 30 September has not been received without due explanation by 20 November, or if the report has not been received after a comparable interval in the case of another due date, he or she may be deemed by the Chair of the Education Advisory Committee to have resigned their appointment, and will be advised accordingly.
- g) With respect to (d) and (f) above, where illness or other personal reasons have been notified by the external examiner to the Head of QEU as preventing the External Examiner from meeting requirements of the role, the relevant School will in the first instance seek to agree appropriate revised arrangements such as a revised timescale for submission of an outstanding report.

APPENDIX 1**STUDENT CONDUCT IN AN EXAMINATION**

Candidates who fail to abide by these instructions will be subject to disciplinary action as set out in the University Code of Discipline for Students (Regulation 12).

These instructions shall apply to all University examinations, including those for the purposes of continuous assessment and those held outwith a UWS campus.

- i) Candidates must act in accordance with any instruction issued by an Invigilator. Candidates who wish to attract the attention of an Invigilator should raise their hand. Candidates should not leave their seats without permission.
- ii) Articles of clothing not being worn, bags etc. should be left in the area designated by the Invigilators. Candidates are not permitted to have any notebooks, textbooks, loose pages, tables or similar items on or near their desks unless specifically permitted in writing by the Examiner or as specified in instructions issued by the Invigilator. Any such items may be confiscated by an Invigilator. All rough workings must be made in Examination Answer booklets.
- iii) Candidates sitting examinations should not have sight of the question paper until the time scheduled for the exams to commence. Candidates may not begin writing before the invigilator announces the start of the examination and must cease writing when the invigilator announces the end of the examination.
- iv) Mobile telephones and other electronic devices such as personal music players and headphones should be switched off and left in candidates' bags in the area designated by the Invigilators.
- v) No leaves may be torn out of the Examination Answer books and no Examination Answer books may, under any circumstances whatever, be removed from an examination room - either before, during, after or between examinations.
- vi) When authorised by the Examiners candidates may introduce into an examination room and make use of calculators provided that they are portable, silent, battery operated, and not pre-programmed (apart from the standard scientific functions built in to the calculator); a calculator other than as specified may be deemed to be an unauthorised aid and may be confiscated by an Invigilator. No other hand-held electronic devices will be permitted unless authorised by the Examiner. A random check of electronic calculators may be undertaken during the examination.

Candidates using calculators do so at their own risk, and are responsible for ensuring that they have spare batteries.
- vii) The use of English/first language dictionaries may be permitted in formal examinations for international candidates whose first language is not

- English, except where the Module Co-ordinator for the module has previously indicated in writing that dictionaries will not be permitted. Electronic dictionaries will not be permitted in any examination. Dictionaries will not be permitted in language examinations. Where used, dictionaries may be scrutinised by Invigilators at the start of the examination.
- viii) Candidates are required to place their student cards on their examination desks in such a manner that Invigilators may verify each candidate's identity. Any student who is unable to display a valid student ID card is required to complete a "student identification form".
 - ix) Candidates will not normally be allowed to enter the examination room after the first hour has expired or to leave within the first hour or last half hour. Candidates who wish to leave the room should raise their hand to attract the attention of an Invigilator and seek permission to leave. Any candidate leaving the examination before the last half hour is required to leave both examination paper and written scripts with the Invigilators.
 - x) No smoking, drinking or eating (with the exception of small sweets, small cartons of fruit juice or small bottles of water) will be allowed during an examination.
 - xi) A candidate whose conduct is in the view of the Senior Invigilator, disturbing to other candidates and who persists in this conduct after receiving a warning, shall be required to withdraw from the examination room.
 - xii) At the end of the examination all candidates must remain seated until the examination scripts have been collected. Candidates are responsible for ensuring that scripts and other material which form part of the examination are appropriately secured together as per the instructions given by the Senior Invigilator.
 - xiii) Candidates must not hold any communication with each other in the examination room, even before or after the formal start or finish of the examination.
 - xiv) A candidate who requires to be absent temporarily from the room will be accompanied by an Invigilator or member of Administrative staff.
 - xv) Candidates who are in doubt as to the meaning of an examination question should write on their scripts their interpretation of the question. Candidates who believe they have identified a possible error in the examination paper should raise the matter with an Invigilator, who will in turn seek clarification from the Examiner.
 - xvi) Any candidate who falls ill during an examination must inform the Invigilator.
 - xvii) Any candidate whose performance may have been adversely affected by illness or other circumstances prior to or during the examination or who is prevented from attending an examination because of sickness or other valid circumstances should submit a Mitigating Circumstances Form together with any supporting evidence. The form must be

submitted to Academic Services by the deadline specified on the mitigation claim form.

- xviii) Candidates are bound by the University's Regulation concerning cheating and plagiarism (Regulation 7.11 and 8.10).

APPENDIX 2**CHEATING AND PLAGIARISM****Discovery/Suspicion of Cheating, Plagiarism or collusion****Formal Examinations**

If an examination invigilator discovers or suspects a case of cheating or plagiarism during a formal examination, he or she should note the name of the candidate and the candidate's desk number and report the circumstances to the Senior Invigilator.

The Senior Invigilator should note on the candidate's script at the point the situation arose and the candidate should be informed that the circumstances will be notified to the appropriate University Officer. The candidate should then be permitted to continue the examination.

Incidents of suspected cheating or plagiarism should be referred immediately after the examination by the Senior Invigilator to the Head of Registry. A full report of the circumstances will be provided in the Senior Invigilator's Report to the Head of Registry. The Module Co-ordinator and the Subject Panel Chair will be informed by the Head of Registry that the examination script should be marked but marks not confirmed pending the outcome of possible disciplinary procedures.

The Head of Registry will make a decision (on whether or not the matter referred to him or her is to be treated as a substantial academic irregularity) as soon as practicable. If the Head of Registry decides that the disciplinary procedure should be invoked, the matter will be referred to the Secretary to the Disciplinary Committee and thereafter it will be dealt with in accordance with the provisions of the Code of Discipline. If the Head of Registry decides that the disciplinary process should not be invoked, this decision will be communicated to the student.

Plagiarism, as defined in Regulation 7.11, may be identified in Research Programmes. This may be prior to submission for examination in one of the assessed Progression Reports (including the Transfer report), or in the final thesis before, during or after examination. Where a circumstance of plagiarism is suspected, this will be dealt with under Regulation 8.10.

8

REGULATIONS FOR RESEARCH DEGREES

8 Regulations for Research Degrees

8.1 General Requirements

8.1.1 Research Degrees

- a) The degrees of Master of Research (MRes), Master of Philosophy (MPhil), Doctor of Business Administration (DBA) and Doctor of Philosophy (PhD) shall be awarded to registered research degree students who successfully complete an approved programme of supervised research and satisfy the University's requirements for the standard of the award (see Regulation 3.5.1-3.5.4).

8.1.2 The Graduate School

- a) The Graduate School has been established by Senate to manage all matters relating to the registration, administration, direction and assessment of research degree students and candidates, except as where otherwise provided for in the University's Regulations.
- b) All matters relating to research degree applicants, students and candidates shall be dealt with in accordance with the procedures and notes of guidance issued periodically by the Graduate School Board.
- c) The Graduate School will administer all matters relating to postgraduate research students. The terms of reference and membership of the Graduate School Board is included in Regulation 14.

8.1.3 Categories of Registration

- a) A person may apply for one of the following categories of registration:
 - i) the degree of MRes only;
 - ii) the degree of MPhil only;
 - iii) the degree of MPhil with the intention of transfer to PhD (MPhil/PhD); or
 - iv) the degree of DBA only
 - v) exceptionally the degree of PhD direct where the candidate is considered to have appropriate research experience.
- b) An applicant for registration for the degree of MRes or MPhil or for the degree of MPhil with the intention of transfer to

PhD shall normally be expected to be the holder of a first or second class honours degree of a university in the United Kingdom or of the former Council for National Academic Awards (CNAA), or of an equivalent qualification.

- c) Applications for registration from persons holding qualifications other than those specified in Regulation 8.1.3(b) (above) shall be considered on their merits and in relation to the nature and scope of the programme of work proposed. Any person submitting an application in accordance with this regulation shall include in the application the names of two suitable persons whom the University may consult concerning the applicant's attainment and fitness to undertake research.
- d) Direct registration for the degree of DBA may be approved, at the discretion of the University, of a person who holds an appropriate Master's degree of a UK University or of a former CNAA, or an equivalent international university, provided that the degree was in the subject of Research Methods or equivalent.

Exceptionally candidates who have appropriate experience at postgraduate level which has resulted in significant publication and where evidence of accomplishment is supplied may also be considered.

- e) Direct registration for the degree of PhD may also be approved, at the discretion of the University, of a person who holds an MRes/MPhil degree of a United Kingdom University or of the former CNAA, or an MPhil degree of equivalent standard of an international University, provided that the MPhil degree is in a subject area which is appropriate to the proposed programme of work.
- f) Exceptionally, direct registration for the degree of PhD may also be approved, at the discretion of the University, of a person who, although not the holder of an MRes/MPhil degree, is the holder of a high quality honours degree or taught master's degree (or equivalent) in an appropriate discipline, AND who has appropriate research experience at postgraduate level which has resulted in significant publications, and where evidence of accomplishment is supplied.

8.1.4 Programmes of Study

- a) Programmes of supervised research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly

research and to its presentation for assessment by appropriate examiners.

- b) Each proposed programme of supervised research will be considered on its merits and without reference to the concerns or interests of any associated funding body [see Regulation 8.1.5(b)].
- c) In considering whether to approve an application for registration as a research degree student, the Graduate School Board will require to be satisfied about the following:
 - i) the suitability of the applicant concerned to undertake research, including the applicant's qualifications;
 - ii) the viability of the proposed programme of research;
 - iii) the adequacy of the proposed supervision arrangements and their sustainability (see Regulation 8.3);
 - iv) the adequacy and appropriateness of the facilities and resources available to support the proposed research;
- d) An applicant who does not hold the normally expected qualifications [see Regulation 8.1.3(c)], must provide evidence of ability and background knowledge in relation to the proposed programme of supervised research. Details of professional experience, publications, written reports or other appropriate evidence of accomplishment should be submitted with the application.

8.1.5 Group and Funded Projects

- a) Where it is proposed that the work should form part of a larger group project, each application must clearly state how the proposed work shall in itself be distinguishable from the larger group project for the purposes of assessment and how it will be appropriate for the award being sought. The applicant must indicate clearly the specific contribution to be made and its relationship to the group project.
- b) Where a proposed programme of supervised research forms part of a funded project, the terms of the funding must not militate against the fulfilment of the objectives of the programme or the University's requirements for the award concerned (MRes or MPhil, DBA or PhD).

8.1.6 Registration by Distance Mode

- a) A person proposing to undertake a programme of supervised research outwith the University may be registered as a research degree student on a Distance mode provided that:
 - i) there is satisfactory evidence that the facilities available to the applicant within and outwith the University of the West of Scotland will meet the University's requirements;
 - ii) the arrangements for supervision are such as to enable frequent and substantial contact between the student and the supervisor(s) based in the University;
- b) Any person registered in accordance with this regulation shall be expected to engage in appropriate training, evaluation and progression events and to agree the frequency and mode of contact with their Director of Studies. This will normally equate to not less than six weeks contact per year at locations appropriate to the programme of study. As part of the delivery of the research programme, distance students are expected to visit the University at least once a year for a period of intensive supervision.

Each student undertaking a programme of research by distance supervision should normally have a supervisory team consisting of a Director of Studies, a second supervisor and an additional supervisor or external collaborator in the host institution or workplace who will act in an advisory capacity.

Candidates are normally required to attend for this oral examination at the University of the West of Scotland.

8.1.6.1 Study as a Distance Student

All distance students and all members of the supervisory teams for students registered on the distance mode are subject to the same procedures and regulation as set out in the Regulatory Framework. The following conditions also apply for distance supervision arrangements:

- a) The supervisory team should establish the requirements for regular and frequent contact as necessary.

Where these requirements are not adhered to, and if student progress is considered unsatisfactory, this should be brought to the attention of the supervisory team and, if appropriate, the Dean of School, and subsequently to the

Graduate School as soon as possible. Such problems should normally be raised as they occur and do not constitute grounds for complaint subsequent to a decision by Graduate School that progress is not adequate.

- b) By enrolment, the student or the student's sponsor or host institution accepts responsibility for:
 - i) the cost of any programme of related studies;
 - ii) the cost of any English language courses required;
 - iii) the cost of facilities such as email and computing;
 - iv) all costs associated with the visit/s to the University of the West of Scotland and of the Viva examination;
 - v) the cost of any visit approved as necessary by the University of the West of Scotland to the host institution or workplace by the Director of Studies;

8.1.7 External Collaboration

- a) Wherever practicable, a programme of supervised research leading to the award of a research degree of the University shall be undertaken in collaboration with an appropriate external industrial, commercial, professional or research establishment.
- b) Formal collaboration shall normally involve the research degree student's use of facilities and other resources in the collaborating establishment, as well as the University.
- c) The name of any proposed collaborating establishment(s) shall be submitted with the application for registration, supported by a letter from each collaborating establishment, except where collaboration is to be an integral part of the project concerned.

8.1.8 The University's Policy on External Co-operation

- a) It is the policy of the University to encourage co-operation with industrial, commercial, professional or research establishments in programmes of supervised research leading to the degrees of Master of Research (MRes), Master of Philosophy (MPhil), Doctor of Business Administration (DBA) and Doctor of Philosophy (PhD). Such co-operation is intended to:
 - i) encourage outward-looking and relevant research;

- ii) extend a research degree student's experience and perspectives of the work;
 - iii) provide a wider range of experience and expertise to assist in the development of the research project;
- c) Formal co-operation may be arranged with one or more organisations outside the University. Any such external body shall be referred to as a collaborating establishment. The nature of the arrangements and confirmation of those arrangements must be submitted with the application for registration.

8.1.9 Programme of Related Studies

- a) Students registered for MRes, MPhil and PhD degrees shall normally be required to follow a programme of related studies where considered necessary for the attainment of competence in research methods and the acquisition of background knowledge to support the programme of supervised research.
- b) Where a programme of related studies includes an approved programme of studies leading to another award, the research degree student concerned may be recommended for that award on successful completion of that programme, provided that all the University's requirements have been satisfied, in addition to being recommended for the award of an MPhil or PhD, if appropriate.

8.1.10 The Purpose of Programmes of Related Studies

- a) The purpose of the programme of related studies is intended to provide:
 - i) the student with the skills and knowledge necessary for the pursuit of the programme of research to be undertaken;
 - ii) a body of knowledge normally associated with a first degree in the field of study of the programme of research to be undertaken;
 - iii) a breadth of knowledge in subjects related to the programme of research.

8.1.11 Programme of Integrated Studies

- a) A student registered for the degree of PhD, whether for PhD direct [see Regulation 8.1.3(a) (iii)] or for the degree of MPhil with the possibility of transfer to PhD [see Regulation 8.1.3(a) (ii)], may undertake an integrated programme of work which, as well as the research element, includes a programme of postgraduate study on which the student's performance will be formally assessed.
- b) Any such programme of postgraduate study must complement the research and must not occupy more than one third of the total approved period of registration.
- d) A person registered for the degree of MRes or MPhil only shall not be permitted to undertake a programme of integrated studies.

8.1.12 Concurrent Studies

- a) A person registered for a research degree may be permitted to register for another programme of study concurrently, provided that either the research degree registration or the other programme of study is in the part-time mode and that the dual registration will not inhibit the student's undertaking the programme of supervised research.

8.1.13 Creative Work

- a) Where an applicant for registration proposes to undertake a programme of work in which the person's own creative work will form, as a point of origin or reference, a significant part of the intellectual inquiry, the application for registration must set out the intended form of the final submission and of the final assessments.
- b) The creative work shall be clearly presented in relation to the argument of the written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the University's normal scholarly and other requirements.
- c) The student's final submission shall be accompanied by some permanent record of the creative work bound, where practicable, with the thesis.

8.1.14 Scholarly Editions of Texts

- a) An applicant for registration may propose to undertake a programme of research leading to a research degree in which the principal focus will be the preparation of a

scholarly edition of a text or texts, musical or choreographic work, or other original artefacts.

- b) The student's final submission must include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context. The thesis itself shall conform to the University's normal scholarly and other requirements.

8.1.15 Language

- a) Normally, a thesis submitted in partial fulfilment of the University's requirements for the award of an MRes or MPhil or PhD, DBA and the oral examination, must be written, defended and conducted in English.
- b) Exceptionally, permission may be given for a thesis to be presented in a language other than English; normally only when the subject matter of the research involves languages and related studies. In such cases this will be made clear on the student's transcript.
- c) Permission to present a thesis in a language other than English shall normally be sought at the same time as the application for registration.

8.1.16 Modes of Study

- a) A research degree student may be registered on a full-time or on a part-time basis.
- b) A full-time research degree student shall normally be required to devote, on average, at least 35 hours per week to the programme of supervised research.
- c) A part-time research degree student shall normally be required to devote, on average, at least 20 hours per week to the programme of supervised research.

8.1.17 Confidentiality

- a) Where, because of the nature of the programme of supervised research or for other good cause, there is a need for a thesis to remain confidential, approval for confidentiality should normally be sought at same time as the submission of the application for registration.
- b) When the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made immediately.

- c) The period for which a thesis may remain confidential shall not normally exceed two years from the date of the oral examination. In exceptional circumstances, a longer period may be approved by the University.

8.1.18 Grounds for Confidentiality

- a) An application for a thesis to remain confidential [see also Regulation 8.11.3(b)] should only be made when the confidential nature of the candidate's programme of supervised research is such as to preclude the thesis being made freely available in the libraries of the University and of any collaborating establishment(s) and, in the case of a DBA or PhD thesis, the British Library.
- b) Normally, the Head of Enterprise Services will only approve an application for confidentiality in order to enable a patent application to be lodged or to protect material which is commercially, or for some other good reason, sensitive. The University will not approve confidentiality in order to protect research leads.
- c) Although approval will normally be given for the thesis to remain confidential for a maximum of two years [see Regulation 8.1.17(c)], the Graduate School Board may, in exceptional circumstances, approve a longer period of confidentiality. Conversely, where a shorter period would be adequate, Graduate School Board shall not automatically approve a two-year period.

8.1.19 Research Degrees by Publication

8.1.19.1 Eligibility

- a) Candidates who are currently members of full or part-time academic staff of the University of the West of Scotland, may, at the discretion of the Graduate School Board, be allowed to register for the award of the PhD degree by research publications.
- b) Candidates must be members of academic staff (full or part-time) of the University of the West of Scotland of not less than three years' standing at the date of application for registration.
- c) Candidates should be active researchers in their field of expertise and they should not normally submit material published more than ten years prior to the date when they are given permission to register for the degree.

- d) Candidates will be allowed to register for the degree only with the approval of the Graduate School Board to which all applications must be made.
- e) Permission to register will not normally be granted to candidates who already possess a PhD.

8.1.19.2 Application procedure

The application should consist of a list of the public outputs on which the candidature is based, a preliminary statement giving details of where and when the work was carried out together with an outline discussion (of not more than 3,000 words) of the contribution of the published output to the advancement of knowledge in the field of study. Where the application is based on jointly published work a statement should be included making clear the contribution of the candidate to the outputs included.

8.1.19.3 Review of Applications

It is expected that all applications will be reviewed by a full meeting of Graduate School Board which will establish more detailed criteria in determining application outcomes. Where it deems necessary Graduate School Board will seek external advice on the application.

8.1.19.4 Supervision

On registration, an adviser (corresponding to the 'Director of Studies' in the conventional PhD programme) from within the University will be appointed to advise the candidate on the selection, coherence and quality of the portfolio of research work to be submitted and on the nature of the accompanying abstract and critical review. The research adviser will be an active researcher with PhD examining experience.

8.1.19.5 Submission and examination

- a) Candidates must normally submit within twelve months of the date of registration.
- b) Each candidate will be examined by at least two examiners external to the University appointed according to the regulations (8.6) pertaining to the conventional PhD route, an internal examiner may also be appointed. Co-authors, advisers or supervisors may not act as examiners.
- c) The grounds for the award of PhD by research publications are the submission of a portfolio of published work judged satisfactory by the examiners and a satisfactory performance at an oral examination.

- d) The submitted portfolio of published research must add up to a substantial and coherent body of work which would have taken a diligent student the equivalent of three years of full-time study to accomplish, which makes a significant and original contribution to knowledge in, or understanding of, the candidate's field of study, and which is of a scholarly standard normally expected of a candidate who submits and is awarded a PhD.
- e) The portfolio of published work must consist of:

All items of public work on which the application is based, a critical review of 10,000 to 25,000 words (see Regulation 8.1.19.6 below), where jointly authored works are included a declaration must be attached indicating the role of the candidate and where possible this statement should be endorsed by co-authors, an abstract of approximately 300 words. The total submission, including the critical review should not normally exceed 100,000 words.

8.1.19.6 Portfolio

The portfolio could, for example, consist of one or two books plus several refereed journal articles or research papers, which are already in the public domain.

- a) Candidates must either be the sole author of the portfolio of published work or must be able to demonstrate in the critical review of the submitted work that they have made a major contribution to all of the work that has been produced by more than one author. In such cases a declaration must be appended as above and, where possible, endorsed by co-authors.
- b) The portfolio of published work must be accompanied by an abstract and also by a general critical review of all the submitted work. This critical review should summarise the aims, objectives, methodology, results and conclusions covered by all the work submitted in the portfolio. It should also indicate how the publications form a coherent body of work, what contribution the candidate has made to this work, and how the work contributes significantly to the expansion of knowledge. It should be at least 10,000 words, but not more than 25,000 words in length.
- c) At the conclusion of the examination the examiners may recommend to Graduate School Board that:
 - i) the degree of PhD be awarded;
 - ii) the degree of PhD be awarded subject to amendments to the final report;

- iii) the degree be not awarded;
- d) All submissions must include a statement, signed by the candidate, confirming that the work has not been submitted in full or in part for the award of another degree.
- e) Submissions should, as far as is practicable, be bound in a way that confirms to the regulatory standards (Regulation 8.12.4) for the format and binding of theses. Material other than books must be bound in the usual way. Books may be submitted as published.
- f) Three bound copies of each submission, containing an abstract and critical review, should be lodged with the Graduate School. All three copies of the submission shall remain the property of the University.
- g) With the approval of Graduate School Board a candidate may be allowed to revise or re-submit for this degree after a prescribed period, normally not less than five years.

8.2 Periods of Registration

8.2.1 General Requirements

- a) The normal and maximum periods of registration of research degree students shall normally be:

MRes	full-time	12 months	24 months
	Part-time	24 months	36 months
MPhil	full-time	12 months	24 months
	part-time	24 months	36 months
MPhil/PhD (Including PhD direct)	full-time	36 months	48 months
	part-time	72 months	84 months
DBA	part-time	48 months	60 months
- b) A full-time research degree student shall normally be required to complete the programme of supervised research for the degree of MRes/MPhil within 12 months and for the degrees of DBA/PhD within 36 months of the effective date of registration.
- c) It may be possible to complete a programme of study within a shorter duration than the normal duration listed in 8.2.1a. The minimum duration of studies will be 2/3 of the normal duration, subject to the fees being paid to cover the normal duration.

- d) Registration may be backdated by up to six months from the date of enrolment.
- e) Normal durations of study are listed above at 8.2.1a. Exceptionally, a student may apply for an extension, justifying their request on academic grounds, up to a maximum period of registration. Students will be able to apply for a single 12 month full-time or part-time extension.
- f) A student that exceeds the initial maximum period of registration and has their registration extended shall be subject to an annual Completion Fee, as set and published annually in the Fee Schedule.
- g) Periods of authorised interruption of studies will not be included in the calculation of the period of registration.
- h) Students may move between full-time and part-time modes of registration. Normal and maximum periods of registration will be governed by 8.2.1a, and the expected end date of studies will be calculated and advised to the student at the point of change. Time extended on either full-time or part-time study will be calculated on a pro-rata basis and totalled, and a single maximum 12 month extension permitted.
- i) Where an applicant has previously undertaken research as a registered research degree student, a shorter period of registration than that normally required [see Regulation 8.2.1 (a) above], which takes account of all or part of the time already spent by the applicant on that research, may be approved.
- j) Where a student registered on a PhD or on an MPhil/PhD having completed a transfer to PhD, subsequently decides to submit their thesis to be examined for an MPhil qualification and has exceeded the maximum period of registration as listed in 8.2.1 (a), the Graduate School may approve on request an extension to the period of registration of six months.

