

H/02/27/02

**Meeting of the Senatus Curriculum and Progression Committee
to be held by Electronic Business between Thursday 30 March 2017 and Wednesday 5
April 2017**

A G E N D A

- 1. Minutes of the meeting held on 16 March 2017** Enclosed
- 2. Matters Arising**
For discussion
- 3. Discontinuation of Postgraduate Research Supervision** CSPC 16/17 5A
- 4. Undergraduate Degree Regulations 2017/18** CSPC 16/17 5B
- 5. Postgraduate Degree Regulations 2017/18** CSPC 16/17 5C
- 6. Higher Degree Regulations 2017/18** CSPC 16/17 5D
- 7. Glossary of Terms 2017/18** CSPC 16/17 5E
For information and formal business
- 8. CSPC Terms of Reference 2017/18** CSPC 16/17 5F
- 9. Any Other Business**

Ailsa Taylor, Academic Services, 30 March 2017

H/02/27/02
CSPC: 16.03.17

The University of Edinburgh

**Minutes of the Senatus Curriculum and Student Progression Committee (CSPC)
held on Thursday 16 March 2017 in the Raeburn Room, Old College**

Present:

Professor Alan Murray (Convener)	Assistant Principal, Academic Support
Professor Graeme Reid	Dean of Learning and Teaching (CSCE)
Mr Alan Brown	Associate Dean (Academic Progress), CAHSS
Dr Theresa McKinven	Head of PG Section (CAHSS)
Ms Alex Laidlaw	Head of Academic Affairs (CSCE)
Dr Sheila Lodge	Head of Academic Administration (CMVM)
Professor Helen Cameron	Director, Centre for Medical Education (CMVM)
Mr John Lowrey	Dean of Undergraduate Studies (CAHSS)
Dr Geoff Pearson	Dean of Students (CMVM)
Dr Antony Maciocia	Dean of Students (CSCE)
Mr Patrick Garratt	Vice President Academic Affairs, EUSA
Ms Ellie Tudhope	Senior Academic Adviser, The Advice Place
Dr Neil Lent	Institute for Academic Development (IAD)
Dr Adam Bunni	Head of Governance and Regulatory Team, Academic Services
Mr Barry Neilson	Director of Student Systems
Ms Anne-Marie Scott	IS Learning, Teaching and Web
Professor Susan Rhind	Assistant Principal, Assessment and Feedback

In attendance:

Ms Ailsa Taylor (Secretary)	Academic Policy Officer, Academic Services
Mr Tom Ward	Director, Academic Services
Ms Olwen Gorie	Head of Undergraduate Teaching Organisation, Edinburgh College of Art

Apologies for absence:

Dr Ewen Macpherson	School of Engineering
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1. Minutes of the Previous Meeting

The minutes of the previous meeting held on Thursday 26 January 2017 were approved as an accurate record.

2. Matters Arising

- a) **Electronic Business – Assessment Requirements for ExEDE Joint PhD Candidates (Aarhus)**

The Committee had approved an item of electronic business on this item by correspondence on 17 February 2017.

3. Assessment and Progression Tools (APT) Steering Group: Timing of Exam Board for Semester 1 Courses (CSPC 16/17 4 A)

Professor Susan Rhind and Mr Barry Neilson presented this item. At the November 2015 Committee meeting, a recommendation had been made to move to a position whereby ratified semester 1 course marks were all published after semester 1 Board of Examiners meetings. Opt-outs would only be approved if there was a firm pedagogical reason for this, and relevant College Boards would have responsibility for assessing these pedagogical reasons.

The Committee was invited to re-assess this issue in the light of the Assessment and Progression Tools project, taking account of data regarding the proportion of semester 1 course results published early in semester two in 2015/16 and 2016/17 academic years.

The Committee was invited to discuss whether the existing recommendation was being implemented effectively enough for undergraduate courses, and whether it was reasonable to expect that around 20% of semester 1 courses had firm pedagogical reasons for not publishing ratified marks at the end of semester 1. The Committee was also invited to discuss the reasons for the differences between publication rates for undergraduate and postgraduate taught courses.

The following points were made:

- Committee members expressed the view that they were firmly in support of