8.2.2 Changes in Registration

- a) Where there is evidence that a programme of supervised research is proceeding exceptionally well, the period of registration may be shortened from that normally required.
- b) Where a research degree student is prevented, by ill-health or other good cause, from making progress with the programme of supervised research, the registration may be interrupted. The authorised interruption shall not

exceed any single period exceeding one year, and will not normally include an accumulated duration exceeding two years over the entire programme of study.

- c) The period of registration of a research degree student may be extended, at the discretion of the Graduate School Board. Any such extension shall not normally be for more than one year but may be reviewed at the discretion of the Graduate School Board.
- d) Any change in the programme of supervised research being undertaken by a registered research degree student must be notified. Where any change is substantial, approval must be obtained before any such change be implemented.
- e) Where a research degree student discontinues the programme of supervised research, the withdrawal of registration must be reported.
- f) Where the Graduate School Board considers that progress has been inadequate and that the research programme is unlikely to lead to a successful outcome within a reasonable time, registration may be terminated.

8.2.3 Shortening of the Period of Registration

- a) Any application for a shortening of the period of registration to less than the normal required, shall be submitted at the same time as the application for approval of the examination arrangements.

8.3 Supervision

8.3.1 Supervisors: Criteria for Appointment and Responsibilities

8.3.1.1 It is the responsibility of the Dean of School or nominee to allocate a Director of Studies and Supervisor and the proposed supervision arrangements must be submitted for approval with the application for registration.

- ¹8.3.1.2 a) One member of the supervisory team shall have:
 - (i) A research degree equivalent to, or exceeding, the degree being supervised.
 - (ii) Experience of supervision of at least one postgraduate research student to successful completion at a UK University.
- b) At least one member of the supervisory team shall be experienced in research in the general area of the

¹Approved by Senate on 28 March 2007

candidate's thesis and have experience as a specialist in the topic(s) to be investigated.

- c) Where the supervisory team is deemed to have insufficient experience in the supervision of postgraduate research students at a UK university, and of the procedures and regulations of the University of the West of Scotland, an additional supervisor with knowledge of standards expected for a higher degree by research at a UK university, and with knowledge of the procedures and regulations of the University of the West of Scotland, shall be appointed.

8.3.1.3 Each registered research degree student shall normally have at least two, but not more than three, supervisors.

8.3.1.4 One Supervisor shall be designated as the Director of Studies (first supervisor) with the responsibility for supervising the student on a regular and frequent basis. There will be a statement of an agreement at confirmation of registration between the Director of Studies and the student as to an appropriate specified frequency of contact.

8.3.2 a) It is expected that the supervisory team will give consideration to the time allocated to a research student. This should normally be approved prior to the issue of any offer.

- b) For students studying on a distance-learning basis one member of the supervisory team or a designated adviser will normally be based in the student's local area.

8.3.3 Advisers

- a) In addition to the supervisors, an adviser or advisers may be appointed to contribute particular specialist knowledge or a link with an external organisation.

8.3.4 Eligibility

- a) A registered research degree student either in the university or in another university or organisation may be eligible to act as the Director of Studies or supervisor where it can be clearly shown that there is no conflict of interest. The contribution to knowledge of the student and of the Director of Studies should be clearly defined.

8.3.5 Changes in Supervision Arrangements

Approval must be obtained from the Graduate School for any changes in the supervision arrangements.

8.3.6 Training Programme

8.3.6.1 Research students should normally attend all relevant training sessions.

8.3.7 Ethics and Research Code of Practice

8.3.7.1 All staff and students involved in research are required to abide by the University's policy on ethics in research and by the Research Code of Practice.

8.3.8 Monitoring on Student Progress

- a) The Graduate School has established monitoring procedures which support students to achieve successful completion of their studies. Students are required to submit a number of progress reports in conjunction with their Director of Studies and to attend an annual progress panel interview which will be formally assessed.
- b) Students who have exceeded the normal period of registration will not be required to undertake a panel interview but an annual progression report should still be completed. In such cases, Director of Studies will be required to confirm to the Graduate School that the student is still actively engaged in their studies and is maintaining regular and frequent contact with the supervisors and that they are likely to complete their studies.
- c) All progression reports will address the issues of ethical approval, attendance monitoring and training.
- d) Where, after obtaining a progression report, the Graduate School is dissatisfied with student progress, it may take such action as it deems necessary including, after investigation and consultation, the withdrawal of the student's registration. The Chair of the Graduate School Board shall consult the supervisory team and the Dean of School.
- e) The University may be required to use data collected to report to the Home Office on international students' attendance.

8.3.9 Assessor

8.3.9.1 General Requirements

- a) Each research degree candidate shall be appointed an independent, internal assessor at the 12 week reporting stage. The Assessor will be appointed for the duration of the research programme and will assess the transfer of registration from MPhil to PhD at the review stage.

- b) The Assessor may not normally be any member of the candidate's approved supervisory team.
- c) The Assessor is responsible for considering the submitted progression reports and discuss the candidate's progress at an annual panel review arranged by the Director of Studies.
- d) The Assessor will report to Graduate School Board on the candidate's progress and continued registration.

8.4 Transfer of Registration

8.4.1 Application for Transfer of Registration from MPhil to PhD

- a) A research degree student registered initially for MPhil/PhD [see Regulation 8.1.3(a)(ii)] who wishes to transfer registration to the degree of PhD must demonstrate that sufficient progress has been made on the programme of supervised research to provide evidence of the development of the project to the standard required of a PhD.
- b) A research degree student registered initially for the degree of MPhil only [see Regulation 8.1.3(a)(i)] may be permitted to apply for transfer of registration, subject to the above requirements [see also 8.4.3(c)].

- 8.4.2 a) An application for the transfer of registration from MPhil/PhD to PhD should normally be submitted between 12 and 18 months of full-time study, or at an equivalent stage in the case of a part-time research degree student.

8.4.3 Progress Report

- a) An application for the transfer of registration from MPhil to PhD shall be supported by a progress report on the work undertaken prepared by the research degree student.
- b) The progress report shall include:
 - i) a review and discussion of the work already undertaken; and
 - ii) a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge.
- c) In the case of an application for the transfer of registration by a student registered for MPhil only, the progress report shall be more substantial stating clearly the grounds for seeking the transfer of registration.

8.4.4 Assessment of Progress and Potential

- a) Before approving the transfer of registration of a research degree student, the Graduate School Board will need to be satisfied that the student has made sufficient progress and that the proposed future programme of research will provide a suitable basis for work at the level of a PhD which the student is capable of pursuing to completion.
- b) In addition to considering the student's progress report (see Regulation 8.4.3), the Graduate School Board will normally arrange an oral assessment as part of its evaluation of the case for a transfer. This oral assessment will normally be made by an assessor appointed by the Graduate School Board. The Dean of School or delegate will normally also attend.
- c) Where a student fails to satisfy the Graduate School Board of either progression and/or potential of the project will have their registration confirmed to be MPhil. The student will receive detailed feedback relating to the performance of the Transfer Event and will be given the opportunity to represent at a second Transfer Event within a maximum of 3 months.
- d) A student who satisfies the Graduate School Board of progress and of the potential of the project at the Transfer Event will have their registration confirmed to be PhD.

8.4.5 Transfer of Registration from PhD to MPhil

- a) A student who is registered for the degree of PhD, whether direct or following a transfer of registration, who is unable to complete the approved programme of supervised research may, at any time prior to the submission of proposed examination arrangements, apply for the registration to be transferred to that for the degree of MPhil.

8.5 Assessment

8.5.1 General Requirements

- a) The assessment of a candidate for the degree of MRes or MPhil or DBA or PhD shall normally be in two stages:
 - i) the assessment of the thesis;
 - ii) the candidate's defence of the thesis by an oral or approved alternative examination.

Exceptionally examiners may recommend that assessment is by thesis only. See Regulation 8.7.3.

- b) A candidate whose approved programme of supervised research included a formally assessed component of integrated studies shall not be permitted to proceed to a further stage in the assessment for the research degree until the integrated work examiners are satisfied with the candidate's performance of that work. The result of that assessment must be notified to the examiners of the research programme.
- c) It is expected that candidates would normally be offered the opportunity to participate in a mock viva, in preparation for their formal examination.

8.5.2 Examination Procedures

- a) No examination of a research degree candidate shall be held until the arrangements, including the appointment of examiners and Chair Person, have been approved in accordance with the procedures established by the Graduate School Board.
- b) Each candidate shall be informed of the procedure to be followed for the submission of the thesis and of any conditions to be satisfied before the candidate may be presented for examination.
- c) The Graduate School is responsible for ensuring that all assessments and examinations of research degree candidates are conducted in accordance with the University's Regulations and procedures.
- d) It is the responsibility of the Director of Studies to propose to the Dean of School the arrangements, including nominating the examiners and Chair Person, for the assessment and examination of a research degree candidate. The nomination of examination arrangements of research degrees should be submitted to the Dean of School for endorsement and thereafter to the Graduate School for approval at least three months before the expected date of the examination.
- e) The examination team should be selected to ensure that the whole breadth of experience, knowledge and skills required is represented.

In relation to practice-based studies, at least one of the examining team must have the capacity to examine creative outputs.

- e) No assessment of the thesis or examination of the candidate shall take place until the proposed arrangements have been approved by the Graduate School Board.
- g) The Director of Studies shall consult with the examiners, Chair Person and the student to arrange the date of the oral examination.
- h) The Secretary to the Graduate School Board shall confirm to the candidate and the examiners the date of the oral examination (see Regulation 8.5.3) and shall send to each examiner a copy of the thesis and of the University's Regulations and procedures, and shall ensure that all the examiners are fully briefed on their duties and responsibilities.
- i) In any instance where the Graduate School Board becomes aware of a failure to comply with all the University's requirements relating to assessment and examination process, it may declare the examination null and void (see Regulation 8.5.5) and require that new examiners be proposed and that a new assessment and examination be held.
- j) Whilst a candidate would be unwise to submit the thesis for assessment against the advice of the supervisors, it is the candidate's right so to do. Conversely, a candidate should not assume that the supervisors' agreement to the submission of the thesis guarantees the award of the degree for which it is submitted [see Regulation 8.5.6 (b)].

8.5.3 Oral Examination

- a) A candidate for MRes, MPhil, DBA and PhD shall normally be examined orally on the programme of supervised research and on the field of study in which the programme lies.
- b) The oral examination of a research degree candidate shall normally be held on campus. Exceptionally, approval may be given for the oral examination to be held elsewhere. Approval may also be given for the use of technology during the oral examination to allow an appropriate examiner to access the event remotely provided the quality and rigour of the examination can be maintained.
- c) One supervisor may, with the consent of the candidate, attend the oral examination in the role of an observer and will withdraw prior to the deliberations of the examiners on

the outcome of the examination and their recommendation to the University.

- d) Where for reasons of sickness, disability or comparable valid cause the University is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that a candidate's knowledge of the language in which the thesis is presented is inadequate.

8.5.4 Posthumous and Aegrotat Awards

- a) The degree of MRes, MPhil, DBA or PhD may be awarded posthumously on the basis of a thesis completed by a candidate which is ready for submission and where there is evidence that the candidate would have been likely to have been successful had the oral examination been held.
- b) Where the Graduate School Board does not have sufficient evidence of the candidate's performance to be able to recommend an award of MRes, MPhil, DBA or PhD, but is satisfied that but for illness or another valid cause the person would have reached the required standard, it may exceptionally recommend the conferment of an Aegrotat award.

8.5.5 Procedural and other Irregularities

- a) Where there is evidence of procedural or other irregularity in the conduct of the assessment, the examination may be declared null and void with the appointment of new examiners, if necessary.

8.5.6 The Candidate's Responsibilities

- a) It is the responsibility of the candidate to ensure that the thesis is submitted in accordance with the procedures established by the Senate before the expiry of the period of registration [taking account of any approved extension(s)].
- b) The submission of the thesis for assessment and examination shall be at the sole discretion of the research degree candidate concerned.
- c) A candidate for a research degree shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner(s) between their appointment and the holding of the oral examination.
- d) Each candidate shall confirm, through a declaration bound into the thesis, that the thesis has not been submitted for a

DBA or PhD or comparable academic award. Notwithstanding, a candidate shall not be precluded from incorporating in a thesis, covering a wider field, work which has already been submitted for a research degree, provided that it is clearly indicated, in the thesis, which work has been so incorporated and the extent of this work.

- e) A candidate shall ensure that the format and binding of the thesis accords with the University's requirements before submitting the thesis for examination.
- f) The thesis for the degree of MPhil and PhD shall be presented in a permanent binding in accordance with the University's requirements (see Regulation 8.12.4) before the degree may be conferred.
- g) The thesis for the degree of MRes shall be presented in a spiral binding in accordance with the University's requirements before the degree may be conferred.

8.6 Examiners and Chair Person

8.6.1 General Requirements

- a) Each research degree candidate shall be examined by at least two, but normally not more than three, examiners [subject to the requirements of Regulations 8.7.2(c), 8.7.2(d) and 8.8.1(b)] of whom at least one shall be an external examiner.
- b) An internal examiner may not normally be any member of the candidate's approved supervisory team.
- c) Where the candidate to be examined and the internal examiner are members of the permanent staff of this University, a second external examiner should be appointed.
- d) A Chair Person shall be appointed by the Graduate School Board in conjunction with the School to convene the oral examination and to report on the agreed recommendations of the examiners to Graduate School Board.

The Chair Person will be responsible for the following:

- a) Conducting the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
- b) Assisting the examiners to reach a consensus.

- c) Arranging for the joint examiner report stating the recommendation of the examiners and submitting this to Graduate School Board.

8.6.2 Exemption from Need for a Second External Examiner

- a) Any person who is employed by the University on a short fixed term contract, such as a research assistant, shall be exempt from the requirement that a second external examiner be appointed (see Regulation 8.6.1(c) above).

8.6.3 Eligibility and Criteria for Appointment

- a) Each examiner shall satisfy the University's normal requirements for the appointment of examiners and shall, in particular, be experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialist in the topic(s) to be examined.
- b) Where the external examiner is inexperienced in the examination of postgraduate research students, an additional external examiner with knowledge of standards expected for a higher degree by research in the UK shall normally be appointed.
- c) In accordance with the University's general requirements for the independence of external examiners (see Regulations 7.12.4(d) and (e)), each external examiner shall:
 - i) be independent of the University and of any collaborating establishment(s) and shall not have acted previously as the candidate's supervisor or adviser;
 - ii) not normally be either a supervisor of another candidate or an external examiner on a taught programme in the same School of the University;
 - iii) not normally have been a member of staff of the University during the past five years;
 - iv) not have acted as an external examiner of research degree candidates so frequently in a given School that the examiner's objective judgement might be prejudiced.
- d) The Chair Person will be an academic member of staff of the University with knowledge of the University's Research Degree Regulations. The Chair Person shall:
 - i) be an active researcher with experience of examining research students;

- ii) be independent of the student's work

8.6.4 Examiners and Chair Person will normally have experience of DBA or PhD study, including their own completion of a DBA or PhD or supervision of PhD students.

8.7 Examinations

8.7.1 Assessment of the Thesis

- a) Each examiner shall assess the thesis in advance of the oral examination [see also Regulation 8.5.3(d)]. Each examiner shall submit a preliminary report to the Secretary of the Graduate School Board in advance of the oral examination [see also Regulation 8.7.4(b)], or in exceptional circumstances, on the day of the oral examination. The Secretary will forward preliminary examiner reports to all examiners, and the Chair prior to the examination.
- b) Where an examiner does not consider that the thesis satisfies the University's requirements for the degree of MRes or MPhil or DBA or PhD, as appropriate (see Regulations 3.5.1, 3.5.2 and 3.5.3) and does not wish to proceed to an oral examination, the University must be informed, in writing. In any such case, the examiners shall provide the University with written guidance for the candidate concerning the deficiencies of the thesis.
- c) Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the University dispense with the oral examination and refer the thesis for further work. In any such case, the examiners shall provide the University with written guidance for the candidate concerning the deficiencies of the thesis.
- d) Following the oral examination, the examiners shall:
 - i) where they are in agreement, submit a joint report and recommendation relating to the award of the degree;
 - ii) where they are not in agreement, submit separate reports and recommendations;

8.7.2 Recommendations

- a) Following the completion of the assessment and examination of a research degree candidate, the examiners may recommend that:

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- i) the candidate be awarded the degree for which examined;
 - ii) the candidate be awarded the degree for which examined, subject to minor amendments being made to the thesis (see Regulation 8.7.2(b) below);
 - iii) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination (see Regulation 8.8);
 - iv) the candidate not be awarded the degree for which examined and be not permitted to be re-examined (see Regulations 8.7.2(f), (g) and (h));
 - v) in the case of an examination for the degree of PhD, the candidate be awarded the degree of MPhil subject to the presentation of the thesis being amended to the satisfaction of the examiners;
 - b) Where a candidate is required to make revisions to the submitted thesis, the examiners will set a deadline for resubmission, between two and six months for minor corrections and between six and twelve months for significant revisions.
 - c) Where the examiners are satisfied that the candidate has in general reached the standard required for the degree for which examined, but consider that the candidate's thesis requires some minor amendments and corrections not so substantial as to call for the submission of a revised thesis, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or external examiners(s) (see Regulation 8.7.2(a)(ii) above), they shall indicate to the candidate in writing the amendments and corrections required.
 - d) Where the examiners are not unanimous in their recommendations, the University may:
 - i) accept a majority recommendation provided that the majority recommendation is made by at least one external examiner;
 - ii) accept the recommendation of the external examiner(s);
 - iii) appoint an additional external examiner;
 - e) An additional external examiner appointed in accordance with Regulation 8.7.2(d)(iii) above shall prepare an

independent report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. That examiner shall not be informed of the recommendations of the other examiners.

- f) A further examination in addition to the oral examination may be requested by the examiners. Where such a request is approved by the University following the oral examination, it shall normally be held within two calendar months of the oral examination. Any such further examination shall be deemed to be part of the first examination of the candidate concerned.
- g) The examiners shall not recommend that a candidate fail outright [see Regulation 8.7.2(a)(iv)] without holding an oral examination or other alternative examination.
- h) Where the University determines that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation to be forwarded to the candidate in accordance with the procedures established by the Senate.

8.7.3 Assessment for an MRes by thesis only

Exceptionally examiners for the award of the degree of MRes may recommend that assessment is by thesis only.

The nominated internal examiner shall inform the University of the recommendation not to hold a viva and the reasons for this recommendation. Following approval of the recommendation by Graduate School Board, the procedure outline in 8.7.1 and 8.7.2 shall apply.

8.7.4 Examiners' Reports and Recommendations

- a) The decision as to whether to accept the reports and recommendations of the examiners of a research degree candidate and to forward those recommendations concerning the award of the degree of MRes, MPhil or PhD, as appropriate, to the Senate shall rest with the Graduate School Board (see Regulation 8.7.2).
- b) All formal communications by the examiners at each stage of the assessment and examination process must be sent to the Secretary to the Graduate School Board.
- c) The joint recommendation made by the examiners submitted following the holding of the oral examination should provide sufficiently detailed comments on the scope

and quality of the programme of supervised research undertaken by the candidate to enable the Graduate School Board to satisfy itself of the basis of the recommendations [see Regulations 8.7.1(c)(ii) and 8.7.2(a)].

- d) The examiners should indicate informally to the candidate the recommendations they propose to make on the result of the examination (see Regulation 8.7.2) but they shall make it clear to the candidate that the final decision rests with the University.
- e) Where the examiners request that a further examination in addition to the oral examination be held [see Regulation 8.7.2(e)], that request should be submitted to the Graduate School for approval without delay.

8.8 Re-assessment

8.8.1 General Requirements

- a) One re-examination may be permitted, subject to the following requirements:
 - i) a candidate who fails to satisfy the examiners at the first examination including, as applicable, the oral or approved alternative examination [see Regulation 8.5.3(d)], or any further examination required under Regulation 8.7.2(e), shall be permitted to revise the thesis and be re-examined;
 - ii) the examiners shall provide the candidate, in accordance with the procedures established by the Senate, with written guidance on the deficiencies of the first submission; and
 - iii) the candidate shall submit for re-examination within one calendar year from the date of the latest part of the first examination; where the oral examination has been dispensed with in accordance with Regulation 8.7.2(f), the re-examination shall be held within one calendar year of the date of that dispensation. Where there is good cause, an extension of the period for re-submission and/or re-examination may be approved;
- b) At its discretion, the University may appoint an additional external examiner for the re-examination.

8.8.2 Form of Re-examination and Recommendations

- a) The form of re-examination shall be that approved by the University on the recommendation of the examiners at the first examination (see Regulation 8.7.2).
- b) The examiners shall make one of the recommendations provided for under Regulation 8.7.2(a), save that Regulation 8.7.2(a)(iii) shall not apply.
- c) Regulations 8.7.2(b) to 8.7.2(h) shall apply to any re-examination as if it were a first examination.

8.8.3 Form of Re-assessment and Re-examination

- a) The form of re-examination shall be essentially that required for a first examination, with the proviso that the examiners may not recommend a further examination be held [see Regulation 8.8.2(b)]. It should be noted that the Graduate School Board may require an additional external examiner to be appointed [see Regulation 8.8.1(b)].
- b) The detailed requirements for the form of the re-examination of a candidate must, therefore, accord with Regulation 8.7.2 and be:
 - i) where the candidate's performance in the first oral or approved alternative examination or further examination was satisfactory but the thesis was unsatisfactory and the examiners on re-examination certify that the thesis as revised is satisfactory, the candidate may be exempted by the University from further examination, oral or otherwise;
 - ii) where the candidate's performance in the first oral or approved alternative examination or further examination was unsatisfactory and the thesis was also unsatisfactory, any re-examination shall include a re-examination of the thesis and an oral or approved alternative examination;
 - iii) where on the first examination the candidate's thesis was so unsatisfactory that the oral examination had been dispensed with, any re-examination shall include re-examination of the thesis and an oral or approved alternative examination;
 - iv) where on the first examination the candidate's thesis was satisfactory but the performance in the oral and/or other examination(s) was unsatisfactory the candidate shall be re-examined in the oral and/or other examination(s);

- v) where on the first examination the thesis was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was unsatisfactory, the examiners may propose a different form of re-examination to test the candidate's abilities recommended by the examiners at the first examination and approved by the University;
- c) Following completion of the re-assessment of the candidate, the examiners may recommend that:
 - i) the candidate be awarded the degree for which examined;
 - ii) the candidate not be awarded the degree for which examined and be not permitted to be re-examined;
 - iii) In the case of an examination for the degree of PhD, the candidate be awarded the degree of MPhil subject to the presentation of the thesis being amended to the satisfaction of the examiners.
- d) The examiners may agree jointly, after examination of the resubmitted thesis, that the thesis is so deficient to render a second oral examination redundant, and may advise the Graduate School Board that they do not wish to proceed with the oral component of the assessment. This will only occur when the thesis is so deficient that it cannot be corrected within the bounds of Regulation 8.7.2a(ii), the examiners shall detail the deficiencies in Joint Examiners' Final Report.
- e) No re-examination in whatever form, shall be held without the approval of the Graduate School Board.

8.9 Academic Appeals

8.9.1 General Requirements

- a) An academic appeal is defined as a request to review a decision of an academic body charged with decisions on student assessment, progression and awards.
- b) A student must submit their academic appeal in writing to the Secretary of the Research & Enterprise Advisory Committee (REAC) within 10 working days from the notification date which informed them of the decision against which they are appealing.

- c) A student will have the right to request a review of the handling of their appeal case on procedural grounds only. The student must make this request (in writing) to the Chair of Senate within 10 working days of receiving the outcome letter from REAC.
- d) An academic appeal may be made only by the individual directly affected; they may NOT be lodged by a third party such as a parent or other representative. The only exception to this would be a student with enabling support requirements which precludes them from submitting the appeal independently.
- e) Where an academic appeal also contains within it a complaint and vice versa, it is possible for the appeal or complaint to be reclassified either by the student or the University (at whatever stage they may have reached) and processed under the most relevant regulation or procedure if this is likely to lead to a more appropriate outcome for the person(s) appealing or complaining.

Appeal of the Examiners' Decision

8.9.2 General Requirements

- a) Any request for an appeal of the decisions of the examiners submitted by a candidate for the degree of MRes or MPhil or DBA or PhD shall be considered in accordance with the procedures established by the Senate.

8.9.3 Grounds for an Appeal

- a) The only grounds on which an appeal shall be approved shall be:
 - i) that there were circumstances, such as illness or other factors, adversely affecting the candidate's performance of which the examiners were unaware at the oral examination and which the candidate was unable, or for valid reasons unwilling, to divulge before the examiners reached their decision, provided that the candidate's request is supported by contemporaneous medical certificates or other documentary evidence acceptable to the Senate or Appeal Panel;
 - ii) that there is evidence of administrative, procedural or other irregularity in the conduct of the examination of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;

- b) The following shall not constitute grounds for an appeal:
 - i) any complaint or grievance made by the candidate for alleged inadequacy in the supervision or other arrangements during the period of registration shall not constitute grounds for appeal since procedures exist for such complaints and grievances (see Reg8.13 and 8.14) which should be instigated during the period of registration and before submission;
 - ii) any disagreement with the academic judgement of the examiners in assessing the merits of the thesis and the programme of supervised research or in reaching any assessment decision based on the candidate's performance in the oral or approved alternative form of examination;

8.9.4 Appeal Procedures

- a) If the person designated to determine whether there is a case for an appeal (normally the Secretary to REAC) considers that the request made by a candidate to be clearly frivolous, vexatious or outside the permitted grounds, the request will be referred to the University Secretary & Registrar and to the Chair of REAC.
- b) If it be determined that on those grounds there is no case, the candidate will be notified of that decision immediately and the candidate will be allowed to make further submissions to the Secretary of REAC within 14 days of being notified. Following the expiry of that period, the recommendation of the Secretary to the Committee, with any other submissions made by the candidate, shall be submitted to the Chair of REAC for decision.
- c) If it be agreed that there is no case for an appeal, that decision shall be submitted to the Chair of REAC for a final decision to decide whether to confirm the finding or whether there should be further investigation or action on the request for an appeal. There shall be no appeal against the decision of the Chair of REAC.
- d) If it is found that there is a case for an appeal, REAC shall gather such evidence as considered necessary to assist an Appeal Panel [see Regulation 8.9.4(b)] to review the case. That evidence may include written or oral testimony by the examiners, by other persons present at the oral examination, by supervisors or other members of the academic staff, or further evidence or statements/elucidations from the candidate.

8.9.5 Stages of the Review

- a) The first stage shall be to determine whether there is a case for an appeal. At its discretion, the University may designate an appropriate person to undertake an initial investigation to determine, the validity of the case and to advise the candidate(s) accordingly; notwithstanding such advice, provided that the grounds for the request satisfy the University's requirements (see Regulation 8.9.2), the appellant shall have the right to decide whether to put the case to the Appeal Panel constituted in accordance with the procedures established by the Senate.
- b) If it is considered that there is a case for Appeal, a Panel shall be established specifically to review the examiners' decision. The members of the Appeal Panel shall be persons who have had no direct involvement with the candidate, the programme of supervised research or the examination of the candidate. No student or research degree candidate shall be a member of any such Appeal Panel.
- c) The panel shall normally consist of:
 - Dean of School from outwith the appellant's School;
 - A member of REAC, also from outwith the appellant's School;

If any of those designated has a direct involvement with the candidate, the Chair of the REAC may nominate a substitute.

8.9.6 The Role of an Appeal Panel

- a) It should be noted that an Appeal Panel is not to be constituted as an examination nor does it have the authority to recommend the award of a degree.

8.9.7 Recommendations

- a) Where it concludes that there are grounds for an appeal, the panel may recommend:
 - i) that the examiners be required to reconsider their decision; or
 - ii) that new examiners be appointed to re-assess the thesis and re-examine the candidate.
- b) There shall be no appeal against the decision of the Appeal Panel.

8.10 Cheating and Plagiarism

8.10.1 Definitions

- a) Cheating and plagiarism are defined by the University as the attempt to gain an unfair advantage in an assessment by gaining credit for work of another person or by accessing unauthorised material relating to assessment.
- b) Plagiarism is defined further as the use of the work of other students, past or present, or substantial and acknowledged use of published material presented as the student's own work. It includes the following:
 - The extensive use of another person's material without reference or acknowledgement;
 - The summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement;
 - The substantial and unauthorised use of the ideas of another person without acknowledgement;
 - Copying the work of another student with or without the student's knowledge or agreement;
 - Deliberate use of commissioned material which is presented as one's own;
 - The unacknowledged quotation of phrases from another's work.
- c) Cheating is defined further as inclusive of the following:
 - Colluding with another person by submitting work done with another person as entirely one's own work;
 - Falsifying data by presenting data of laboratory reports, projects or other assessments as one's own when these data are based on experimental work conducted by another party or obtained by unfair means;
 - Assuming the identity of another person with intent to deceive or to gain unfair advantage;
 - Any form of research malpractice including falsification of research data;
 - The use of any other form of dishonest practice not identified above.

8.10.2 Procedures

- a) Candidates are responsible for their own work and all progression reports and the thesis must be submitted through Turnitin.
- b) Cheating and plagiarism may be regarded as substantial academic irregularities under the University Code of Discipline for Students (Regulation 12) and all instances are liable to be investigated and to be given due consideration under the terms of that Code.
- c) Where evidence of cheating or plagiarism in the preparation of any progression report, transfer report or other assessed work is alleged, the matter shall be reported to the Graduate School Board but shall be considered by the appropriate Plagiarism Panel, and if necessary referred to the Senate Disciplinary Committee.
- d) The membership of the School Plagiarism Panel will be:
 - the Chair;
 - two members of academic staff from the School, appointed by the Plagiarism Panel Chair to include a member of the Supervisory team.
- e) The member of academic staff who refers a case of suspected plagiarism to the Panel must not serve as a member of that Panel for the purpose of giving consideration to this case, but, where required, will attend the Panel for the purpose of presenting evidence.
- f) The Plagiarism Panel Chair will inform the student in writing of the alleged offence and of the requirement to attend for interview.
- g) The Plagiarism Panel will determine whether an offence has been committed and, if so, whether the offence is minor, serious or major.
- h) Where the Panel has determined that a MINOR offence has been committed, the Plagiarism Panel Chair will determine and inform the student of a sanction that will include a requirement that the affected student work is resubmitted.
- i) Where the Panel has determined that a SERIOUS offence has been committed, the Plagiarism Panel Chair will determine and inform the student of a sanction that will include a requirement that the affected student work is resubmitted.

- j) A student will have the right to appeal the decisions of the Plagiarism Panel and its Chair taken under (h and i) above and such appeals will be referred to the Senate Disciplinary Committee (see Regulation 12).
- k) Where the Plagiarism Panel has determined that a MAJOR offence has been committed, the Plagiarism Panel Chair will refer the matter to the Senate Disciplinary Committee for consideration under Regulation 12 and will inform the student in writing of this action.
- l) The outcome will be communicated by University student email and 1st class post.
- m) Where evidence of cheating or plagiarism in the preparation of the thesis or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the Graduate School Board shall consider the matter if necessary in consultation with the examiners, and take the following action:
 - In the case of there being evidence of cheating or plagiarism the matter shall be brought to the attention of the Chair of the Graduate School Board;
 - If the Chair of the Graduate School Board determines that there is a case to be answered, procedures shall be put in process as determined under the University Code of Discipline for Students.
- n) The above shall not apply where the student is also a member of academic staff. In such a case the matter shall be pursued according to the Staff Disciplinary Code of Practice. The results of any investigation shall be reported to the Graduate School Board.
- o) If the case is heard under the University Code of Discipline for Students, and after all appeal procedures have been exhausted, the Disciplinary Committee shall report its findings to the Graduate School Board.
- p) Where a candidate has been found not guilty the Graduate School Board shall take no further action but shall confirm the original decision of the examiners.
- q) Where a candidate has been found guilty the Graduate School Board shall follow the findings of the Disciplinary Committee.

8.11 Amendment of a Thesis**8.11.1 Authorised Amendments**

- a) Following the submission of a thesis for assessment and examination for the degree of MRes or DBA or MPhil or PhD, the thesis shall only be amended as required or agreed by the examiners.
- b) Any candidate who makes any unauthorised amendment, addition or deletion in a thesis either before or after the candidate's oral examination may, at the discretion of the University, be deemed to have rendered the assessment and examination null and void and, where applicable, shall not be awarded the degree recommended by the examiners.

8.11.2 Authorised Amendments

- a) It shall be the responsibility of a candidate's Director of Studies to ensure that no unauthorised changes have been made in the thesis following its final submission and before it is deposited in the University in a permanently bound form.

8.12 The Thesis**8.12.1 General Requirements**

- a) There shall be an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and, in the case of a thesis submitted in partial fulfilment of the University's requirements for the degree of PhD, of the original contribution to knowledge of the particular subject.
- b) The thesis shall include a statement of the candidate's objectives and shall acknowledge published and/or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- c) The thesis shall include a declaration by the candidate that it has not been submitted for another comparable academic award.
- d) Where the candidate's programme of supervised research has been part of a collaborative group project [see Regulation 8.1.5(a)], the thesis shall indicate clearly the candidate's individual contribution and the extent of the collaboration.
- e) Any material published by the candidate in advance of the submission of the thesis must be referred to in the thesis

and copies of all such published material must be included, either securely bound into the thesis or placed in a secure pocket at the end of the thesis.

8.12.2 Length of Thesis

- a) The text of a thesis in Science, Technology, Engineering and Mathematics should, excluding any ancillary data, normally not exceed:
 - i) for the degree of MRes 15,000 words
 - ii) for the degree of MPhil 20,000 words
 - iii) for the degree of PhD 40,000 words
- b) The text of a thesis in the all other disciplines should, excluding any ancillary data, normally not exceed:
 - i) for the degree of MRes 20,000 words
 - ii) for the degree of MPhil 40,000 words
 - iii) for the degree of DBA or PhD 80,000 words
- c) Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition (see Regulations 8.1.11 and 8.1.12), the written thesis may be reduced by an appropriate proportion but should not, normally, be less than 40,000 words.

8.12.3 Copies of the Thesis and Copyright

- a) Following the award of the degree:
 - i) one copy of the thesis shall be lodged in the University's Library and one in the School in which the programme of research was undertaken;
 - ii) in the case of a thesis submitted for the degree of DBA or PhD, an electronic copy shall be deposited in the British Library.
- b) Where, because of the nature of the research, approval has been given for the thesis to be treated as confidential (see Regulation 8.1.18), the thesis shall be deposited only in the University's Library with access restricted to those directly involved in the research until the expiry of the period of confidentiality.

- c) Each copy of the thesis shall remain the property of the University, but the copyright of the thesis shall be vested in the candidate.

8.12.4 Format of the Thesis

- a) The format of a thesis submitted in partial fulfilment of the University's requirements for the award of the degree of MRes or DBA or MPhil or PhD shall conform with the following, with reference to the British Standards Institution's Specification BS 4821 (1990):
 - i) the thesis shall normally be in A4 format; approval may be given for a thesis to be submitted in another format where it is established that the contents will be better accommodated in that format;
 - ii) in accordance with Regulation 8.5.6(e), each copy of the thesis submitted shall be presented in a permanent and legible form either in typescript or print;
 - iii) the thesis shall be printed on both sides or on the recto side of the paper; the paper shall be white and within the range 70 g/m² to 100 g/m²;
 - iv) the margin of the left-hand binding edge of the page shall not be less than 40 mm; other margins shall not be less than 15 mm;
 - v) double or x 1½ spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used;
 - vi) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
 - vii) the title page shall give the following information, presented as specified by the University:
 - 1 the full title of the thesis;
 - 2 the full name of the author;
 - 3 the degree for which the thesis is submitted in partial fulfilment of its requirements;
 - 4 that the degree is awarded by the University;
 - 5 the name(s) of any collaborating establishment(s); and

- 6 the month and year of first submission to the Graduate School, unless there is a substantial delay before the final submission (more than twelve months) when the date of the final submission shall be the accepted date.
- b) The copy of the thesis for the degree of MPhil or DBA or PhD deposited in the University's Library and the School office shall be bound as follows:
 - i) the binding shall be of a fixed type so that the leaves cannot be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright; and
 - ii) in at least 24 pt the outside of the front board shall bear the title of the programme of supervised research, the name and initials of the candidate, the degree for which submitted, and the year of submission; the same information (excluding the title of the programme of work) shall be shown on the spine of the binding, reading downwards.
- c) Two copies of the thesis for the degree of MRes shall be spirally bound and deposited in the University Library and the appropriate School office.

8.12.5 Format of the Thesis

- a) Where a candidate desires fuller guidance on the format of the thesis than that given in the University's Regulations, reference may be made to the British Standards Institution's Specification BS 4821 (1990) [see Regulation 8.12.4(a)]. Where the University's Regulations differ from BS 4821 in points of detail, the candidate may follow either.
- b) A candidate using a format larger than A4 should note that the production of microfiche copies and full-sized enlargements may not be feasible [see Regulation 8.12.4(a)(i)].
- c) Where copies of a thesis are produced by photocopying processes, those shall be of a permanent nature; where word processor and printing devices are used, the printer shall be capable of producing text of a satisfactory quality; the size of character used in the main text, including displayed matter and notes, shall not be less than 2.0 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x).
- d) A specimen title page is appended to these regulations.

8.13 Complaints Procedure

- 8.13.1 All research students should consult the University's Complaints Handling procedure if they wish to raise a complaint regarding dissatisfaction within the standard of service, action or lack of action by or on behalf of the University. A copy of the University's Complaints Handling procedure can be accessed via the University's Court & Senate Office website, Student Link on all campuses and the Students' Association.

[Specimen thesis title page]

A POLITICAL-ECONOMY OF SAFETY AND HEALTH IN THE BRITISH
CONSTRUCTION INDUSTRY WITH SPECIAL REFERENCE TO FATAL
INJURIES IN THE WEST OF SCOTLAND

ERIK WILLIAM HUGH SUTHERLAND

Thesis submitted in partial fulfilment of the requirements
of the University of the West of Scotland
for the award of Doctor of Philosophy

9

REGULATIONS FOR HIGHER DOCTORATES

9 Regulations for Higher Doctorates

9.1 Awards

9.1.1 *Higher Doctorates*

- a) The University may award the following Higher Doctorates:
- Doctor of Letters (DLitt)
 - Doctor of Science (DSc)
 - Doctor of Technology (DTech)

9.2 Applicants

9.2.1 *Criteria*

- a) The applicant must have undertaken work of high distinction which constitutes an original and outstanding contribution to the advancement of knowledge or to the application of knowledge or to both.
- b) The work undertaken must establish that the applicant is a leading authority in the field(s) of study concerned.

9.2.2 *Eligibility*

- a) An applicant for a Higher Doctorate awarded by the University must normally be:
- i) the holder, of at least seven years' standing, of a first degree at Honours level awarded by an approved University or the holder of some other qualification specially recognised by the Senate as equivalent for that purpose, provided that the holder has held for a period or periods totalling at least three years such office or offices in the University of the West of Scotland or in an institution affiliated to, or in association with, the University as the Senate may approve; or
 - ii) the holder, of at least four years' standing, of a higher degree awarded by an approved University or the holder of some other qualification specially recognised by the Senate for that purpose, provided that the holder has held for a period or periods totalling at least three years such office or offices in the University of the West of Scotland or in an institution affiliated to, or in association with, the University as the Senate may approve.

9.3 Submission

9.3.1 *General Requirements*

- a) The contents of the submission must be in the English language unless specific permission to the contrary has been given by the University.
- b) An applicant must state whether any part of the submission relates to work which has been submitted as part of the requirements for any other academic award. No work will normally be considered which has been presented for a first degree or a taught Master's degree programme.
- c) An applicant must submit three copies of the work on which the application is based.
- d) The submission may take the form of books, contributions to journals, patent specifications, reports, specifications and design studies. It may also include other relevant evidence of original work.
- e) All material, other than books, must be secured in the form prescribed from time to time by the University.

9.3.2 *Copies*

- a) The applicant must submit three copies of each of the following in the form prescribed from time to time by the University:
 - i) a statement of not more than one thousand words setting out the applicant's view of the nature and significance of the work submitted;
 - ii) a signed full statement of the extent of the applicant's contribution to any of the work submitted which involves joint authorship or any other collaboration;and
 - iii) a list of all works published by the applicant whether included in the submission or not.
- b) Two copies of the submission shall remain the property of the University unless the application be unsuccessful in which case only one copy of the statement (see Regulation 9.3.2(a) (i) above) and a record of the items submitted shall be retained.
- c) One of the copies retained by the University shall be deposited in the Library.

9.4 Assessment

9.4.1 Preliminary Consideration

- a) On receipt of an application for a Higher Doctorate, the University will consider whether a *prima facie* case for proceeding to a formal examination of the submission has been established, taking whatever advice it shall deem to be appropriate.

9.4.2 Examination and Examiners

- a) If satisfied that a *prima facie* case has been established, the University will submit the application to not less than three examiners, of whom at least two shall be external, and one shall be an internal. Each examiner will be required to make an independent report to the University. In the event of any disagreement between the External Examiners, the University may appoint an additional External Examiner.
- b) All External Examiners shall be wholly independent of the University.
- c) The decision of the examiners shall be final.

9.4.3 Re-submission and Re-examination

- a) No person may apply to the University to be a candidate for a Higher Degree awarded by the University on more than two occasions and no person may apply for re-examination until at least five years have elapsed from the date of the original submission to the University.

9.5 Confidentiality

9.5.1 General Requirements

- a) All applications shall be treated in strict confidence.
- b) Any canvassing by, or on behalf of, an applicant shall automatically disqualify the applicant concerned.

9.6 Honorary Doctorates

9.6.1 General Consideration

- a) The conferment of Honorary Doctorates by the University shall not be subject to these regulations governing the requirements for the award of the University's Higher Doctorates.

Procedures Relating to the Award of Higher Doctorates

1 Preamble

- 1.1 These procedures have been established in accordance with the University's Regulations for Higher Doctorates, to which they are subject (see Regulation 9 of the Regulatory Framework).

2 Application

- 2.1 An application for the award of a Higher Doctorate of the University shall be addressed to:

The Office of the Vice Principal & Pro-vice Chancellor for
Research, Enterprise & Engagement
University of the West of Scotland
Paisley
PA1 2BE

- 2.2 Three copies of the full submission must accompany the application (see Regulation 9.3.2).

3 Submission

- 3.1 An application shall take the form of a submission which shall meet the following requirements:

- a) A statement naming the Higher Doctorate which is being sought [see Regulation 9.1.1(a)] in the following manner:

An application submitted in partial fulfilment of the requirements of the University of the West of Scotland for the Degree of Doctor of

by

James Robert William Baxter PhD BSc etc
(Full name and Degree Qualifications)

- b) A statement indicating the grounds of eligibility for the award of a Higher Doctorate of the University of the West of Scotland [see Regulation 9.2.2(a)];
- c) A statement indicating the nature and significance of the work on which the application is based [see Regulation 9.2.2(a) (i)];
- d) Where appropriate, a statement signed by the applicant on joint authorship [see Regulation 9.3.2(a) (ii)];
- e) A list of works published by the applicant [see Regulation 9.3.2(a) (iii)]; and

- f) A table of contents of the submission;
- 3.2 The submission consisting of (a) to (f) above, shall be permanently bound in accordance with the University's requirements for a thesis submitted in partial fulfilment of the University's Research Degrees [see Regulation 8.12.4(b)].
- 3.3 The Office of the Vice Principal & Pro-vice Chancellor for Research, Enterprise & Engagement shall formally acknowledge an application for the award of a Higher Doctorate within one week of its receipt.

4 Preliminary Consideration

- 4.1 The determination of whether a *prima facie* case for the award of a Higher Doctorate can be established shall be undertaken by the Research & Enterprise Advisory Committee as a matter of reserved business.
- 4.2 None of the persons (assessors) involved in the assessment to determine whether a *prima facie* case for the award of a Higher Doctorate can be established shall have been involved in any way with the work which forms the part of the submission.
- 4.3 The REAC shall make a recommendation that may be either:
 - a) a *prima facie* case has been established; or
 - b) no *prima facie* case has been established.
- 4.4 The candidate shall be informed of the decision of REAC that either the next stage of the assessment of the submission shall be implemented, or that no *prima facie* case has been established, as appropriate. In the latter case, the attention of the applicant shall be drawn to Regulation 9.4.3(a) setting out the conditions for re-submission, and copies of the submission shall be returned in accordance with Regulation 9.3.2(b).
- 4.5 The decision of REAC shall be final.

5 Full Assessment

- 5.1 Where a *prima facie* case has been established for the award of a Higher Doctorate of the University, the submission shall be fully assessed.
- 5.2 The first step shall be the appointment of at least three examiners [see Regulation 9.4.2(a) and (b)]. The identification of appropriate examiners shall be undertaken by:
 - a) the Vice Principal and Pro-vice Chancellor for Research, Enterprise & Engagement;

- b) The Dean of the appropriate School;
- c) The Depute Principal;

provided that none has been involved in any way with the work which is the subject of the submission, or in any other way which might be deemed prejudicial to the interests of impartiality. Where there is any doubt, the Vice Principal & Pro-vice Chancellor for Research, Enterprise & Engagement shall ask the Principal and Vice Chancellor to nominate an alternative appropriate senior member of the academic staff to undertake the responsibility of (a), (b) and/or (c) above, as necessary.

- 5.3 The Office of the Vice Principal & Pro-vice Chancellor for Research, Enterprise & Engagement shall send one copy of the submission and of the University's Regulations and Procedures relating to the award of Higher Doctorates to each of the examiners.
- 5.4 Each examiner shall report independently to the University and shall send his/her report and recommendation to the Office of the Vice Principal for Research & Commercialisation. An examiner may recommend that:
 - a) the Higher Doctorate be awarded; or
 - b) the Higher Doctorate be not awarded.
- 5.5 The Office of the Vice Principal & Pro-vice Chancellor for Research, Enterprise & Engagement shall forward the respective recommendation of the examiners to the Principal and Vice Chancellor (as the Chair of Senate and the Chief Executive of the University), and inform the initial assessors (see 4.1).
- 5.6 Where the recommendation of the examiners be unanimous, the Principal shall confirm the recommendation and the Office of the Vice Principal & Pro-vice Chancellor for Research, Enterprise & Engagement shall inform the candidate of the outcome of the application. Where the decision is that the Higher Doctorate be not awarded, the attention of the applicant shall be drawn to Regulation 9.4.3(a) setting out the conditions for re-submission, and copies of the submission shall be returned in accordance with Regulation 9.3.2(b).
- 5.7 Where the recommendations of the examiners be not unanimous and where the majority of the examiners recommend that the Higher Doctorate be awarded the Principal shall consult with the officers identified in 5.2 and take such further independent internal and/or external advice as necessary in order to arrive at a decision whether the award be confirmed or not. Where the decision is that the Higher Doctorate be not awarded the attention of the applicant

shall be drawn to Regulation 9.4.3(a) setting the conditions for resubmission and copies of the submission shall be returned in accordance with Regulation 9.3.2(b).

- 5.8 Where the recommendations of the External Examiners be not unanimous and the majority of the examiners recommend that the Higher Doctorate be not awarded the Principal shall confirm this recommendation. The attention of the applicant shall be drawn to Regulation 9.4.3(a) setting out the conditions for resubmission and copies of the submission shall be returned in accordance with Regulation 9.3.2(b).

6 The Senate

The Office of the Vice Principal & Pro-vice Chancellor for Research, Enterprise & Engagement shall ensure that each confirmation of the recommendation to award a Higher Doctorate of the University shall be reported to the Senate.

10

LIBRARY REGULATIONS

10 Library Regulations

In these regulations the powers of the University Librarian in relation to students are to be interpreted as subject to the limitations imposed by the University Code of Discipline (Regulation 12). Otherwise these regulations apply equally to all Library users.

10.1 Hours of Opening and Service

The hours of opening of the library facilities will be published by the Head of Library and e-Learning

10.2 Membership

10.2.1 Membership of the Library is open to all members of staff and to all students of the University. Members of the public may use the Library for reference purposes at the discretion of the University Librarian.

10.2.2 Members of the libraries of other universities are entitled to access under the terms of current reciprocal agreements.

10.2.3 Other persons or corporate bodies may be eligible for membership on application to the Head of Library and e-Learning and on payment of a fee determined by the Library Management Team.

10.2.4 All persons joining the Library do so on the express understanding that they grant the University of the West of Scotland the right to store information relevant to their membership and use of the Library in an electronic, or other, database.

10.2.5 Loss of a Library card (student ID card in the case of student members) must be reported immediately to Library staff.

10.3 Borrowing

10.3.1 Only current members of the Library may obtain material on personal loan. Loan entitlements will be as determined from time to time by the Library Management Team in consultation with the Vice Principal (Education).

10.3.2 When borrowing items all members must present their Library card. Nobody may borrow an item from the Library other than on his/her own card. Responsibility for any transaction on a Library card remains with the user to whom the card was issued, unless or until loss of the card is reported to the Library.

10.3.3 Loan periods will be as determined from time to time by the Library Management Team in consultation with the Vice Principal (Education).

- 10.3.4 A statutory fine, reviewed annually by the Library Management Team, will be imposed on any member who fails to return an item by the date due. Fines may be waived if failure to return was occasioned by illness or other unforeseen circumstances subject to the provision of appropriate evidence.

On failure to return Library materials, cost recovery procedures will be initiated and Library privileges withdrawn. Persistent offenders may be dealt with under the University Code of Discipline (Regulation 12).

- 10.3.5 Certain categories of works may be restricted to the Library, and access to others may be restricted to comply with teaching, archival or conservational needs, or the contractual conditions of supply.

- 10.3.6 Items obtained on inter-library loan are subject to these regulations and to the conditions imposed by the lending library. Limits on the number of concurrent inter-library loan requests will be set by the University Librarian in consultation with the Research & Enterprise Advisory Committee.

- 10.3.7 It is an offence to remove any material from the Library without it being formally issued or to leave the Library except by the authorised exit, save in case of emergency. Any member of the University staff may require any person to open any package, case, bag or receptacle in his/her possession, to establish that they have no Library material which has not been borrowed in accordance with these regulations. Breach of this regulation may be dealt with under the University Code of Discipline (Regulation 12).

10.4 Loss and Damage

Members may not write in or otherwise mark any Library item. If any such damage is discovered the member may be required to either pay for or replace the damaged item. Members borrowing items should report any apparent damage to the Library staff. Loss of items should be reported to Library staff immediately. In the case of loss the member will be required to pay for or replace the lost item.

10.5 Conduct in the Library

- 10.5.1 Users of the Library are cautioned at all times to keep their valuables on their person and not to leave them unattended as the Library can accept no responsibility for them.

- 10.5.2 Users of the Library must not cause disturbance to other users or damage to stock, furnishings or equipment. Strict silence must be observed in designated silent study areas. Breach of this

regulation may be dealt with under the University Code of Discipline (Regulation 12).

10.6 Electronic Resources

In using software and electronic services supplied through the Library, users must respect all licensing agreements and any regulations or codes of conduct agreed by the Library as part of the service or product. The Library will supply on request copies of such regulations or codes of conduct and will highlight important regulations such as restrictions on copying. Beyond that, the Library makes available such services in good faith and will accept no further responsibility for misuse by users of such services.

10.7 Copying

Copying will only be permitted to authorised users within the terms of licenses (CLA, NLA and other agencies or specific products) held by the Library on behalf of the University, or to all users in terms of the current copyright legislation regarding fair dealing and commercial research.

10.8 Absence of Head of Library and e-Learning

In the absence of the Head of Library and e-Learning such powers as he/she exercises under these regulations shall devolve upon the Campus Librarians for their respective campus libraries. If one or more Campus Librarians are also absent the remaining Campus Librarians shall act collectively to cover all the campus libraries.

11

COLLABORATIVE PROVISION

11 Collaborative Provision

11.1 *General Requirements*

- a) The University's requirements in respect of the management, programme approval/collaboration, monitoring and review of programmes shall apply to any programme or module, offered in partnership with the University by an associated or affiliated institution, or other organisation leading to an award of the University of the West of Scotland. The University's approach is informed by the QAA Quality Code for Higher Education: Chapter 10.
- b) Schools have authority in principle to develop proposals for collaborative provision or delivery at a new site/by on-line learning. A Quality Enhancement Unit (QEU) organised approval/collaborative event will be required together with a University Collaborative Agreement, with final approval residing with the Collaborative Forum.
- c) International collaborative ventures should be aligned with the University's International Strategy prior to the detailed proposal being considered by the School Board.
- d) The commitment and support of both the University of the West of Scotland's Senate and the partner organisation's central authority must underpin any arrangement which will be kept under review by the Collaborative Forum.
- e) The University's QEU will maintain a register of all approved collaborative arrangements.
- f) The University will inform any professional or statutory body which has approved or recognised a programme which becomes the subject of a possible or actual collaborative arrangement of its proposals and of any final agreements which involve the programme.
- g) The issues of award certificates and transcripts will remain under the control of the University and in keeping with the requirements of the QAA Quality Code for Higher Education: Chapter 10.
- h) The Collaborative Forum will oversee the operation of collaborative arrangements.
- i) QEU can advise on approval arrangements for collaborative provision and holds the University templates for Collaborative Agreements.

11.2 Selection of Collaborative Partner

- a) Any new programme involving collaborative provision with another institution should be brought to the attention of Academic Planning Group (APG) at an early stage of the proposal. APG will then report to the Executive Group.
- b) Early discussions should ensure that the financial aspects of the proposed arrangement satisfy any statutory and funding body requirements. There should be adequate safeguards against financial temptations to compromise academic standards. QEU will provide guidance on the issues to be addressed with regard to the QAA Quality Code for Higher Education: Chapter 10.
- c) The University's Due Diligence procedure must be followed.
- d) The University will wish to satisfy itself about the good standing and financial stability of a prospective partner organisation. The mission and objectives of a partner organisation should be compatible with those of the University.
- e) The legal status of the prospective partner organisation and its capacity to contract with the University should be examined, together with its ability to provide the infrastructure and the learning resources necessary to ensure that the required quality and standard of the planned provision will be achieved.
- f) Where a prospective partner organisation is known to have a current, or has had a previous, relationship with another UK Awarding Institution, enquiries will be made of that Awarding Institution as to the standing and effectiveness of the proposed partner organisation.
- g) Where a UK Awarding Institution has withdrawn from an arrangement with a partner organisation it should to the extent permitted by law and the contract(s) signed with such partner organisation make a frank disclosure of any concerns which led to its withdrawal in the event that enquiries are made from another UK Awarding Institution proposing to enter into a collaborative arrangement with the same partner organisation.

11.3 Collaborative Agreements

- a) The collaborative arrangement must be set out in a formal Collaborative Agreement approved by the University and

the associated or affiliated institution, or other organisation, confirming the respective responsibilities of both parties and in particular:

- i) that the University retains ultimate responsibility for the maintenance of quality and academic standards, of all awards granted in its name;
- ii) that the academic standards of all awards made under a collaborative arrangement are equivalent to those of comparable awards delivered by the University and compatible with any relevant benchmark information recognised within the UK and that the quality of the programmes provided through the partnership is appropriate and comparable with similar programmes provided by the University itself;
- iii) the extent to which authority is delegated to the affiliated or associated institution for modifying an approved programme and exercising discretion in the operation of the programme, including any changes in the programme specification;
- iv) the ways in which academic standards are to be maintained;
- v) the extent to which authority is delegated for the programme approval/collaboration and review of any programme offered in partnership with the University;
- vi) the procedures and responsibilities in connection with initial programme approval/collaboration, approval and subsequent monitoring and review of any programme, including providing for the implementation of changes required as a result of the programme approval/collaboration, review and monitoring of the programme concerned and the proficiency of staff engaged with the collaborative programme;
- vii) the University must determine the admission requirements for students admitted to the awards, the size of cohorts and it will monitor application of these requirements and information on student progression;
- viii) the procedures and responsibilities in respect of programme management, designated points of contact and communication channels and monitoring, including specifying the ways in which those are to

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- be assigned between the University and the partner institution(s) or organisation(s).
- ix) the arrangements for the teaching and assessment of students;
 - x) the procedures for determining the financial arrangements and the provision of physical and human resources and facilities;
 - xi) the allocation between the University and the affiliated or associated institution, or other organisation, of responsibilities for the administrative arrangements, including student recruitment, registration and enrolment, the location and general welfare of students, decisions on student progression and assessment, the appointment, role, briefing and remuneration of external examiners, graduation, issue of certificates and transcripts, publicity material and intellectual property considerations;
 - xii) the procedures for resolving any differences which might arise between the University and the affiliated or associated institution, or other organisation. Provision to enable the University to suspend or withdraw from the agreement if the partner organisation fails to fulfil its obligations. The residual obligations to students on termination of the agreement;
 - xiii) the duration of the agreement and review arrangements.
 - xiv) the information given to students or prospective students by the partner organisation should define clearly the relationship between the collaboration and outline their responsibilities. This information should be approved by the University and monitored regularly.
 - xv) the language of Teaching and Assessment.
- b) Where a programme leads to the conferment of an award by both institutions, whether the affiliated or associated institution or other organisation in the United Kingdom or overseas, the relationship between the award conferred by the University and that conferred by the affiliated or associated institution, or other organisation, shall be defined in the Collaborative Agreement (further details on Joint and Dual awards are detailed in Regulation 7).

- c) Formal, legal agreements with other institutions/organisations must follow the University's template and can only be signed by the University Secretary & Registrar on behalf of the University having first been scrutinised by the Quality Enhancement Unit.

12

CODE OF DISCIPLINE FOR STUDENTS

12 Code of Discipline for Students

12.1 General Introduction

12.1.1 Students are expected to maintain at all times a high standard of personal conduct in their relations with staff, other students and visitors to the University. They are expected to co-operate with all members of staff, including those responsible for the safety and security of the University and its community. They are expected to acquaint themselves with the provisions of all the University's regulations.

12.1.2 Senate has adopted this Code of Discipline so that there exists a proper mechanism, known to all students and accepted by them at first registration, for dealing with cases of misconduct. The essence of misconduct under this Code is, improper interference, in the broadest sense, with:

- the proper functioning or activities of the University,
- or those who work or study in the institution;
- or action which otherwise damages the University.

12.1.3 This Code is not an Act of Parliament or part of the law of the land and it does not therefore seek to reflect or incorporate the approach of the criminal law in defining criminal offences with great precision. The purpose of the Code is to regulate students' behaviour, as students of the University in order to secure the proper working of the University in the broadest sense.

12.1.4 In all proceedings under this Code, procedures shall be conducted according to the principles of justice and fairness but it shall not be a requirement to follow procedural rules of evidence applicable in a court of law nor shall any particular burden of proof be imposed.

12.2 Definitions – General

12.2.1 In this Code the following shall be the meanings of expressions used:

- (i) "Working day" shall mean Monday to Friday inclusive, excluding public and University holidays;
- (ii) "Material" shall include any printed or electronic material, computer file, audio or video tape or photograph;

12.2. "Secretary of the Senate Disciplinary Committee" and "Secretary of the Appeal Committee" shall be members of the senior

administrative staff assigned this duty by the University Secretary & Registrar;

12.3 Definitions of Misconduct

12.3.1 The following shall (subject to the above) constitute misconduct. The list is intended to be demonstrative only and shall in no way limit or restrict the jurisdiction of the disciplinary process.

- (i) disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
- (ii) obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University;
- (iii) violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in writing, including electronically) whilst on University premises or engaged in any University activity, including the use of University IT systems while off campus;
- (iv) distributing or publishing material, electronically or otherwise¹, which is offensive, intimidating, threatening, indecent or illegal or makes them fearful, anxious or apprehensive;
- (v) fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
- (vi) action likely to cause injury or impair safety on University premises, or in the course of any University activity outwith University premises;

1WEB 2.0

Insofar as staff or students of the University use, view or access (whether at the University or otherwise) social networks, online resources, tools, services or websites which involve any element of user generated content such as the posting of material or information by users, (including but not limited to facilities know as Facebook, Bebo, MySpace and Twitter), they acknowledge and agree that by posting or contributing any material that falls into any of the following categories, they are committing misconduct under the University's Code of Discipline for Students:

- material that is unlawful, including under intellectual property law or data protection legislation;
- material that is harmful, threatening, defamatory, obscene, infringing or harassing;
- material that facilitates illegal activity or promotes unlawful violence, or discrimination based on current equality law or other legislation;
- material that is deliberately intended to upset other users or any content which is technically harmful, to equipment or software owned or used by the University, including but not limited to spam and viruses;
- material that they have access to because of or as a consequence of their affiliation with the University, and where such material or information ought reasonably to be considered as confidential.

- (vii) discrimination against or harassment of any student, member of staff or other employee of the University or any authorised visitor to the University on grounds that are protected under current equality legislation and other laws, including the Scotland Act;
- (viii) possession, use, abuse or touting of controlled substances;
- (ix) breach of the provision of any Code or University rule or regulation which provides for breaches to constitute misconduct under this Code;
- (x) activities including cheating and plagiarism which constitute substantial academic irregularity (see Regulation 7.11);
- (xi) knowingly pass a piece of work to a fellow student to submit (partially or in its entirety) as their own work;
- (xii) damage to, or defacement of, University property or the property of other members of the University community, or property of third parties, when engaged in University activities, caused intentionally or recklessly, and misappropriation of such property;
- (xiii) misuse or unauthorised use of University premises or items of property, including computer misuse;
- (xiv) conduct which constitutes a criminal offence where that conduct:
 - a) took place on University premises, or
 - b) affected or concerned other members of the University community, or
 - c) damages the good name of the University, or
 - d) itself constitutes misconduct within the terms of this Code,
 - e) is an offence of dishonesty, where the student holds an office of responsibility in the University; or
 - f) where that conduct brings into question issues of professional practice.
- (xv) behaviour which brings the University into disrepute, but not including any behaviour which constitutes the exercise

within the law of free expression or academic freedom and is not otherwise included in paragraph 12.3;

- (xvi) failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
- (xvii) failure to disclose any criminal charges or convictions;
- (xviii) failure to comply with a previously-imposed penalty under this Code.

12.4 General Principles to be followed in determining Disciplinary Cases

Where the University proposes to take action against a student under this Code the student is entitled to be treated fairly: in particular:

- 12.4.1 To be given the opportunity, both orally and in writing, to respond to any charge or charges laid against him or her and to present evidence on his or her behalf.
- 12.4.2 To have his or her case considered impartially by a member of staff or in serious cases by a Disciplinary Committee who or the members of which has or have no previous involvement in the matters forming the basis for the charge or charges.
- 12.4.3 Within the limits set out in this Code, to appeal to a higher authority in writing or in person on grounds of procedural defect or unfairness against any finding of guilt and against any penalties imposed.

12.5 Authority to take Immediate Action and Suspension

- 12.5.1 Authorised Officers (as defined in 12.7 below) have the authority temporarily to suspend, without prejudice, and with immediate effect, pending action under this Code. The Officers can temporarily suspend from any area of the University or any University activity, any student, whom they consider to be engaged in behaviour which poses a threat to either persons or property.
 - 12.5.1.1 When away on University field trips or during evening/weekend activities, the senior member of the university staff in attendance shall have that authority.
 - 12.5.1.2 Any such temporary suspension shall be reported on the same or the next working day to the University Secretary & Registrar who may authorise the continuation of the suspension where the

alleged behaviour constitutes in his or her opinion a threat to either persons or property. Such suspension shall be notified in writing, shall specify the activities from which the student is suspended and shall be subject to confirmation at monthly intervals by the Chair or Vice Chair and one other member of the Disciplinary Committee.

- 12.5.2 A student against whom a criminal charge is pending or who is the subject of police investigation, may be suspended by the University Secretary & Registrar pending the trial or conclusion of the investigation. Such suspension shall be reviewed and subject to confirmation at intervals of no more than one month by the Principal and the Chair or Vice Chair of the Disciplinary Committee. The student will have the right to provide written representation.

12.6 Offences also Constituting Criminal Offences

Where a matter reported for action under this Code would also constitute an offence under the criminal law, if proven in a court of law, the member of staff receiving the report shall as soon as reasonably practicable inform the University Registrar.

The University Secretary & Registrar shall then determine which of the following procedures shall apply:

- 12.6.1 Where the offence under the criminal law is considered to be not serious i.e. would be unlikely to attract a custodial sentence on conviction, action under this Code may continue, but such action may be deferred pending any police investigation or prosecution.
- 12.6.2 In the case of all other offences under the criminal law, no action (other than suspension pursuant to paragraph 12.5) may be taken under this Code until the matter has been reported to the police and either prosecuted or a decision not to prosecute has been taken.
- 12.6.3 Once due legal process has been completed, the Principal will decide whether disciplinary action under this Code should be taken in the interests of the well-being and discipline of the University community.
- 12.6.4 Where a finding of misconduct is made under this Code and the student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining the penalty under this Code.

12.7 Authorised Officers

- 12.7.1 The members of staff listed below are Authorised Officers whose function is to take procedural decisions and disciplinary action under this section and to impose penalties within the limits set out

in paragraph 12.8.10 and 12.8.11; the student is entitled to appeal against these decisions and penalties to the extent provided in paragraphs 12.9.

Non-Academic Irregularity

- 12.7.2 For alleged offences occurring within academic areas of activity whether or not within the precincts of the University, the relevant Dean of School (or, in his or her absence or prior involvement, the person deputising for him or her).
- 12.7.3 For alleged offences occurring in or relating to the use of:
- the Library (including breach of copyright regulations), or any other area under his or her general control or direction, the University Librarian (or, in his or her absence or prior involvement, the relevant Campus Librarian);
 - University ICT laboratories, ICT open Access Areas, the computer network (including breach of the Code of Conduct for the Use of Software and Datasets and the Acceptable Use Policy) or any other area under his or her general control or direction, the Director of Information Services or Depute;
 - Students' Union Premises or any other area under the general control or direction of the Students' Association, the relevant Chair of the Students' Association Disciplinary Committee or the Students' Association President;
- 12.7.4 For alleged offences occurring in residential accommodation or any other area under his or her general control or direction, the Head of Commercial Services or Depute;
- 12.7.5 For alleged offences relating to any activity elsewhere on University premises covered by this Code or while engaged in any other University activities outwith University premises, the Dean of Students or designated nominee.

Academic Irregularity

- 12.7.6 In the case of alleged collusion or plagiarism in assessed coursework the Chair of the School Plagiarism Panel, to be dealt with in accordance with the procedures laid down in Regulation 7.
- It should be noted that any appeal against penalties imposed by Plagiarism Panels, should be raised via Regulation 12.9 below.
- 12.7.7 In all other cases, including misconduct in exams, the Head of Registry shall determine whether the alleged irregularity is substantial. If substantial, he or she shall refer it to the Senate Disciplinary Committee. If not substantial, the matter will be remitted to the Dean of School to provide advice to the student(s)

regarding their future behaviour. The Dean of School does not have the power to enforce further action.

12.7.8 **Fitness to Practise**

12.7.8.1 The University has a policy which determines the arrangements and sanctions in place in relation to Fitness to Practise for professional awards. The requirements in relation to Fitness to Practise must be made clear to students within programme handbooks.

12.7.8.2 A copy of the University's Policy for addressing Professional issues relating to Conduct, Competence and Fitness to Practise is available from School Offices.

12.8 **Disciplinary Action by Authorised Officers**

12.8.1 On receipt of a report of an alleged offence, the Authorised Officer shall decide whether to deal with the matter summarily or, if he or she considers that if proved the penalties available to him or her are inadequate, to refer it to the Senate Disciplinary Committee for action under paragraph 12.10. The Authorised Officer may rule that the matter should not be the subject of further action under this Code, but such a ruling shall not preclude informal action by way of caution or otherwise if appropriate.

If the matter is to be dealt with summarily by the Authorised Officer:

12.8.2 The student shall be informed as soon as reasonably practicable of the alleged offence or offences and given reasonable notice of the date and time at which the matter will be dealt with by the Authorised Officer.

12.8.3 In cases where the alleged offence or offences involve more than one student, the Authorised Officer may deal with all or any of the cases at the same time.

12.8.4 The Authorised Officer shall interview the student(s) involved in the presence of a third party who shall normally be a member of staff of the University. The student shall be entitled to be accompanied by **one person**, a friend, relative, a sabbatical officer or student representative from the Students' Association (not being a legal representative) and to present such oral or written evidence and make any statement as he or she wishes; Whenever possible, the meeting shall be held at the student's home campus. In addition, if a student has any additional support requirements, they should arrange additional suitable representation, i.e. Signer for student with hearing problems.

- 12.8.5 If the matters giving rise to the alleged offence or offences involve consideration of any document or documents, the student shall have the opportunity to inspect the document or all or any of the documents when the Authorised Officer deals with the case and shall be entitled to question the accuracy of such document or documents.
- 12.8.6 Provided that personal information, including (for the avoidance of doubt) the names, addresses, and registration numbers of any other students mentioned in the document or documents shall not be disclosed in compliance with provisions in current legislation;
- 12.8.7 If the Authorised Officer receives any oral evidence from any person not called by the student, the student shall be allowed to question that person through the Authorised Officer and not otherwise.
- 12.8.8 Failure by the student to attend at the time and place specified by the Authorised Officer in terms of Clause 12.8.1 hereof shall not preclude the Authorised Officer from considering the matter and reaching a decision.
- 12.8.9 The decision of the Authorised Officer shall be communicated to the student by the Authorised Officer as soon as reasonably practicable and confirmed in writing; the notice confirming the decision shall give reasons for the decision and give details of the right of appeal. All correspondence to be copied to Academic Services within the Court & Senate Office.
- 12.8.10 If the offence or offences are proved the Authorised Officer shall issue a reprimand to the student(s) in the form of an official letter to student(s), warning them of the consequences of similar future behaviour).

and *in addition*

- 12.8.11 If applicable, a request for compensation for damage done to University or private property, within or outwith University premises, without financial limit, to be paid to the Director of Finance within 10 working days of receipt of invoice.

12.9 Appealing against decision of Authorised Officer or Plagiarism Panel

A student may appeal in writing to the Secretary of the Senate Disciplinary Committee within 21 days following notification against the decision of the Authorised Officer or Plagiarism Panel on the following grounds:

- (i) That it was made in excess of the jurisdiction conferred on the Authorised Officer or Plagiarism Panel by this Code;

- (ii) That there was a defect in the procedures employed by the Authorised Officer or Plagiarism Panel such as to render the decision unfair;
- (iii) That the decision of the Authorised Officer was unreasonable, in that the Authorised Officer in reaching a decision took into consideration something which he or she ought to have disregarded or disregarded something which he or she ought to have considered;

and may appeal against any penalty imposed by the Authorised Officer on the following grounds:

- (iv) That the compensation levied was unreasonable or that the penalty imposed by the Plagiarism Panel was excessive.

The Disciplinary Committee (as an Appellate Body) shall consider the written appeal (see Regulation 12.12).

12.10 The Senate Disciplinary Committee

- 12.10.1 The Senate Disciplinary Committee (hereinafter referred to as the Disciplinary Committee) shall have the constitution, terms of reference and standing orders prescribed in University Regulation 14.

Where a matter has been referred to the Disciplinary Committee:

- 12.10.2 The student shall be informed in writing as soon as reasonably practicable by e-mail (UWS student email account) and 1st class post of the alleged offence or offences. The student shall be given at least 10 working days' notice of the date and time at which the matter will be dealt with by the Disciplinary Committee and will be required to respond in writing a minimum of five working days before the date set for the meeting.
- 12.10.3 Wherever possible, the meeting of the Disciplinary Committee will be held on the student's home campus but where a meeting has to consider a number of cases, this may not be possible. If student confirms attendance at Hearing, he/she will receive copies of documentation forwarded to Committee members. The student should also enclose copies of any documentation he or she intends to present. If the student opts to attend the meeting, he/she should give notice of any issues which require to be addressed in order to enable the student to participate in the Hearing without unfair disadvantage (e.g. hearing impairment, need for translation facilities);
- 12.10.4 In cases where the alleged offence or offences involve more than one student, the Disciplinary Committee may deal with all or any of the cases at the same time.

- 12.10.5 If the matters giving rise to the alleged offence or offences involve consideration of any document or documents, the student shall have a reasonable opportunity prior to the meeting to inspect the document or all or any of the documents and shall be entitled to question the accuracy of such document or documents.
- 12.10.6 Personal information, including (for the avoidance of doubt) the names, addresses, and registration numbers of any other students mentioned in the document or documents shall not be disclosed in compliance with provisions in current legislation;
- 12.10.7 The Secretary of the Disciplinary Committee shall produce a summary of the proceedings but not otherwise take part in them.
- 12.10.8 The University's case against the student shall be presented by the relevant Authorised Officer, or their nominee. The Committee has the right to invite any relevant member of staff to attend the Hearing if it is believed their input could aid deliberations.
- 12.10.9 The University's representative may present such written or oral evidence in support of its case as he or she wishes; if witnesses are to be called the names of such witnesses shall be made available to the student at least five working days before the meeting of the Disciplinary Committee.
- 12.10.10 The student shall be entitled to appear in person, accompanied by **one person** (see Para 12.8.4). The University's representative may question any witness called by the student; if witnesses are to be called the names and addresses of such witnesses shall be made available to the University's representative at least five working days before the meeting of the Disciplinary Committee, along with the name and status of any representative who will be present.
- 12.10.11 If the Disciplinary Committee receives any oral evidence from any person not called by the student, the student and student representative shall be allowed to question that person.
- 12.10.12 The Chair or any member of the Disciplinary Committee shall have the right to question the student, the student representative, any witness called or the University representative in order to seek clarification.
- 12.10.13 The University's representative may at any time during the Disciplinary Committee's consideration of the matter elect not to proceed with the whole or any part of the matter and the Disciplinary Committee shall then dismiss the whole or the relevant part of the matter as appropriate.

12.10.14 Failure by the student to attend at the time specified shall not preclude the Disciplinary Committee from considering the matter and reaching a decision.

12.10.15 The Disciplinary Committee shall consider the matter and reach its decision in private: the decision may be communicated to the student by the Chair or Vice Chair of the Disciplinary Committee at the meeting, giving reasons for the decision and giving details of the right of appeal. The outcome shall also be confirmed in writing as soon as reasonably practicable after the meeting; the notice communicating the decision shall give reasons for the decision and give details of the right of appeal.

12.11 Penalties

12.11.1 The penalties which may be imposed by the Disciplinary Committee if the offence or offences are proved shall be:

- (i) A reprimand in the form of an official letter to the student(s), warning them of the consequences of similar future behaviour; and, in addition, if applicable, a requirement for the student to:

Write a formal letter of apology for their behaviour;

If the student refuses to apologise for their behaviour, the Committee will have the power to determine an appropriate penalty, which may include ii) below.

- (ii) Exclusion from the University, from defined areas of the University or from defined activities for a period not exceeding one academic session;

- (iii) Expulsion from the University;

and *in addition*

- (iv) if applicable, a request for compensation for damage done to University or private property, within or outwith University premises, without financial limit, to be paid to the Director of Finance within 10 working days of receipt of invoice;

12.11.2 In cases of academic irregularity which are referred to the Disciplinary Committee by the Authorised Officer under paragraph 12.7.6, the following procedure will apply:

12.11.2.1 The case will be considered by the Disciplinary Committee as in section 12.10; The Disciplinary Committee shall decide which of the following two options is appropriate:

- (i) That no further action be taken;

- (ii) That the student be deemed to have failed the whole or a specified part of the examination or assessment concerned, with loss of attempt.
- 12.11.2.2 The academic decision, and the reason for the decision, will also be reported to the Subject Panel Chair and Registry, which will:
 - (i) Record the decision and the reason for it on the student's record;
 - (ii) In cases where the Disciplinary Committee has decided that an academic penalty should be applied the Committee will in addition impose a supplementary penalty as outlined in 12.11.1.
- 12.11.3 The final outcome of the disciplinary and assessment processes may be communicated to the student by the Chair or Vice Chair of the Disciplinary Committee at the meeting, giving reasons for the decisions. The student shall be advised of the right of appeal to the Appeal Committee. The outcome shall also be confirmed in writing as soon as reasonably practicable after the meeting; the notice communicating the decision shall give reasons for the decision and give details of the right of appeal.
- 12.12 Appealing against decisions**
- 12.12.1 Appealing against decision of Authorised Officer or Plagiarism Panel (Senate Disciplinary Committee as an Appellate Body)**

If the appeal is to be dealt with by the Disciplinary Committee:

 - (i) The student shall be given at least 10 working days' notice by e-mail and 1st class post of the date and time at which the matter will be dealt with by the Disciplinary Committee;
 - (ii) The Secretary of the Disciplinary Committee shall produce a summary of the proceedings but not otherwise take part in them;
 - (iii) The student shall be entitled to appear in person, to be accompanied by a friend and to be represented by any person, but the Disciplinary Committee may proceed in the student's absence: the student shall notify the Secretary of the Disciplinary Committee at least five working days before the meeting of the name and status of any representative who will be present; the student shall also give notice of any additional support requirements which require to be addressed in order to enable the student to participate in the Disciplinary Committee Hearing without unfair disadvantage (e.g. hearing impairment, need for translation facilities);

- (iv) The University shall be represented by the Authorised Officer or Plagiarism Panel Chair who concluded the case in line with Regulations 12.7 and 12.8. In his/her absence, the Authorised Officer will appoint a nominee to represent him/her,
- (v) The Disciplinary Committee shall consider the written appeal together with the notice giving reasons for the decision of the Authorised Officer and shall permit the student or his or her representative if present, to address the Committee;
- (vi) The Disciplinary Committee shall consider the matter and reach its decision in private: the decision on finding and on penalty shall be communicated to the student by the Secretary to the Disciplinary Committee in writing as soon as reasonably practicable after the meeting; the notice communicating the decision shall give reasons for the decision;
- (vii) The decision of the Disciplinary Committee (as an Appellate Body) shall be final.

If the Disciplinary Committee (as an Appellate Body) allows the appeal, any penalty imposed, or recommendation made under paragraphs 12.8.10 and 12.8.11 (Authorised Officer) or Regulations 7.11.2 h) and 7.11.2 i) (Plagiarism Panel), shall be quashed.

If the Disciplinary Committee (as an Appellate Body) rejects the appeal, it shall review the level of penalty imposed and may confirm it, reduce it or increase it within the limits set out in paragraphs above. If the Disciplinary Committee (as an Appellate Body) allows the appeal on penalty alone, it may reduce it within the limits set out in penalties available to Authorised Officer via paragraphs 12.8.10 and 12.8.11 respectively or penalties available to Plagiarism Panel via 7.11.2 h) and 7.11.2 i);

12.12.2 Appealing against decision of Disciplinary Committee or the Fitness to Practise Committee (The Court Appeal Committee)

The Appeal Committee shall be appointed by the Court. It shall consist of:

- (i) A Chair appointed from among the members of the University Court, not being a student or employee of the University; and

- (ii) Two members of the University Court nominated by the University Court, not being students or employees of the University, one of whom shall be Vice Chair; and

Two staff members of the Senate, drawn from a panel approved for this purpose by the Senate, who are not current members of the Disciplinary Committee; and

Two students nominated by the Council of the Students' Association from among its members.

12.12.3 The quorum for a meeting of the Appeal Committee shall be four including the Chair or Vice Chair. The same membership shall be maintained throughout the meeting and any continuation thereof.

12.12.4 The Chair (or in the absence of the Chair, the Vice Chair) shall have both an original and a casting vote.

12.12.5 A student may appeal in writing to the Court Appeal Committee against the decision of the Disciplinary Committee or the Fitness to Practise Committee on the following grounds:

- (i) That it was made in excess of the jurisdiction conferred on the Disciplinary Committee or the Fitness to Practise Committee by this Code;
- (ii) That there was a defect in the procedures employed by the Disciplinary Committee or the Fitness to Practise Committee such as to render the decision unfair;
- (iii) That the decision of the Disciplinary Committee or the Fitness to Practise Committee was unreasonable; in that the Committee in reaching its decision took into consideration something which it ought to have disregarded or disregarded something which it ought to have considered; and may appeal against any penalty imposed by the Disciplinary Committee or the Fitness to Practise Committee on the following grounds:
- (iv) That the penalty levied was in excess of the limits set out in paragraph 12.11;
- (v) That the penalty levied, or the recommendation made under paragraph 12.11, was unreasonable.

12.12.6 The appeal must be submitted to the Secretary of the Disciplinary Committee or the Fitness to Practise Committee within 10 working days of receipt of notification of the final decision of the Disciplinary Committee or the Fitness to Practise Committee. The appeal must state the grounds for appeal as per 12.12.2 above. The University Secretary & Registrar will determine

whether the written appeal discloses *prima facie* grounds for appeal.

12.12.7 If it is determined that there are no *prima facie* grounds for appeal, the student's appeal against the decision of the Disciplinary Committee or the Fitness to Practise Committee can be dismissed. The student shall be advised of this decision as soon as practicable.

12.12.8 If it is determined that there are *prima facie* grounds for appeal against (i) penalty or (ii) finding and penalty then in either case the operation of the penalty will be suspended pending the determination of the appeal.

12.12.9 If the matter is to be dealt with by the Appeal Committee:

- (i) The student shall be given at least 10 working days' notice by e-mail and 1st class post of the date and time at which the matter will be dealt with by the Appeal Committee;
- (ii) In cases of appeals on the same issue involving more than one student, the Appeal Committee may deal with all or any of the cases at the same time;
- (iii) The Secretary of the Appeal Committee shall produce a summary of the proceedings but not otherwise take part in them;
- (iv) The student shall be entitled to appear in person, to be accompanied by a friend and to be represented by any person, but the Appeal Committee may proceed in the student's absence: the student shall notify the University Secretary & Registrar at least five working days before the meeting of the name and status of any representative who will be present; the student shall also give notice of any additional support requirements which require to be addressed in order to enable the student to participate in the Appeal Committee Hearing without unfair disadvantage (e.g. hearing impairment, need for translation facilities);
- (v) The University shall be represented by a member of the academic or senior administrative staff nominated by the University Secretary & Registrar: except that where the student is legally represented the University Secretary & Registrar may appoint a legal representative to act for the University;
- (vi) The Appeal Committee shall consider the written appeal together with the notice giving reasons for the decision of the Disciplinary Committee and shall permit the student or

his or her representative if present, to address the Committee;

- (vii) In its sole discretion and in the interests of justice and fairness, the Appeal Committee may hear evidence on the part of the student not tendered at the Disciplinary Committee: the University's representative may question any witness called by the student; if witnesses are to be called the names and addresses of such witnesses shall be made available to the University's representative at least five working days before the meeting of the Appeal Committee;
- (viii) The Appeal Committee shall consider the matter and reach its decision in private: the decision on finding and on penalty shall be communicated to the student by the Secretary to the Appeal Committee in writing as soon as reasonably practicable after the meeting; the notice communicating the decision shall give reasons for the decision;
- (ix) The decision of the Appeal Committee shall be final. If the Appeal Committee allows the appeal, any penalty imposed, or recommendation made under paragraph 12.11, shall be quashed. If the Appeal Committee rejects the appeal, it shall review the level of penalty imposed and may confirm it, reduce it or increase it within the limits set out in that paragraph, except that the Appeal Committee may not of its own account impose the penalty set out in paragraph 12.11.1.iv) in substitution for any other penalty. A recommendation under 12.11.2 shall similarly be reviewed within the limits set out in paragraph 12.11.2.1. If the Appeal Committee allows the appeal on penalty, it may reduce it within the limits set out in paragraphs 12.11.1 and 12.11.2.1 respectively;

12.13 Records and Publication

- 12.13.1 Each Authorised Officer and the Secretaries to the Disciplinary Committee and Appeals Committee shall keep a record of disciplinary action taken. With regard to summarily cases, all correspondence and notes shall be copied to Academic Services within the Court & Senate Office for information.

13

APPEAL BY A STUDENT AGAINST A DECISION OF A SUBJECT PANEL, A PROGRESSION & AWARDS BOARD OR A DECISION RELATING TO WITHDRAWAL ON ATTENDANCE/ENGAGEMENT GROUNDS

13 Appeal by a Student against a decision of a Subject Panel (SP), a Progression & Awards Board (PAB) or a decision relating to withdrawal on Attendance/Engagement Grounds

13.1 Principles of academic appeals

13.1.1 Definition of an Appeal

An academic appeal is defined as a request to review a decision of an academic body charged with decisions on student assessment, progression awards, and engagement.

13.1.2 Regulation 13 covers the regulations related to an academic appeal made by a student against a decision of a Subject Panel (SP), a Progression & Awards Board (PAB) or a School Panel.

13.1.3 An academic appeal may be made only by the individual directly affected; they may NOT be lodged by a third party such as a parent or other representative. The only exception to this would be a student with disabilities which precludes them from submitting the appeal independently.

13.1.4 The privacy and confidentiality of a student will be respected at all stages of the appeals process. The circulation of personal or medical evidence provided by a student submitting an appeal will be restricted to staff directly involved in the appeal decision process.

13.1.5 Where an academic appeal also contains within it a complaint and vice versa, it is possible for the appeal or complaint to be reclassified either by the student or the University (at whatever stage they may have reached) and processed under the most relevant regulation or procedure if this is likely to lead to a more appropriate outcome for the person(s) appealing or complaining.

13.2 Advice

Any student intending to lodge an appeal against a decision of an SP, or PAB or School Panel in accordance with these regulations will, without prejudice, be able to obtain appropriate advice and counselling within the University. In particular, a student can seek advice from staff in the funding and advice section of Student Services, or the Campus President and the Student Representation Co-ordinator at the Students' Association.

13.3 Grounds for an Appeal

13.3.1 A student can appeal a decision of a Subject Panel or Progression & Awards Board if:

- There is evidence that there has been a computational or administrative error in the recording or processing of their marks;
- An examination or assessment related to the decision was not conducted in accordance with the University's regulations;
- They can provide additional mitigation circumstance information which was not originally available to the Mitigation Panel.

Where a student could have reported this additional information to the Mitigation Panel prior to its meeting, the mitigating circumstances cannot then be cited as grounds for appeal unless there is a compelling reason why these were not disclosed in the first instance.

13.3.2 The following will **NOT** be considered grounds for an appeal against a decision of an SP:

- A student questions the academic or professional judgement of the examiners;
- A student is disappointed with a result where marks have been accurately recorded, assessment regulations correctly followed and there is no evidence of material irregularity;
- A student's mitigation circumstances were made known to the Mitigation Panel, were fully considered and the outcome passed to the SP for implementation.

13.3.3 A student can appeal a decision of a School Panel to remove them from a module or programme for non-engagement if:

- There is evidence of a procedural irregularity in relation to the implementation of the University's Student Engagement Policy;
- They can provide additional mitigating circumstance information which was not originally available to the School Panel.

Where a student could have reported this additional information to the School Panel prior to its meeting, the mitigating circumstances cannot then be cited as grounds for appeal unless there is a compelling reason why these were not disclosed in the first instance.

13.3.4 The following will **NOT** be considered grounds for appeal against decision of a School Panel:

- A student has not achieved the minimum level of attendance and engagement set out in the University's Student Engagement Policy and the student cannot provide mitigating evidence;

- A student has not responded to any of the University's attempts to contact them regarding poor attendance, as set out in the University's Student Engagement Policy.

13.4 Submission of an Appeal

- 13.4.1 A student must submit their academic appeal in writing on the relevant form within 10 working days from the notification date which informed them of the decision against which they are appealing. The form can be obtained on-line at <http://www.uws.ac.uk/current-students/rights-and-regulations/academic-appeals-and-mitigation/> or from the Student Link on any campus.

The student must submit the form to Academic Services within the Court & Senate Office including any supporting documentation. If the student is posting their appeal, it is advisable to get a Certificate of Posting at the Post Office. A student can submit their appeal electronically to appeals@uws.ac.uk, scanning any supporting documentation.

- 13.4.2 An academic appeal submitted in one trimester must relate to a decision from an SP, PAB or School Panel from the same or the previous trimester.
- 13.4.3 If a student fails to submit an academic appeal within the timescales noted in 13.4.1 and 13.4.2, the appeal may exceptionally be considered at a later date provided there are compelling reasons why it could not be submitted on time and these are detailed in full with supporting evidence at the time of submission.
- 13.4.4 An academic appeal may **NOT** be lodged against a 'Defer' decision of an SP or a 'Defer Chair' decision of a PAB since this is not a final decision on progress or status.
- 13.5 An academic appeal may not be lodged subsequent to the conferment/receipt of a University award.

13.5 Appeals Group of the Education Advisory Committee

- 13.5.1 The Appeals Group of the Education Advisory Committee will comprise the Chair and two staff members of the Education Advisory Committee who have had no involvement with the appellant or with the decision which is the subject of the appeal. Only those members of the Education Advisory Committee who have been trained in the appeals procedure are permitted to sit on the Group.
- 13.5.2 The Appeals Group will meet when required each trimester to consider the academic appeals cases submitted by students.

- 13.5.3 A member of staff from Academic Services shall serve as Secretary to the Appeals Group.

13.6 Procedures for the Consideration of an Academic Appeal

- 13.6.1 All documentation relevant to each appeals case, including the appeal form and supporting evidence from a student, will be copied to members of the Appeals Group. Where appropriate, the documentation will also include:

- Written statements or evidence from relevant staff in a School/Department or Chair of an SP, PAB or School Panel;
- A copy of the student's transcript.

- 13.6.2 A copy of all relevant documentation will also be provided to the student submitting the appeal for information, prior to the meeting of the Appeals Group.

- 13.6.3 A student has the option to attend the Appeals Group meeting to make a statement to the members of the group. The student can be accompanied to the meeting.

The person accompanying the student is there to support the student and as such would not be expected to make any statement, or to answer questions, on behalf of the student.

Where it would help the Group to make a decision on a particular appeals case, the Chair of the Appeals Group can invite any member of staff to attend a meeting of the Group to discuss the case.

- 13.6.4 Given the multi-campus nature of the University, meetings will be scheduled across campuses. The Group will also make use of electronic meetings, e.g. video conferencing and conference call facilities.

- 13.6.5 In making its decision on each individual academic appeal, the Appeals Group will judge the case on the basis of the grounds of Appeal (noted in Regulation 13.3), the conditions for submission (noted in 13.4) and the narrative and evidence provided by the student.

13.7 Notification of the Result of the Appeal

- 13.7.1 A student will be notified of the result in writing within five working days after the Appeals Group has met.

The letter will include a form indicating whether or not the student accepts the outcome. This form must be returned to the University within five working days; if it is not returned within five

days it will be assumed that the outcome is acceptable to the student and the file will be closed.

- 13.7.2 If an academic appeal against a decision of an SP or PAB is upheld, the Chair of the appropriate SP or PAB will be informed that the case has been upheld and requested that the original decision for the assessments in question be re-considered accordingly.

In situations where a decision of an SP is subsequently modified, the relevant PAB will be required to reconsider any decision previously made on the basis of the original decision of the SP. Consultation with the external examiner may be required at this stage.

If an academic appeal against a decision of an SP or PAB is **NOT** upheld, the Chair of the appropriate SP or PAB will be informed that the case has been rejected and the original decision of the SP or PAB is upheld.

- 13.7.3 If an academic appeal against decision of a School Panel is upheld, the Chair of the Panel will be informed that the case has been upheld and requested that the original decision be re-considered accordingly.

If an academic appeal against decision of a School Panel is **NOT** upheld, the Dean of School will be informed that the case has been rejected and the original decision of the Dean of School is upheld.

13.8 Options available to the student following the decision of the Appeals Group

- 13.8.1 A student will have the right to request a review of the handling of their appeal case on procedural grounds only. The student must make this request (in writing) to the Chair of Senate within 10 working days of receiving the outcome letter from the Appeals Group.

- 13.8.2 The Chair of Senate will appoint an academic member of Senate to review the procedures and report back to the Chair of Senate within four weeks. The appointed person will have had no previous involvement with the appellant or with the decision which is the subject of the appeal.

The Chair of Senate shall then determine whether or not the decision of the Appeals Group was procedurally correct. The Chair of Senate's view on this shall be final.

13.8.3 The Chair of Senate will notify the student of the outcome in writing within five working days of receiving the review report from the senior member of staff.

13.8.4 The review process marks the end of the University's appeals procedures. When the outcome is notified to the student, it will include information on the student's right to refer their case to the Scottish Public Service Ombudsman. Further information can be found at www.spsso.org.uk.

13.9 Status of a Student during an Academic Appeal

13.9.1 If a student submits an academic appeal part way through the level or year, they may continue provisionally until such time as a decision has been reached. This is to ensure that the student is not academically disadvantaged if the appeal is subsequently upheld. Continued attendance on placements will be at the discretion of the relevant School.

13.9.2 If a student submits an academic appeal at the end of a level or year of study:

- a) The student will be permitted to enrol on the next level but only on a conditional basis. If their appeal is subsequently upheld, the student's enrolment would be confirmed. If their academic appeal is not upheld the student's enrolment would be terminated immediately.
- b) The only exception to (a) is where a student is progressing from Level 9 to Level 10 (Honours) where progression with credit deficit is not normally permitted. In these cases, the assessment regulation specifying progression to Level 10 will take precedence over the appeal regulation.

If under these circumstances a student continued with their studies they will be informed that, pending the outcome of any appeal, they may be required to withdraw from their programme or from the University.

13.9.3 If the student is deemed to be eligible for an award and they subsequently submit an appeal they will be permitted to graduate and to receive the award agreed by the appropriate Progression & Awards Board. If the student's appeal is successful and results in achieving a different award, they will be required to return any degree parchment before the new award is sent to them.

13.9.4 Once an award is conferred, either in person or in absentia, the student may not appeal against the award.

13.10 Records

- 13.10.1 All original documents will be kept centrally in Academic Services within the Court & Senate Office for five years after the date of the last action in the case and in accordance with the Data Protection Act.

14

SENATE AND ITS COMMITTEES

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graph TD
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    INTERNATIONAL --- COLLABORATIVE[Collaborative Forum]
    RESEARCH[RESEARCH & ENTERPRISE ADVISORY COMMITTEE] --- GRADUATE[Graduate School]
  
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¹ School Education Forum
School International Forum
School Research & Enterprise Forum
School Ethics Committee

* Outputs from Mitigation Panel into Subject Panels
Dotted line indicates multiple referral lines

1 University Court

University Court is the supreme governing body of the University. It is responsible for the appointment of both the Chancellor and the Principal and Vice Chancellor. It oversees the general strategic direction of the University and is responsible for its administration, employment (including safety), financial, property and all legal matters. The Court arranges for the Principal to discharge its functions relating to the organisation and management of the University. The Powers of Court are set out in Schedule 1 of the University of the West of Scotland Order of Council 2009.

The Court is required to delegate to Senate certain functions relating to the academic work of the University. The Court is assisted in discharging its functions under the University constitution and the Financial Memorandum with the Scottish Funding Council (SFC) by its committees.

Please refer to the Court website

(<http://www.uws.ac.uk/about/structure/court/index.asp>) for further information.

2 The Senate (under review)

A Membership

1 The Senate shall consist of the following persons:

a) Ex-officio Members

The Principal and Vice Chancellor; the Depute Principal; the Vice Principals; Deans of the Faculties; Heads of Schools; President of the Students' Association.

Such Heads of Support Services as may be determined by the Senate on the recommendation of the Chair of Senate.

b) Co-opted Members

Such number of persons, not exceeding four, as have been co-opted by Senate.

c) Elected Members

i) Three members of academic staff elected by and from among the academic staff in each Faculty.

ii) Three members elected by and from the Professoriate.

iii) Three members of the academic staff of the University elected from among the academic staff of the University.

Each of the elected members shall be so elected in accordance with the arrangements by the Senate from time to time.

- d) Student Representation
 - i) The President of the Students' Association;
 - ii) One matriculated student from each campus nominated by the Students' Association in a manner to be specified in a scheme made by the Students' Association and approved by Court.

It shall not be competent for one individual to be a member of the Senate in more than one of the capacities listed in paragraph 1 at any given time.

- 2 Elected members from among the academic staff of the University and co-opted members shall hold office for a period not exceeding four years. Members nominated from among the matriculated students of the University in accordance with paragraph 1(d)(ii) shall hold office for such period as has been approved by the Court prior to their nomination.
- 3 In paragraph 1(a) each of the expressions 'heads of school' and 'heads of support services' includes such other staff as the Court deems of equivalent standing or otherwise appropriate, whether by virtue of their holding a successor office or title or otherwise.
- 4 Elected and co-opted members of Senate may be further elected and/or co-opted to the Senate (as the case may be) on expiry of their period of office.
- 5 The Principal and Vice Chancellor shall be the Chair of Senate.

Proceedings

- 6 The proceedings of Senate shall be regulated by a scheme made by the Senate and approved by the Court and the scheme may provide for:
 - a) The appointment by the Senate of such committees, as they consider appropriate; and
 - b) The co-option, subject to paragraph 1(b) [above], by the Senate of additional members (including where they consider it appropriate, representatives of the students in attendance at the University) of Senate, or of any committee thereof, for specific purposes and for any other matters connected with the functions of the Senate.
- 7 Any scheme made and approved under paragraph 6 shall include provision for:
 - a) The appointment of a Vice Chair of the Senate; and

- b) A minimum number of meetings of the Senate in each year.

B STANDING ORDERS

STANDING ORDERS FOR SENATE AND SENATE COMMITTEES CONSTITUTED 1 APRIL 1993

The Standing Orders are supplemental to the University's constitution (the "**Constitution**") which is contained in a statutory instrument of 1993, as amended (the most recent amendments having been made by the University of the West of Scotland Order of Council 2009) and shall always be interpreted in accordance therewith.

1 Ordinary Meetings

Ordinary meetings of the Senate shall occur at such dates, times and places as the Senate shall determine. Currently this is four times per year.

2 Extraordinary Meetings

Extraordinary meetings may be called on the instructions of the Chair or on a requisition signed by not less than one-third of the membership.

3 Notice of Meetings

The Secretary to the Senate shall issue members notices of meetings of Senate at least five days before the day of the meeting, specifying the time, place, day and hour of the meeting and the business to be considered.

4 Agenda

The Agenda of ordinary meetings of the Senate shall commence with "Apologies for Absence" followed by "determination of other competent business" under which the Senate shall determine whether to include under "Other Competent Business" such items as are notified for this purpose to the Secretary to Senate at least 24 hours before a meeting.

5 Order of Voting

Where a proposal is amended, voting will take place on the amendment against the proposal, or the series of amendments, in the order of last amendment first, until a single amendment is put against the proposal. Thereafter voting will take place upon the proposal or the proposal amended.

6 Dissent from Decision

No one shall be entitled to enter his or her dissent from any decision, except at the meeting at which it has been passed; but

any member not present may at the next meeting have his or her dissent recorded.

7 Rescission of a Decision

No proposal, nor any amendment to any such proposal, shall be moved if it involved a reconsideration of any question or proposal which has been decided or adopted by the Senate at any time within the preceding six months unless - (a) it is moved by the Chair or (b) in addition to being signed by the proposer, it is signed by at least one-third of the total members of the Senate.

8 Minutes of the Previous Meeting

The minutes of the previous meeting shall be sent to members of Senate along with the notice calling the next meeting; and shall be submitted for approval as a correct record.

9 Quorum for Senate

The quorum for meetings of the Senate shall be one-third of the total membership.

10 Chair and Vice Chair

The Principal shall be the Chair of Senate, the Depute Principal shall be the Vice Chair. In the absence of the Principal the Depute Principal will preside as Chair at any meeting.

11 Casting Vote

The Chair shall have a deliberative vote and casting vote and shall, subject to the Standing Orders, decide all questions of order.

12 Election of Members of Senate

The Constitution provides for the following elected members of Senate:

- (i) Three members of academic staff elected by and from among the academic staff in each Faculty.
- (ii) Three members elected by and from the Professoriate.
- (iii) Three members of the academic staff of the University elected from among the academic staff of the University.

The election of such members of Senate shall be in accordance with the following scheme:

- a) The Secretary to Senate shall oversee the operation of this scheme and be the Returning Officer.

- b) Ex-officio members of Senate are not eligible for nomination to elected posts nor can they nominate or vote in any of these elections. Ex-officio membership of Senate includes Deans of Faculty and Heads of School. Members of the Professoriate are not eligible for nomination to elected posts under (i) nor can they nominate or vote in these elections.
- c) In respect of (i) nominations will be sought from among the staff on academic terms and conditions in the Faculty. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by 10 members of the Faculty electorate with not more than six from one School. Each nominee should submit on the back of the nomination form a statement in support of their candidacy (to a maximum of 200 words). This will form the basis of a statement which will be circulated with the voting forms.

In respect of (ii) nominations will be sought from among the professorial staff on academic terms and conditions in the University. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by four members of the electorate. Each nominee should submit on the back of the nomination form a statement in support of their candidacy (to a maximum of 200 words). This will form the basis of a statement which will be circulated with the voting forms.

In respect of (iii) nominations will be sought from among the staff on academic term and conditions in the University excluding members of the Professoriate. If the number of nominations exceeds the number of vacancies an election will be required. All nominations must be supported by 10 members of the electorate of whom not more than six should be from any one Faculty. Each nominee should submit on the back of the nomination form a statement in support of their candidacy (to a maximum of 200 words). This will form the basis of a statement which will be circulated with the voting forms.

The call for nominations under (iii) will follow the conclusion of the arrangements set out for (i) and (ii).

- d) All elections shall be on a "first past the post" basis.
- e) Not less than fourteen days will be between the issue and return of nomination forms. Not more than twenty-eight

days will elapse between the close of nominations and election day (if required).

- f) Voting papers will be circulated by internal post with a return by a specific date/time.
- g) Votes will be counted at the end of poll under the supervision of the Secretary to the Senate.
- h) In the event of a tie, the names of the candidates will be placed in a box and drawn out by the Secretary to the Senate in the presence of the candidates. The name selected will be declared to be the successful candidate.
- i) The Chair of Senate shall be empowered to rule on any procedural matters or questions arising from the arrangements for the appointment and election of members to the Senate, subject to report of the matter and its outcome to the next scheduled meeting of the Senate.

NOTE: The Secretary to the Senate may call on the support of Faculty Managers in connection with the arrangements for Faculty elections.

13 Ordinary Business

The ordinary business of the Senate shall be composed of such items as are deemed necessary by the Senate to fulfil its statutory functions.

14 Committees of the Senate

- a) Senate may from time to time set up such standing committees, "ad hoc" committees and working parties as it deems necessary.
- b) Any committee set up by the Senate shall, in so far as they are relevant, conduct their business under the same standing orders as the Senate.

15 Reserved Business

Where any meeting of the Senate or any Senate Committee receives business which is to consider the salary, conditions of service, appointment, promotion, suspension or dismissal of any member of staff, student members of the Senate shall withdraw from the meeting unless invited to remain by a resolution of the other members of the Senate or committee present at the meeting.

Any member of Senate who has a personal interest, or an interest of kinship, in any matter and is present at a meeting at which the matter is being considered, must disclose the interest to the

meeting. Declarations of interest shall be noted in the minute of any meeting at which they are raised. Where there is a declared interest in respect of any matter under consideration at a meeting, the meeting must decide whether there is a conflict of interest and whether the member concerned shall be present during the discussion, receive papers on the matter or speak or vote on it.

16 Suspension of Standing Orders

In case of urgency any one or more of the standing orders may be suspended at any meeting. As regards any business at such meeting, provided that no less than two thirds of the members of the Senate are present, then voting shall so decide.

C POWERS AND FUNCTIONS

- 1 To discharge the functions of the Court relating to the overall planning, co-ordination, development and supervision of the academic work of the University.
- 2 To oversee the academic work of the University including the approval of programmes, the admission of students, teaching, examinations, appointment of External Examiners and awards.
- 3 To maintain and enhance academic standards.
- 4 To maintain the regulatory framework for the maintenance of quality and standards of programmes leading to awards of the University.
- 5 To promote the academic development of the University and the efficient use of resources.
- 6 To promote research and consultancy and other scholarly activity.
- 7 To promote the professional development of staff.
- 8 To establish such Boards, Committees and ad hoc working parties having such membership and terms of reference as the Senate may prescribe and to delegate to such Boards and Committees and working parties the power to act on its behalf as appropriate.
- 9 To receive reports on the proceedings of Faculty Executives*, Committees and other academic bodies of the University. To give direction to and to consider recommendations from such Boards and Committees and bodies.
- 10 To regulate the discipline of the students of the University.

- 11 To report to Court on any academic matter and on any matter referred to the Senate by Court.

*Note: (or Faculty Boards as appropriate)

3 School Leadership Team

Membership

Chair	Dean of School
Ex-officio	Assistant Dean (Education) Assistant Dean (Research & Enterprise) Assistant Dean (International) School Executive Manager
Attending members	Additional members may be invited to attend required.
Administrative support	A member of administrative staff appointed by the School Executive Manager

Quorum

Normally one-third of the total membership.

Remit

- To allocate the resources required to ensure effective delivery of the School's performance objectives across the policy portfolios of: Education; Research and Enterprise; and International;
- Working with and through School Board, the School Education Forum, the School Research and Enterprise Forum and the School International Forum, to secure the above;
- To monitor and manage the School's budget, ensuring effective delivery of all financial targets and objectives;
- To monitor and manage the school's staff resources, ensuring that effective appointment, recruitment, and leadership succession plans are in place across all areas of School activity, and that effective performance management systems and process are secured;
- To ensure that the School meets all University and external planning and reporting requirements.

Frequency of meetings

Bi-weekly

Reporting

The School Leadership Team will report on an exception basis to the Executive Group.

4 School Boards

Membership

Chair	Dean of School
Ex-officio	Assistant Dean (Education) Assistant Dean (Research & Enterprise) Assistant Dean (International) School Executive Manager
Appointed members	Programme Leaders representation; Student representatives (two elected from a School-wide constituency); School Research Institute, Centre or Group Leads; School academic staff representatives (two elected from a School-wide academic staff constituency);
Attending members	School service delivery staff (two elected from a School-wide service delivery staff constituency). Additional members to be co-opted as required.
Administrative support	A member of administrative staff appointed by the School Executive Manager

Quorum

Normally one third of the total membership.

Remit

The School Board oversees the development, performance and delivery of all academic provision. The remit of the Board shall include:

- Advising the Dean and the School Leadership Team on matters of academic policy.
- Overseeing academic provision in the School relating to both taught programmes and research activity;
- Overseeing implementation of the University's Corporate Strategy across the School;
- Deliberating on any matters relating to the School and any matter referred to it by Senate with the purpose of conveying its views and recommendations thereon to Senate;
- Working with and through the School Education Forum to co-ordinate and formally approve all issues and documents relating to the annual, and ongoing quality and standards of the School's provision across its undergraduate, taught postgraduate and postgraduate research

- portfolios, including the management and forward planning of professional accreditation of School programmes;
- Working with and through the School Education Forum to oversee new programme approvals including approval of reports and monitor of progress in addressing conditions and recommendations;
 - Working with and through the School Education Forum to recommend for approval the appointment of external examiners to the School's modules and programmes;
 - Working with and through the School Education Forum to oversee external examiner reports and responses across the School's programmes;
 - Working with and through the School Research and Enterprise Forum to approve the plans, strategies and objectives of the School's Research Institutes, Centres or Groups and ensure that all aspects of the School's formulation and delivery of the research and enterprise strategy are properly managed;
 - Working with and through the School Research and Enterprise Forum to ensure that all elements of the School's postgraduate research student experience are delivered in line with objectives, including matters relating to student support, progression and completion;
 - Working with and through the School International Forum to ensure that all aspects of the School's formulation and delivery of the international strategy are properly managed, including international recruitment, partnerships, curriculum issues, outward and inward staff and student mobility, marketing, promotion and recruitment.

Frequency of meetings

Four times per academic year.

Reporting

The School Board will report to Senate.

5 Programme Boards

Membership

(Note that particular roles on each Board may vary according to the size and focus of the Programme)

Chair	Programme Leader
Vice Chair	Depute programme leader (for large Programmes)
Ex-officio	Assistant Dean (Education) Year Leaders (Where appropriate) Representatives from contributing disciplines Admissions Officer Assessment Officer Employability/Placements Lead Internationalisation and Global Citizenship Lead Learning and Teaching Lead Student representatives (one for each level of the Programme)
Appointed members	Additional members to be co-opted as required, including representatives of external partners.
Administrative support	A member of School Administrative staff appointed by the School Education Service Delivery Co-ordinator

Quorum

Normally one third of the total membership.

Remit

All undergraduate and postgraduate programmes are located within Schools. Programme Boards will be **represented** via Programme Leaders on the School Education Forum and are through this mechanism accountable to the Assistant Dean (Education).

- Programme Boards will work with the School Education Forum and discipline groups to ensure high standards of delivery relating to academic leadership and strategy, marketing, recruitment, induction, quality enhancement, progression and retention, student experience, student engagement, internationalisation, employability and strategic development of the programmes;
- Programme Boards will manage the process of approving new modules and module and programme amendments. Programme Boards will report on these to the School Education Forum;

- To receive reports from Subject Panels and Progression & Awards Boards (PABs on student success and progression;
- To oversee annual programme health checks and report to School Education Forum on actions;
- To receive reports from Student & Staff Liaison Groups (SSLGs).

Frequency of meetings

Four times per academic year

Reporting

Programme Boards will report to the School Education Forum/School Board

6 School Education Forum

Membership

Chair	Assistant Dean (Education)
Ex-officio	Programme Leaders School Enhancement Developer(s)
Appointed members	Student representatives (one per programme up to a maximum of four)
Attending members	Service Delivery Officer: Education Additional members to be co-opted as required
Administrative support	A member of administrative staff appointed by the Service Delivery Officer: Education

Quorum

Normally one third of the total membership.

Remit

- Support the Assistant Dean (Education) in the discharge of the duties identified for Schools in the LTAS;
- Secure effective development and delivery of University policies and strategies relating to all aspects of learning and teaching, pedagogies, programmes, student experience and quality assurance and enhancement (including matters relating to employability, placements and professional practice);
- Oversee of academic provision in the School relating to both taught and research programmes;
- Scrutinise recruitment, progression and retention data and ensure effective action plans are put in place to maximise attainment;
- Co-ordinate across the School's portfolio of Programmes all matters relating to induction;
- Oversee and recommend to School Board for approval all Programme/Subject Reviews and enhancement developments including preparation of the documentation, engagement with recommendations and reports and progress on post review action plans;
- Oversee and recommend to School Board for approval new programme initiatives;

- Manage and forward plan for professional accreditation of the School's programmes;
- Co-ordinate all responses to student feedback;
- Develop and implement School level co-ordination of student surveys (across undergraduate and taught postgraduate programmes) ensuring via Programmes the effective management of the gathering of responses, the analysis of results, and the co-ordination of the action plans;
- Recommend to School Board for approval external examiners for appointment to all modules and Programmes;
- Oversee and recommend for approval all external examiners' reports and responses;
- Receive from Programme Boards and approve all recommended module and programme amendments;
- Receive reports from the School Plagiarism Panel on the volume and types of plagiarism and implement strategies to address poor academic conduct;
- Ensure consistency in approach across the School in matters relating to RPL/APL;
- Ensure that all School Programmes have in place efficient and effective arrangements for employer engagement;
- Ensure that arrangements are in place to secure equity of experience for students across all campuses.

Frequency of meetings

Four times per academic year

Reporting

The School Education Forum will report to the School Board.

7 School International Forum

Membership

Chair	Assistant Dean (International)
Appointed members	Programme Leaders School Erasmus Co-ordinators
Attending members	Service Delivery Co-ordinator: International Additional members to be co-opted as required
Administrative support	A member of Administrative staff appointed by the Service Delivery Co-ordinator: International

Quorum

Normally one-third of the total membership.

Remit

- To assist the Assistant Dean (International) in the discharge the duties identified for Schools within the UWS International Plan;
- To facilitate the creation and implementation of School and Programme level strategies relating to international recruitment, partnerships, curriculum issues, outward and inward staff and student mobility and marketing, promotion and recruitment;
- To monitor performance in relation to all of the above against School and Programme plans, targets and objectives.

Frequency of meetings

Four times per academic year.

Reporting

The School International Forum will report to the School Board

8 School Research & Enterprise Forum

Membership

Chair	Assistant Dean (Research & Enterprise)
Ex-officio	Directors/Leads of Centres/Institutes/Research Groups Postgraduate Research Student Co-ordinator
Appointed members	Professoriate School Research Ethics Lead; Business Development/External Engagement Lead Two Postgraduate Research Student Representatives
Attending members	Service Delivery Co-ordinator: Research & Enterprise Additional members to be co-opted as required.
Administrative support	A member of administrative staff appointed by the Service Delivery Co-ordinator: Research & Enterprise

Quorum

Normally one third of the total membership.

Remit

- To assist the Assistant Dean (Research & Enterprise) in the discharge of the duties identified for Schools within the UWS Research & Knowledge Exchange Strategy:
 - Confirming, on an annual basis, the research structures and associated staffing.
 - Co-ordinating the allocation of staff into Research Institutes, Centres and Groups.
 - Monitoring the quality of research in Schools on a rolling basis.
 - Annual reporting and monitoring of research outputs against plan.
 - Stimulating and facilitating opportunities for staff to engage in cross- and inter-disciplinary research and knowledge exchange activities.
- To oversee and co-ordinate common practices across the constituent Research Groups, Centres and Institutes within the School, particularly in relation to matters of governance and policy implementation;
- To facilitate the creation and implementation of strategies across the School's constituent research bodies which maximise performance in relation to all objectives for research income generation, production of high quality research outputs, demonstrable research impact, and research

underpinning for the School's teaching, internationalisation and business development agendas;

- To co-ordinate the monitoring of Postgraduate Research Student experience, including the provision of resources and support, career development opportunities, and ensuring year on year improvements in progression and completion rates;
- Manage the postgraduate research student survey, including the gathering of responses, the analysis of results, and the co-ordination of the action plans;
- To facilitate the creation and implementation of strategies which maximise performance in relation to business development and external engagement.

Frequency of meetings

Four times per academic year.

Reporting

The School Research & Enterprise Forum will report to School Board

9 School Ethics Committee(s)

Preamble

All Schools will be mindful of the need to consider ethical issues in undergraduate and postgraduate projects, in postgraduate research student programmes and in staff research activities, and to operate within the University's Ethics Policy. Each School shall have a School Ethics Committee, or should make arrangements with a partner School to have a joint School Ethics Committee.

The School Ethics Committee will operate within the framework set out by the University Ethics Committee, and where projects involve complex issues or vulnerable human subjects, shall refer matters to the University Ethics Committee for consideration.

Membership

Chair	To be appointed by the Dean of School
Vice Chair	To be appointed by the Committee
Ex-officio Members	Chair of the University Ethics Committee Assistant Dean (Research and Enterprise)
Appointed Members	At least one member of the School professoriate
External or Lay Members	At least two members external to the School, with experience of ethical issues and, preferably, at least one lay member
Co-opted Members	The Committee may co-opt additional members for a period specified by the Committee.
Administrative Support	A member of administrative staff appointed by the Service Delivery Co-ordinator: Research and Enterprise

Quorum

The quorum shall be one-third of the total membership, with at least one external in attendance per meeting

Terms of Reference

- To consider general ethical issues relating to School activity, specifically, but not exclusively, undergraduate student projects, postgraduate taught and research student projects, and staff research activity;
- To implement the University Policy & Procedures for Ethical Research;
- To refer high risk or complex applications to the University Ethics Committee, including projects where risks may be posed to the researchers themselves, e.g. in laboratory or field;
- To monitor the quality of ethical applications and ensure that the approval process is conducted in a fair and independent manner;
- To provide an annual report to the University Ethics Committee and to provide a summary of applications and minutes of meetings, quarterly;
- To ensure that students and staff are aware of the importance of considering ethical issues and of the appropriate channels for seeking ethical approval.

Frequency of Meetings

The Committee shall meet at least four times per annum, but may meet as often as required, particularly at peak periods (Masters dissertations etc).

Reporting

The Committee shall report to the School Board, and shall provide an Annual Report to the University Ethics Committee.

10 Progression & Awards Boards

Membership

Chair	A senior member of academic staff (an Assistant Dean of School or other senior academic as approved by the Dean)
Ex-officio Members	Dean of School Programme Leader(s) (or nominee) for the programme(s) being considered Progression & Awards Board external examiner Other external staff where required for purposes of professional accreditation
Co-opted Members	Representative of any collaborating institution, at the discretion of the Dean of School Any other academic staff with an input to the delivery and operation of the programmes being considered, ensuring cross-campus representation
Administrative Support	Progression and award decisions will be recorded by administrative staff allocated by Registry

Quorum

The quorum shall be the Chair and the programme leader(s) (or nominee) for the programme(s) being considered.

Remit

The function of the Progression & Awards Board is to review the performance of students on a programme of study and to determine the students' eligibility to progress or gain an award from the University.

Key responsibilities will include:

- To determine the eligibility for each candidate for progression to the next level of study and/or for the award in accordance with the University Regulatory Framework;
- To make recommendation for the conferment of an award of the university (with distinction or classification, as appropriate) on the delegated authority of Senate (see Regulation 3.1.2);
- To take appropriate cognisance of the opinions and views of the Progression & Awards Board External Examiner in making decisions which are fair, consistent and equitable for all students (see Regulation 7.12.6a);

- To assist the Progression & Awards Board External Examiner in commenting on the trends and comparison of standards across different cohorts and campuses (see Regulation 7.12.6d);
- To record in its report the discussions and decisions taken in accordance with University regulations and guidance;

Frequency of Meetings

Progression & Awards Boards are convened by the Deans of School (or nominee) at least twice per academic session at the end of Trimesters 2 and 3. Additional meetings may be required for programmes where progression and award points occur at other times in the academic session. (See Regulation 7.12.2d.)

The dates of the meetings will be set by Registry, in consultation with the Chair of the Progression & Awards Board and the School Executive Manager. These are agreed early in the academic session and the responsibility for consulting on the dates of the meetings with the members of the Progression & Awards Board (including external examiners) lies with the Chair of the Board. The School Office will have responsibility for advising all members of the Progression & Awards Board, including External Examiners, of the confirmed dates of meetings early in the session.

Operation

The production of the results paperwork for the Progression & Awards Board is the responsibility of Registry. The production of student academic transcripts showing results from previous academic sessions is the responsibility of the School Office.

Normally the decision of a Progression & Awards Board shall be the unanimous decision of all members of the Board but where, in the course of reaching a decision on a particular student, a vote is taken, each member of the Progression & Awards Board shall be entitled to only one vote; provided that the special position of the Progression & Awards Board External Examiner shall be respected. (See Regulation 7.12.5.)

All relevant submitted information will be available at statutory meetings of the Progression & Awards Board and members of the Board whose attendance is essential at a particular statutory meeting will be informed of the fact that their attendance is mandatory, and that the University's standard Progression & Awards Board agenda is followed.

All acts and decision of the Progression & Awards Board will be fully recorded and minutes will be presented to the relevant Programme Board. Guidance on the format of the minutes will be provided to the Chairs of the Progression & Awards Boards by Registry.

Reporting

The report from the Progression & Awards Board should be sent to the relevant Programme Board.

Approval of Awards by Progression & Awards Board External Examiner

A decision of a Progression & Awards Board which leads to an award of the University must have the written consent of the relevant Progression & Awards Board external examiner (see Regulation 7.10.4c). This may be obtained either when the external examiner is in attendance at the meeting or exceptionally (due to unforeseen absence from the Board meeting) by other means after the meeting of the Progression & Awards Board. (See Regulation 7.12.2e.)

11 Subject Panels

Membership

Chair	A senior member of academic staff on the recommendation of the Dean of School)
Ex-officio Members	Assistant Dean: Education for the School Module co-ordinator (or nominee) for each module being considered Subject External Examiner(s)
Co-opted Members	Representative of any collaborating institution, at the discretion of the Dean of School Any other academic staff with an input to the delivery and operation of the modules being considered
Administrative Support	Support staff from within the School, as determined by the School Executive Manager

Quorum

The quorum shall be the Chair and the module co-ordinator (or nominee) for each module being considered.

Remit

The function of the Subject Panel is to consider and approve the results from a group of subject-related modules. Each module will be allocated to a subject panel and to a subject external examiner. The allocation of the modules to the subject panel is the responsibility of the Dean of School. (See Regulation 7.10.2.)

Key responsibilities will include:

- To confirm marks and grades for the modules assigned to the Subject Panel and to submit these to Registry for consideration (where applicable) by a Progression & Awards Board;
- To assist the subject external examiner in their responsibilities to ensure that each module is assessed fairly and impartially and that standards of awards (or parts thereof) are maintained (see Regulation 7.12.6b);
- To provide evidence to the subject external examiner to confirm that internal and external moderation have taken place and to ensure that double/sample marking and (where appropriate) standardisation have been undertaken in accordance with University procedures;

- To approve the recommendation of the module co-ordinator as to the method of re-assessment for those students deemed not to have passed the module;
- To take appropriate account of the outcome of the Mitigation Panel (see Regulation 7.7b);
- To take appropriate cognisance of the opinions and views of the Subject External Examiner;
- To record within its report the discussions and decisions taken in accordance with University regulations and guidance;

Frequency of Meetings

Subject Panels are convened by the Dean of School (or nominee) at the end of each trimester of the academic session.

The dates of the meetings will be set by the School in accordance with the University Calendar and notified to all members of the Subject Panels early in the academic session by the School Office.

The Subject External Examiner is expected to attend each meeting of the Subject Panel in order to confirm the results for each student on each module being considered by the Subject Panel. Arrangements for the attendance of the Subject External Examiner are the responsibility of the School.

Approval of Marks by Subject External Examiner

All Subject Panel results must be signed off by the appointed Subject External Examiner, either when in attendance at the panel meeting or exceptionally (due to unforeseen absence from the Subject Panel) by other means after the meeting of the Subject Panel (see Regulations 7.12.2a and 7.12.2c).

Operation

The production of the results paperwork for the Subject Panel is the responsibility of the School, in consultation with staff in Registry.

Reporting

Minutes of the deliberations and outcomes of the Subject Panel will be forwarded to the next meeting of the appropriate Programme Board. Guidance on the format of the report will be provided to the Chairs of the Subject Panel by Registry.

12 School Plagiarism Panels

Terms of Reference

A suspected case of plagiarism will initially be considered at School level through a Plagiarism Panel. Each School will have a single Plagiarism Panel which will consider all cases of plagiarism in the modules assigned to the Subject Panels in the School.

Membership

The panel will consist of three members:

Chair	Appointed by Dean of School, normally Assistant Dean (Education) for each School Two members of academic staff from the School, appointed by the Plagiarism Panel Chair
Administrative Support	Support Staff within the School, as determined by the School Executive Manager

Note: The member of academic staff who refers a case of suspected plagiarism to the Panel must not serve as a member of that Panel for the purpose of giving consideration to this case, but will attend the Panel for the purpose of presenting evidence. The Panel may hear multiple cases hence academic staff would be expected to present their evidence for their module then retire from the meeting, i.e. it is expected that after presenting the evidence they would not have any say in deciding the outcome of the deliberations of the Panel.

Remit

The School Plagiarism Panel is required:

- To decide if an offence has occurred and if so, whether it could be regarded as a minor, serious or major offence;
- If the Plagiarism Panel decides a minor or serious offence has occurred, the Panel Chair will apply a suitable sanction (as outlined in 7.11.2) and inform the student of the decision;
- a student does not accept the proposed sanction for minor and serious offences, the case will be referred to the Senate Disciplinary Committee (see UWS Regulation 12);
- If the Plagiarism Panel decides an offence has occurred and the offence is major, the case will be referred to the Senate Disciplinary Committee. Thereafter, it will be dealt with in accordance with the provisions of the University's Code of Discipline (Section 12);

Frequency of Meetings

The Panel will meet at least two days prior to the Subject Panels and consider all suspected plagiarism offences related to the modules assigned to the Subject Panels in the School.

Reporting

School Plagiarism Panels will report to appropriate School Education Forum which will take an overview of the volume and types of plagiarism cases and any implications for School practices as part of the School Board's oversight of quality and standards.

13 University Mitigation Panel (under review)

Terms of Reference

The function of the Mitigation Panel is to provide a consistent university - wide forum for the consideration of evidence of mitigating and personal circumstances submitted by students, and to advise the relevant Subject Panel as to the extent to which these circumstances have affected assessments undertaken by the student.

Membership

Chair	Appointed by Vice Principal (Education)
Vice Chair	Appointed by Vice Principal (Education)
Ex-officio Members	Assistant Deans (Education) for each School or nominee A senior member of Registry
Attending Members	In exceptional circumstances, the Mitigation Panel may call upon other academic and academic support staff (for example, personal tutors or representatives of Student Services) to assist in their deliberations. Such staff would attend in an advisory capacity
Administrative Support	A member of Academic Services appointed by the Head of Academic Services to act as Secretary to the University Mitigation Panel

Quorum

The quorum shall be one-third of the total membership.

Remit

The Mitigation Panel is required:

- To consider evidence of and written claims relating to mitigating circumstances submitted by students with regard to assessments, ensuring that all students are treated in a fair and equitable manner and according to the University's Regulatory Framework;
- To determine the extent to which the mitigating or personal circumstances have materially affected a student's performance in attendance at, or submission of, specific assessments;
- To inform the Subject Panel where grounds for mitigation have been established, and to advise such Panels of specific rights to resit or resubmit assessments that follow from the establishment of such grounds;

- To produce a record of the claims for mitigation considered by the Panel and of the outcome of the Panel's deliberations and provide this to the Subject Panel;
- To keep a record of discussions and decisions to support case law and precedence.

Frequency of Meetings

A meeting of the Mitigation Panel will be convened after each diet of assessment, namely after the Trimester examinations diet, and after the resit diet and before the first Subject Panel. Reports will be provided to the Subject Panel which in turn reports to the School Board. Additional meetings of the Panel may be convened as required.

Reporting

Mitigation Panels will report to the Subject Panel and also to the Dean as required.

The Mitigation Panel will submit an annual report to the Education Advisory Committee.

14 Student/Staff Liaison Group (SSLG)

Membership

Chair	The Student/Staff Liaison Group (SSLG) will normally be chaired by a student but may be chaired by a member of staff from the relevant Programme Board. If appropriate, it may be a student and a member of staff co-chair the SSLG
Ex officio Members	There should be appropriate representation of students and staff from the programme(s) covered by the SSLG including the programme leader(s) and additional staff and/or students should be invited as necessary to deal with specific items of business Membership should be balanced to ensure a majority of members from the student body
Staff Support	Each School should appoint an academic member of staff to be responsible for SSLGs within the School
Administrative Support	Support staff from within the School, as determined by the School Executive Manager

Quorum

Both student representatives and staff should be present at meetings.

Remit

The SSLG is a forum for students and staff to discuss student-led agendas on learning and teaching issues and to consult with students on its future plans for curriculum development. SSLGs are not "complaint shops" although it is accepted that students may bring issues of concern to the SSLG. For each Programme Board, the member of staff nominated to be responsible for SSLGs will:

- Organise the structure of SSLGs within the SDG area taking into consideration multi-campus issues;
- Co-ordinate the identification of student reps;
- Organise the meetings of SSLGs;
- Liaise with SAUWS regarding the content and timing of training for student reps;
- Liaise with the Student Chair of the SSLG with regard to the setting of agendas for meetings;

- Ensure that steps are taken to inform the wider student body of the actions taken following SSLG meetings;

The following are indicative of the issues that could be discussed at an SSLG:

- Issues raised in student feedback/module questionnaires and the actions planned as a result of questionnaires/SSLGs etc;
- Learning and teaching methods including volume of work and delivery/pace of the programme and use of VLE;
- Communication with students assessment issues including timing of courseworks and provision of feedback;
- Resources/facilities;
- Issues of concern;
- New programme proposals/module and programme changes;
- Subject Health Review, Self Evaluation Document and opportunities for student input;
- Accessibility of the curriculum and its inclusiveness
- Personal Development Planning and Student Guidance and support;
- Work-based Learning;
- International exchange opportunities;
- Programme and annual reports;
- Success and progression rates of their modules and programmes;
- Multi-campus issues;
- Discussion of new initiatives and strategies at School or University level;

Frequency of Meetings

At a minimum, there should be at least one meeting of each SSLG per trimester. (Trimester 3 as required.)

The dates of the SSLG meetings should be published and made available to all students either through notice boards or electronically.

Reporting

All SSLGs proceedings should be formally recorded by a member of administrative staff. While this record may be a minute of the meeting, it is imperative that as a minimum a list of action points together with an indication of the action taken is produced following each meeting. Information on the action taken following an SSLG should be made available to the wider student body either electronically or through notice boards.

The appropriate Programme Boards(s) will receive reports from the SSLGs. The Chair of the SSLG will be a member of the Programme Board.

15 Executive Group (EG)

Terms of Reference

The Group is the executive decision-making body in the University. It advises the Principal and Vice-Chancellor, and takes decisions, on matters relating to the strategic direction and executive-level management of the University. It also ensures that there is accountability and clear action points for those decisions.

The Group will be the initial forum for regular, collective discussion of high-level items of business and for the discussion and preparation of documentation for consideration through established governance structures.

Membership

Ex-officio Members	Principal and Vice-Chancellor (Chair) Depute Principal Vice-Principal (Education) Vice-Principal (International) Vice-Principal (Research, Enterprise and Engagement) University Secretary & Registrar Chief Finance and Information Officer
Attending	Director of Strategic Planning and Development Executive Adviser to the Principal (Secretary)

The Group will invite other colleagues to attend as required.

Remit

The Group provides leadership and takes executive-level decisions on academic, strategic, developmental and budgetary aspects of the University's operations. This is informed by its consideration of policy, funding and environmental analyses.

Informed by real time data and performance management information, the Group identifies opportunities for academic and professional service units to maximise their contributions towards the fulfilment of the University's Corporate Strategy.

The Group will consider any business relevant to the leadership and management of the University.

The Group will have operational responsibility for budgets and financial management, estates and buildings projects and human resource management and capital and recurrent expenditure.

The Group will have oversight of all staffing matters.

The Group will act as, and manage, the business connection between the Executive and Court.

The Group also provides the forum for the Principal and Vice-Chancellor to receive advice from, and consult with, Executive members.

Agendas

Agendas will be circulated in advance of meetings.

Frequency of Meetings

The Group will normally meet on a weekly basis.

Reporting

The Principal and Vice-Chancellor will provide regular update reports to Senate and Court on relevant issues arising from the Executive Group. In addition, the Senior Management Team will also receive updates on any relevant specific issues arising from the Group's discussions.

16 Senior Management Team (SMT)

Terms of Reference

The Senior Management Team will focus on academic matters and academic planning as they input to the strategic direction of the University, and the fulfilment of the Corporate Strategy.

Membership

Ex-officio Members	Principal and Vice-Chancellor (Chair) Depute Principal Vice-Principal (International) Vice-Principal (Research, Enterprise & Engagement) Vice-Principal (Education) University Secretary & Registrar Chief Finance and Information Officer Deans of School (x6) Director of International Centre Dean of Students/Director of Student Engagement Director of People & Organisational Development Director of Strategic Planning & Development Director of Finance Director of Information Services Director of Learning & Innovation SAUWS President
Attending (Secretary)	Executive Adviser to the Depute Principal Executive Adviser to the Principal

The Team will invite other colleagues to attend as required. Alternates may attend as appropriate.

Remit

The Team provides a forum for discussion of academic and developmental aspects of the University's operations.

This will be informed by information from the Executive Group on policy, funding and environmental issues. In addition, the Senior Management Team will be used as a forum for external speakers to provide presentations and prompt discussion and workshop activity on the external environment.

The Team also provides the forum for Executive Group members to receive advice and feedback from, and consult with, Senior Management Team members.

Agendas

Agendas will be circulated in advance of meetings.

Frequency of Meetings

The Team will normally meet on a monthly basis, and have at least one residential meeting per year.

Reporting

The Senior Management Team will provide reports to Executive Group on relevant issues on an exception basis.

17 Leadership Forum (LF)

Terms of Reference

The Leadership Forum will focus on how Schools and Professional Service Departments support the strategic priorities of the University, and the fulfilment of the Corporate Strategy.

Membership

Ex-officio Members

Depute Principal (Chair)
 Vice-Principal (International)
 Vice-Principal (Research, Enterprise & Engagement)
 Vice-Principal (Education)
 University Secretary & Registrar
 Chief Finance and Information Officer
 Deans of School (x6)
 Director of International Centre
 Dean of Students/Director of Student Engagement
 Director of People & Organisational Development
 Director of Strategic Planning & Development
 Director of Finance
 Director of Information Services
 Director of Learning & Innovation
 Assistant Deans of School (x17)
 Head of International Partnerships
 Head of International Recruitment
 Head of Student Services
 Head of Library and e-Learning
 Head of QEU
 Head of Learning Development
 Head of Strategic Planning
 Head of Estates Development
 Head of Widening Participation & Admissions
 Head of Marketing & Communications
 Head of Commercial Services
 Head of Graduate School
 Head of Research Services
 Head of Enterprise Services
 Head of External Engagement
 Head of Estates Management
 Head of Sports Project
 Head of Academic Services
 Head of Registry
 Head of Health & Safety
 Head of Internal Audit Service
 SAUWS Representative

Attending Principal and Vice-Chancellor
Executive Adviser to the Depute Principal
(Secretary)
Executive Adviser to the Principal

The Forum will invite other colleagues to attend as required.

Remit

The Forum provides an opportunity for discussion and information sharing in relation to the broad spectrum of the University's operations.

The Forum will provide an opportunity for Deans/Assistant Deans and Directors/Heads of Professional Support Departments to demonstrate how their activities will support the academic and strategic priorities of the University and will, in particular, provide an opportunity for discussion and workshop activity in support of the University's annual Operational Planning process.

Agendas

Agendas will be circulated in advance of meetings.

Frequency of Meetings

The Forum will normally meet once per trimester.

Reporting

The Leadership Forum will provide reports to Senior Management Team on relevant issues on an exception basis.

18 Information Services Advisory Group

Membership

Ex-officio members	Chief Finance & Information Officer (Chair) Director of Information Services Head of Library Services Head of School of Engineering & Computing Director of Strategic Planning & Development Director of Finance Director of People & Organisational Development University Secretary & Registrar
Appointed members	Three staff members (nominated by Senate)
Attending	A member of Administrative staff appointed by the Chair

Remit

- The group will be empowered by the Executive to, review and understand the IS strategic direction then give advice, guidance and steering as appropriate to the Director of Information Services on behalf of the Executive to aid the advancement of Information Services University wide;
- The Chair, the Director of Information Service, at least one of the 3 Senate nominees and any other member as is needed or appropriate will raise any major concerns around governance, direction or conflict of interest to the Executive Group;
- The IS strategic plan progress will be reported monthly by written update. It will also be reported quarterly for Executive review. This Group will meet monthly and in advance of the quarterly Executive Group review;
- To give impartial advice, good council and where needed, steering on the IS strategic direction, to the Information Services Director, in the use of information at an institutional level to enhance the University's financial and operational performance;
- To provide support to the IS leadership and strategic plan by promoting consistent standards for Information Services including governance, security and industry best practice across the university, enabling ethical, legal and policy issues to be appropriately dealt with;
- To identify priorities and commission responses/action from any working groups, sub-committees or University departments on strategic information Service issues including: information security, governance,

- business continuity, information systems development, archiving and records management;
- To support the Information Services Director by advising and making recommendations to the Executive Group as necessary on resources and funding issues relating to such activities;
 - To ensure that activities related to the implementation of the Learning, Teaching and Assessment, Research & Knowledge Exchange and Internationalisation strategies are undertaken within a coherent framework that takes account of and supports the principles of the Information Strategy;
 - To give guidance, advice, steering, support and where necessary promotion of services and systems to bring about step changes in processes, behaviours and working practices university wide.

Reporting

The Information Services Advisory Group will report to the Senate's Executive Group.

19 Academic Planning Group (APG)

Membership

Ex-officio Members	Vice Principal (Education) (Chair) Vice Principal (International) Vice Principal (Research, Enterprise & Engagement) Deans of Schools Director of Student Engagement Head of Strategic Planning Head of QEU Director of Finance
Appointed Members	Director of Strategic Planning & Development
Administrative Support	A member of administrative staff appointed by the Chair will act as Secretary to the Group

*Quorum

The quorum shall be two-thirds of the total membership.

Remit

The remit of APG is to take a strategic overview of taught academic provision to ensure coherence between programme changes proposed by School, the UWS Academic Plan, and the strategic and economic imperatives of the University;

APG will assess all new programme proposals, in line with the criteria set out in the annual Academic Plan, and make recommendations for approval to the Executive Group. APG will also make recommendations to the Executive Group in respect of the shape and delivery of the academic portfolio, the performance of programmes in terms of recruitment retention and progression and the distribution of funded places. APG will also agree targets for, and monitor, annual School student intakes and overall student populations, and make recommendations to the Executive Group.

Frequency of Meetings

At least four times per year, and additional meetings as required.

Reporting

APG will report to the Executive Group and make recommendations for endorsement.

APG will also report to each meeting of Senate on new programme proposals and student populations.

20 Incident Management Committee

Membership

The membership will be determined by the nature of the incident but will be drawn from:

Joint Chair	Depute Principal University Secretary & Registrar
Ex Officio Members	Business Continuity Co-ordinator Chief Finance & Information Officer Director of Strategic Planning & Development Head of Registry Head of Estates Management Head of Health & Safety Services Head of Marketing & Communications
Co-opted Members	In such numbers as may be determined by the nature of the incident
Administrative Support	Appointed by the Court & Senate Office

Periods of Office

- i) “Ex Officio” members shall remain members as long as they hold the office by virtue of which they are members

Terms of Reference

The Incident Management (Emergency) Committee is responsible for the management of any major incident affecting the University’s operations and co-ordination of the recovery programme.

The framework for how the University will manage its response to major incidents is set out in the Incident Management and Business Continuity Policy & Procedure.

A major incident will include, but is not restricted to, serious injury, death, terrorist attack, bomb scare, fire, flood, loss of utilities, structural damage to buildings, severe adverse weather conditions, industrial action, sustained loss of critical ICT services, failure of third party suppliers and loss of transport infrastructure.

Frequency of Meetings

The Committee shall meet as required. Members of the Incident Management (Emergency) Committee will be notified and must attend on the advice of the Business Continuity Co-ordinator.

Reporting

The Committee will report to the Executive Group and, depending on the nature of the incident, the Health, Safety & Environmental Committee.

21 Education Advisory Committee

Membership

Chair	Appointed by Senate – normally Vice Principal (Education)
Ex-officio Members	Assistant Deans (Education) for each School Director of Student Engagement Director of Information Services Director of Learning & Innovation Head of Library & e-learning Head of Quality Enhancement Unit Head of Student Services Head of Learning Development University Secretary & Registrar Depute President Education & Welfare (SAUWS) Chair of Academic Quality Committee Chair of Student Experience Committee Chair of Appeals Group Chair of Assessment Policy & Practice Committee
Appointed Members	Vice Chair – appointed by the Committee Two students nominated by the Students' Association of the University of the West of Scotland One programme leader from each School to represent all programme leaders in that School
Co-opted Members	In such numbers as may be determined by the Chair and may include external representation
Attending Members	As determined by the Chair
Administrative Support	A member of the Quality Enhancement Unit who shall act as Secretary to the Committee

Quorum

The quorum of the committee shall be one-half of the total membership.

Remit

The Education Advisory Committee is a Standing Committee of Senate.

The remit of the Education Advisory Committee is to be proactive in the strategic development and enhancement of teaching, learning and assessment, to oversee the development and effective implementation of the University's Learning, Teaching & Assessment Strategy (LTAS). The Committee is also responsible for the quality enhancement strategy of the University.

The Education Advisory Committee shall lead the University on all matters pertaining to the learning and teaching strategy and its role in supporting delivery of the aims of the Corporate Strategy.

- Develop and monitor the implementation of the University's Learning and Teaching Strategy and report annually to Senate;
- To lead on improvements to the student learning experience through effective programme leadership;
- To lead on implementation of the Quality Enhancement Themes to encourage good practice and innovation in curriculum development, research-teaching linkages, teaching methods, and assessment,
- To make recommendation to Senate on the University's strategic direction and framework for the quality management of University programmes;
- To put in place and review policies and procedures to safeguard standards of awards;
- To recommend new and amended regulations to Regulations Committee;
- To oversee:-arrangements for external (QAA) Enhancement-led Institutional Review (ELIR), outcomes of institution-led internal review; and all external requirements for quality management, including the Quality Code);
- To approve the appointment of external examiners for taught programmes on the recommendation of the School;
- Receive and approve recommendations for applications for accreditation of external provision.

The Education Advisory Committee oversees four sub committees which will report to the Committee. These are:

Academic Quality Committee
Appeals Group
Assessment Policy & Practice Committee
Student Experience Committee

The Committee will also receive reports from the Collaborative Forum as appropriate.

In addition, the Education Advisory Committee will also oversee the establishment of short-life working and/or practitioner groups to address key issues.

Frequency of Meetings

Education Advisory Committee shall meet as required by Senate and normally at least four times per year.

Reporting

Education Advisory Committee will report to Senate.

Education Advisory Committee will receive annual reports from:-

- Schools, on the implementation of the Learning, Teaching & Assessment Strategy
- the University Mitigation Panel
- School Plagiarism Panels
- Appeals Group

Periods of Appointment

“Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.

Appointed members shall hold office for a period of three years and shall thereafter be eligible for re-appointment.

22 Academic Quality Committee (AQC) - Sub-committee of the Education Advisory Committee

Membership

Chair	Head of QEU
Ex-officio Members	Head of Registry or nominee Depute Head of QEU Depute President SAUWS
Appointed Members	One member of academic staff from each School
Co-opted Members	In such numbers as may be determined by AQC
Administrative Support	A member of the Quality Enhancement Unit who shall act as Secretary to the Board

Chair

The Chair shall be appointed by the Education Advisory Committee.

Quorum

The quorum of the Committee shall be one-third of the total membership.

Terms of Reference

AQC is a sub-committee of Education Advisory Committee which advises and makes recommendations on the operation and development of the University's quality assurance framework. The Committee shall make recommendations and report on all matters relating to the establishment of new or amended procedures and regulations for quality based on institutional self-reflection and evidence arising from Holistic Review, institution led internal review, external examiners, programme approvals and sector-wide best practice and will subject these to a process of ongoing critical review.

The Committee shall,

- Review and make recommendations to the EAC on the development of the quality framework;
- Ensure that matters requiring attention arising from the external quality and enhancement agenda are incorporated into University Regulations and quality procedures;
- Monitor the outcomes of institution-led internal review on behalf of Education Advisory Committee;

- Scrutinise and recommend approval of external examiner nominations on behalf of the Education Advisory Committee;
- Make recommendations to Education Advisory Committee based on annual analysis of programme approval reports, external examiner reports institution-led internal review and PSRB reports

Reporting

AQC will report to Education Advisory Committee.

Meetings

The Committee shall meet four times per year.

23 **Assessment Policy and Practice Committee – a Sub-committee of the Education Advisory Committee**

Membership

Appointed Members	<p>Chair appointed by Education Advisory Committee</p> <p>One or two members from each School nominated by the Dean of School</p> <p>One member from Learning & Innovation nominated by the Director</p> <p>One member from QEU, nominated by the Head of Quality Enhancement Unit</p> <p>One member from Registry, nominated by the Head of Registry</p> <p>One student nominated by the Students' Association</p> <p>One member from Student Services, nominated by Head of Student Services</p> <p>One member of staff from one or more Schools with responsibility for RPL</p> <p>One member from the Court & Senate Office, nominated by University Secretary & Registrar</p>
Co-opted Members	In such numbers as may be determined by the Committee
Secretary to Committee	A member of the Quality Enhancement Unit who shall act as Secretary to the Committee

Quorum

The quorum of the group shall be one third of the members.

Terms of Reference

The Assessment Policy & Practice Committee is a sub-group of the Education Advisory Committee which advises on issues relating to assessment.

The Committee shall,

- Provide a forum for discussion and consideration of issues related to assessment;
- Review and, where appropriate, make recommendations for changes to assessment policy, practices, procedures and regulations for the attention of Education Advisory Committee;
- Develop strategies to support the dissemination of innovation and effective practice;

- Develop, maintain and review the University's Assessment Handbook in line with sector best practice and expectations;
- Maintain oversight of arrangements for Recognition of Prior Learning;
- Conduct periodic open meetings for discussion of assessment matters.

Meetings

The Committee will meet four times per year.

Reporting

The Assessment Policy & Practice Committee will report to the Education Advisory Committee.

Periods of Appointment

Appointed members shall be appointed for three years and thereafter may be re-appointed.

24 Appeals Group – a Sub-group of the Education Advisory Committee

Membership

Ex-officio Members Chair appointed by the Education Advisory Committee
Any two staff members of the Education Advisory Committee

(Only those members of the Education Advisory Committee who have been trained in the appeals procedures are permitted to sit on the Group)

The members of the Appeals Group must:

- Be independent of the School of the appellant;
- Neither have been involved with the examination, assessment or progression decision which is the subject of the appeal nor have been a member of the Progression & Awards Boards concerned;

Administrative Support A member of Academic Services appointed by the Head of Academic Services who shall act as Secretary to the Group

Quorum

There must be three ex-officio members present to enable the Appeals Group to confirm decisions.

Terms of Reference

The purpose of the Appeals Group is to review the appeal case in line with the Appeals Policy and make a decision to confirm or amend the decision of a Subject Panel (SP) or School Panel on attendance monitoring or to agree some other course of action.

Decisions reached would include:

- Uphold student's appeal and amend the decision of SP or School Panel on attendance;
- Reject student's appeal and inform them that decision of SP or School Panel has been upheld;
- Defer decision to enable additional information to be sought from appellant/School and consider at a future meeting of the Appeals Group;

Frequency of Meetings

Meetings will be arranged as and when required. The Appeals Group may be convened to consider more than one case.

Reporting

The Appeals Group will report annually to the Education Advisory Committee on number of appeals submitted, number of appeals upheld/refused. The Group may also make recommendations to the Education Advisory Committee for changes in procedure.

25 Student Experience Committee (SEC)

Membership

Co-Chairs	President of Students' Association and Director of Student Engagement
Ex-Officio Members	Deans of School or nominee SAUWS Depute President, Education & Welfare SAUWS Sports President SAUWS Campus President, Ayr SAUWS Campus President, Hamilton CUCSA student representative School Student Enhancement Developers Student Representation Co-ordinator Representatives from Schools/Professional Support Departments as appropriate to be determined by the Committee
Appointed Member	Vice Chair, appointed by the Committee
Administrative Support	A member of staff from QEU who shall act as Secretary to the Committee

Alternative Members

Any ex-officio member unable to attend a particular meeting may send a nominee from the School/Professional Department.

Quorum

The quorum shall be one-third of the total membership.

Remit

The purpose of the Student Experience Committee (SEC) is to maintain a holistic overview of the student learning experience at UWS. It will monitor student feedback from internal and external student surveys and will provide a forum in which Schools and professional services can make recommendations on measures to improve the student experience at the University of the West of Scotland.

SEC will report to the Education Advisory Committee:

- To keep under review the impact of professional services on student experience at UWS;
- To consider issues raised by the Students' Association;
- Consider outcomes from Student Evaluation/Feedback (NSS, PTES, PRES, NSSE) and make recommendations for action to the Education Advisory Committee;

- Monitor and report to the Education Advisory Committee on the adequacy and appropriateness of the student support in place to meet the needs of a diverse student body and to make recommendations on enhancements;
- Receive professional service annual updates on enhancements to the student experience;
- To maintain an oversight of follow-up actions arising from the SEC enhancement seminar;
- To oversee the development and enhancement of arrangements for student representation and feedback;
- To oversee enhancements to admissions, enrolment and induction procedures and other aspects of the student journey;
- To keep an overview of initiatives which support and develop the student experience, such as volunteering, HEAR, global citizenship.

Frequency of Meetings

The Committee shall meet at least three times per year.

Reporting

The Group will report to the Education Advisory Committee.

Period of Appointment

“Ex-officio” members shall remain members as long as they hold office by virtue of which they are members.

26 International Advisory Committee – a Standing Committee of Senate

Membership

Chair	Appointed by Senate – normally the Vice Principal (International)
Ex-officio Members	Assistant Deans (International) for each School SAUWS President or nominee Director of Strategic Planning & Development (Co-Chair of Compliance Oversight Group) or nominee Director of Student Engagement (Co-Chair of Compliance Oversight Group) or nominee University Secretary & Registrar Director of Finance Director of People & Organisational Development Director of Information Services Director of International Centre Head of International Partnerships Head of International Recruitment Head of Widening Participation & Admissions
Appointed Member	Vice Chair, appointed by the Committee
Co-opted Members	In such numbers as may be determined by the Committee
Administrative Support	Appointed by the University Secretary & Registrar

Quorum

The quorum of the Committee shall be one third of the members.

Periods of Office

- i) “Ex-officio” members shall remain members as long as they hold the office by virtue of which they are members.
- ii) Appointed members shall hold office for a period of three years. Retiring members shall be eligible for re-appointment.

Terms of Reference

The International Advisory Committee is a Standing Committee of Senate.

The remit of the Committee is to be proactive in the strategic development of UWS’s approach to internationalisation and global citizenship and to drive the implementation of the University’s International & Global Citizenship

Strategy/Global Reach Enabling Plan and its periodic review and update. The Committee is responsible for the performance management of the key targets under the Strategy Action Plan. The Committee will make recommendations to Senate as appropriate.

Responsibility

- Report as required to Senate and Court on the implementation and impact of the Strategy with an annual report on performance against strategic objectives;
- Monitor Home Office requirements and impact on UWS and ensure robust arrangements are in place to protect the University's Highly Trusted Sponsor status;
- Monitor the conformity of University policies, e.g. Equality & Diversity, Assessment Handbook, guidance and other relevant policies, with regard to the University's Internationalisation Strategy and Global Reach Enabling Plan and to seek to inform such policy development in terms of international activities;
- Ensure clear briefings and communication to staff and students across the university on international activities;

Student Experience

- Liaise with the Student Experience Committee on issues affecting International students in particular;
- Ensure the provision of programmes of professional and personal support and development in the context of cultural diversity and globalisation;
- Ensure a diverse student population through the monitoring of international recruitment targets.

International Activity

- Ensure that proposals for new international partnerships and activities, including student exchange, fit with the University's Global Reach Enabling Plan and School Plans;
- Monitor the management of international partnerships including the use of external agents for international recruitment.
- Maintain an overview of ERASMUS and other international exchange programmes and other outward mobility opportunities.

Learning and teaching

- Monitor the development of flexible distance learning taught and research provision and the use of “flying faculty”, liaising with the Collaborative Forum;
- Liaise with the Education Advisory Committee on Internationalising the Curriculum
- Monitor the resource allocation system and income generation associated with international activities;
- Secure engagement and assurances from all Schools and Departments of the University in the delivery of the Global Reach Enabling Plan.

Research

- Liaise with the Research & Enterprise Advisory Committee on internationalising research and knowledge exchange.

Frequency of Meetings

The Committee shall meet as required by Senate normally four times per year.

Reporting

The Committee will report to Senate and may report to Court.

27 Collaborative Forum

Membership

Chair	Vice Principal (International)
Ex-Officio Members	University Secretary & Registrar or nominee Assistant Dean (International) for each School or nominee Director of Finance or nominee Head of Quality Enhancement Unit Head of International Partnerships Head of Research Services or nominee Head of External Engagement Head of Student Services or nominee Head of Registry or nominee
Appointed members	Representatives from each School with involvement in collaborative programmes, as required
Administrative Support	A member of the Quality Enhancement Unit who shall act as Secretary to the Forum

Quorum

The quorum shall be one-third of the total membership.

Remit

The Collaborative Forum provides an institutional overview of all collaborative provision and monitors the effective implementation of the University's Collaborative Agreements with its partners for those programmes which lead to the award of UWS and are subject to the expectations of the QAA Quality Code for Higher Education: Chapter B10 on collaborative provision. The Collaborative Forum in conjunction with the Quality Enhancement Unit provides expert advice and support for the development of collaborative proposals, ensures rigorous scrutiny of proposals to maintain high standards and quality of student experience and advises the International Advisory Committee, Education Advisory Committee and Research & Enterprise Advisory Committee on all aspects of the University's collaborative activity.

The Forum shall,

- Support the development and submission of collaborative proposals, subjecting them to the rigour and scrutiny of the university's due diligence and quality assurance arrangements;
- Co-ordinate the various requirements for development of collaborative proposals including: - due diligence; quality assurance, business case/financial model and development of Collaborative agreement, and make approval decisions;

- Develop effective approaches and share good practice in implementing collaborative agreements;
- Maintain the overview of the University's official register of collaborative programmes;
- Oversee the cycle of Collaborative Review for each collaborative partnership and receive the report and action plan from each such review. Monitoring the timely follow-up action indicated in these reports and plans, identifying common issues for wider dissemination;
- Receive regular reports from Schools on collaborative activities including an annual report from each School on its collaborative partnerships;
- Maintain an overview of the QAA Quality Code for Higher Education: Chapter 10 on Collaborative provision (2010) and any subsequent updates and ensure that collaborative agreements are in alignment with it and Schools and Professional Service Departments are provided with appropriate information and guidance in this regard;

Frequency of Meetings

The Forum shall meet as required to enable responsive actions and recommendations.

Reporting

The Collaborative Forum will report to IAC, EAC or REAC as appropriate.

Period of Appointment

“Ex-officio” members shall remain members as long as they hold office by virtue of which they are members.

28 UK Visa & Immigration Compliance Oversight Group (UKVI COG)

Membership

Chair	University Secretary & Registrar
Ex-officio members	Vice Principal (International) Head of Widening Participation and Admissions (Home Office Key contact) Director of International Centre Director of Strategic Planning & Development Director of Student Engagement Head of the Graduate School Head of Registry Assistant Director (Operations) People & Organisational Development
Co-opted membership	In such numbers as may be determined by the Chair
Administrative Support	Court & Senate Office Compliance Officer

Terms of Reference

The Compliance Oversight Group will have responsibility for all aspects of ensuring UK Visa & Immigration (UKVI) compliance to ensure that the university retains highly trusted status. This will include:-

- Oversight of all actions to ensure UKVI compliance;
- The management and implementation of the Home Office Points Based Audit (PBA).

Reporting

The Group will report to each meeting of the International Advisory Committee and to Court twice per year in June and December (Court report to be approved by Executive Group prior to submission).

In addition the Group will provide a summary report to the Depute Principal (Home Office Authorising Officer) and the VP (International) following each meeting.

An exception report will be provided to the Executive Group.

A written summary report on Home Office Compliance will be provided to the Executive Group prior to submission to Court.

Frequency of Meetings

COG will meet bi-monthly.

29 University Research & Enterprise Advisory Committee (REAC)

Membership

Ex-officio Members	Appointed by Senate – normally Vice Principal (Research, Enterprise & Engagement) Chair of the Ethics Committee Assistant Deans for each School (Research & Enterprise) University Secretary & Registrar Head of Research Services Head of Enterprise Services Head of the Graduate School Head of Library & e-learning One Student member nominated by the Graduate School
Appointed Members	Vice Chair appointed by the Committee Two members from the Professoriate One Research Assistant, appointed by the Chair
Co-opted Members	The Board may co-opt up to two additional members for periods specified by the Board
Administrative Support	A member of administrative staff appointed by the Head of Research Services who shall act as Secretary to the Committee

Terms of Reference

The Research & Enterprise Advisory Committee shall be constituted to ensure that the membership:

- a) Is active in research, enterprise or both and has relevant experience and expertise, including completed research degree supervision and research degree examination.
- b) Has a commitment to transferring the outputs of research to the wider community.

Quorum

The quorum shall be one-third of the total membership.

Remit

Research & Enterprise Advisory Committee is a Standing Committee of Senate.

The remit of the Research & Enterprise Advisory Committee is to be proactive in the strategic development of research and enterprise, to ensure achievement of the University's Corporate Plans, compliance with the University's Code of Practice for Research and alignment with external quality standards, and to

ensure that the Graduate School oversees compliance with Research Degree Regulations. The Committee will make recommendations on regulatory changes to the Regulations Committee which reports to Senate.

Research and Enterprise Strategy and Implementation

- To provide regular reports to Senate on its activities and make recommendations on matters relating to research and enterprise;
- To support, stimulate and encourage a dynamic research and enterprise culture within the University and promote research and enterprise achievements internally and externally;
- To implement, monitor and review the University's Research & Enterprise Strategy;
- To promote the interests of the University's research and enterprise communities;
- To support a vibrant culture of enterprise within the University, where knowledge transfer, exchange and enterprise opportunities are maximised for economic, social and cultural benefit of the University's wider communities;
- To ensure that the University's Research and Enterprise Strategy provides opportunities for a wide range of staff to engage in these activities;
- To consider annual research and enterprise reports from each School;
- To receive regular reports from its sub-committee – the Graduate School Board;
- To agree, implement and monitor appropriate strategies and responses to research and knowledge exchange metric collection exercises, including annual SFC cycles and the Research Excellence Framework;
- To establish time-limited working committees as deemed necessary;
- To authorise the Chair to act on its behalf in appropriate circumstances;

Research Quality and Standards

- To ensure that all research conducted under the auspices of the University is in accordance with the University's Code of Practice; to monitor and evaluate the Code of Practice and approve any amendments;
- To monitor and report to Senate on standards and quality of research awards;

- To oversee research ethics, research institutes, research training and the allocation of research funding;
- To ensure alignment with the QAA Quality Code for Higher Education: Chapter B11 Postgraduate Research Programme of Academic Quality and Standards in Higher Education (Section 1) and to monitor the continuing development of the research environment;
- To ensure compliance with the Research Degree Regulations and that the standard of awards is maintained;
- To recommend modifications to the University's Research Degree Regulations to the Regulations Committee;
- To consider research examination appeals and ensure these are processed through appropriate channels and in line with the regulations;

Enterprise

- To oversee the growth and sustainability of an enterprising culture in the university through staff training, engagement, recognition, reward and incentives.

Frequency of Meetings

The Board will meet four times per annum.

Reporting

The REAC will report to Senate.

Periods of Appointment

"Ex-officio" members will remain members as long as they hold the appropriate office.

Appointed members will normally be appointed for a period of three years and will be eligible for re-nomination. Appointments will be made by the Deans of School.

Research Assistants will normally be appointed for one year and this membership will rotate annually across Schools.

30 Graduate School Board – a Sub-group of the Research & Enterprise Advisory Committee (REAC)

Membership

Chair	Head of the Graduate School
Ex Officio	Vice Principal (Research, Enterprise & Engagement) Chair of the University Ethics Committee One senior member of staff responsible for Research per School PGR Recruitment and Progression Officer
Appointed Members	One person per School appointed by the Head of School with responsibility for the research student experience Programme Leader - Research Methods Programme Leader – Research Degree Supervision One student member from amongst the PGR population
Co-opted members	in such numbers as may be determined by the Board
Administrative Support	A member of administrative staff appointed by the Head of the Graduate School who shall act as Secretary to the Board

Frequency of Meetings

The Board will meet four times a year.

Reporting

The Board will report to the Research & Enterprise Advisory Committee.

Constitution

The appointed members must have:

- Appropriate experience of completed research degree supervision;
- Appropriate experience of examining research degrees;
- Has familiarity with the University's regulations for research degrees.
- A wide range of research experience and research-based publications;
- Subject expertise to reflect the range of disciplines in which students are registered as far as it is reasonable practicable;

- Other than the two student members, no person who is registered for a research degree shall be a member of the Graduate School.

Terms of Reference

- To ensure alignment with the QAA Quality Code for Higher Education: Chapter B11 Postgraduate Research Programmes of Academic Quality and Standards in Higher Education (Section 1) and to monitor the continual improvement of the research student environment;
- To monitor submission of students' annual reports and assessor reports following student review meetings and thus confirm that candidates progress to the next level of study, i.e., to function as a progression advisory board and confirm students are eligible to enrol/progress;
- To approve programmes of work proposed in applications to register for the University's degree of Masters of Research, MPhil or MPhil with possibility of transfer to PhD or PhD direct;
- To ensure that appropriate and effective training programmes are provided and that supervisors monitor student engagement in the training programmes;
- To approve modifications to a candidate's registration;
- To ensure compliance with the Research Degree Regulations and that the standard of awards is maintained;
- To ensure all students are being effectively supervised;
- To ensure that students and supervisors are informed of sector-wide issues/developments and relevant policies;
- To recommend modifications to the University's Research Degree Regulations to the Research & Enterprise Advisory Committee which would in turn suggest changes to the Regulations Committee;
- To foster and encourage development of the research student community.

Research Student Matters

- To coordinate responses and deal appropriately with issues relating to research raised through the School Student/Staff Liaison Groups (SSLGs);
- To deal with all matters relating to the registration, direction and progression, assessment of research degree students and candidates, including the approval of School Board nominations of External Examiners;

- To satisfy itself that the conditions under which a candidate will work are satisfactory and that facilities and funding deriving from sponsoring, collaborating or granting establishments will be adequate for the programme proposed;
- To make recommendation for the conferment of an award of the University by research on the delegated authority of Senate;
- To consider applications for confidentiality of thesis;

The Committee may authorise the Chair to act on its behalf in appropriate circumstances.

Periods of Appointment

‘Ex-officio’ members will remain members as long as they hold the office by virtue of which they are members.

Appointed members will normally be appointed for a period of three years and will be eligible for re-nomination. Appointments will be made by the Chair of the Graduate School Board.

All appointees shall be eligible for re-appointment on the expiry of their terms of office.

31 University Ethics Committee

Membership

Chair	To be appointed by the Senate
Vice Chair	To be appointed by the Committee
Ex-officio Members	Chair of the REAC University Secretary & Registrar SAUWS President or nominee
Appointed Members	Chair of each School Ethics Committee or nominee to include at least three members from the professoriate
External or Lay Members	At least three members external to the University, with experience of ethical issues
Co-opted Members	The Committee may co-opt additional members for a period specified by the Committee
Administrative Support	A member of Court & Senate Office who shall act as Secretary to the Committee

Quorum

The quorum shall be one-third of the total membership, with at least one external in attendance per meeting

Terms of Reference

- To consider general ethical issues relating to University activity, specifically, but not exclusively, research activity;
- To oversee the operation, monitoring, evaluation, dissemination and review of the University Policy & Procedures for Ethical Research;
- To provide formal guidance and advice to Academic Schools on ethics issues in line with the policy;
- To consider and approve proposed School Ethics Committee membership & procedures;
- To consider high risk or complex applications referred from School Ethics Committees, and also where risks may be posed to the researchers themselves, e.g. in laboratory or field;
- To monitor the quality of ethical applications and ensure that the approval process is conducted in a fair and independent manner;

- To receive annual reports from the University Secretary;
- To receive annual reports from School Ethics Committees;
- To ensure that students and staff are aware of the importance of considering ethical issues and of the appropriate channels for seeking ethical approval.

Frequency of Meetings

The Committee shall meet four times per annum.

Reporting

The Committee shall report to the Senate

Periods of Appointment

“Ex-officio” members will remain members as long as they hold the office by virtue of which they are members.

The Chair and other appointed members will be appointed for a period not exceeding three years.

All appointees shall be eligible for re-appointment on the expiry of their terms of office.

32 Due Diligence Group

Membership

Chair	University Secretary & Registrar Director of Finance or nominee Head of Quality Enhancement Unit or nominee Director of Strategic Planning & Development
Administrative Support	A member of the Court & Senate Office

Terms of Reference

The Due Diligence Group convened by the University Secretary & Registrar will consider new academic partnerships and collaborations. Documentation will be provided according to a University template which meets the expectations of Chapter B10 of the Quality Code for Higher Education. The Group will scrutinise the following areas within the guidance of the Due Diligence Policy.

Financial Information	Director of Finance or nominee
Legal	University Secretary & Registrar
Quality Assurance	Head of Quality Enhancement Unit or nominee
Reputational	Director of Strategic Planning & Development or nominee

There may also be consideration of employment and ethical issues and Equality Impact Assessment during the due diligence stage.

Frequency of meetings

Meetings will be held virtually where possible to expedite responsive and timely decisions on proposals.

The Group will meet once per year to review an annual report, and will make recommendations as appropriate.

Reporting

The Group will report to the Senate and other committees as required.

Due Diligence reports will be signed off by the Chair of the Due Diligence Group.

33 Disciplinary Committee

Membership

Chair	Appointed by Senate
Vice Chair	Appointed by Senate from amongst the membership
Ex-officio Members	President of the Students' Association or nominee
Appointed Members	Two members of academic staff from each School nominated by the Dean of School for recommendation to Senate Two members of staff from within professional support services
Co-opted Members	The Committee shall have the power to co-opt a legal adviser from outwith the University
Administrative Support	A member of the Court & Senate Office appointed by the University Secretary & Registrar who shall act as Secretary

No appointed or elected member shall be the Principal or the University Secretary & Registrar or an Authorised Officer as defined in the University Code of Discipline.

Quorum

The minimum attendance at any meeting of the Disciplinary Committee shall be the Chair, a student representative and three others drawn from the pool of members. No academic member shall have taught the student or acted as their personal tutor. No professional services staff member on the Committee shall have formally advised or counselled the student.

Terms of Reference

- To deal with alleged cases of misconduct as defined in the Code of Discipline on the recommendation of Authorised Officers or School Plagiarism Panels;
- To advise Senate on matters pertaining to discipline within the University, especially with regard to the operation of the official Codes of Discipline;
- To deal with appeals against the decisions of an authorised officer or a School plagiarism panel.

Reporting

The Committee will report annually to Senate.

Periods of Appointment

"Ex-officio" members will remain members as long as they hold the office by virtue of which they are members.

The Chair will be appointed by the Senate for a period not exceeding four years.

All appointed members will be appointed for a term not exceeding five years.

The student member will be elected by the Students' Representative Council annually by the Council.

All appointees and shall be eligible for re-appointment or re-election on the expiry of their terms of office.

34 Regulations Committee – a Standing Committee of Senate

Membership

Chair	Appointed by Senate
Ex-Officio Members	University Secretary & Registrar Depute President Education and Welfare (SAUWS) Head of QEU or nominee Head of Registry or nominee Head of Research Services Chair of Assessment Policy & Practice Group Chair of Appeals Group Chair of Disciplinary Committee Chair of Graduate School Board
Appointed Members	Chair appointed by Senate Two student representatives nominated by the Students' Association One academic representative from each School
Co-opted Members	In such numbers as may be determined by the Regulations Committee
Administrative Support	A member of the Court & Senate Office appointed by the University Secretary & Registrar who shall act as Secretary to the Committee

Quorum

The quorum shall be one-third of the total membership.

Terms of Reference

The Regulations Committee is a Standing Committee of Senate which advises on the operation and development of the University's regulations. The Committee shall make recommendations and report to Senate on all matters relating to the establishment of new or amended regulations and will subject these to a process of ongoing critical review.

The Committee shall:

- Review and make recommendations on the development of the University Regulatory Framework;
- Ensure that matters arising from internal strategies and the external environment are incorporated into University Regulations;
- Ensure that appropriate consultation has taken place with staff and students on proposed amendments/new regulations;

- Communicate with staff and students annually on regulatory changes.

Frequency of Meetings

The Committee shall meet as required by Senate but normally at least once or twice per year.

Reporting

The Committee will receive recommendations from Education Advisory Committee/Research & Enterprise Advisory Committee/International Advisory Committee and report to Senate.

Period of Appointment

"Ex-officio" members shall remain members as long as they hold office by virtue of which they are members.

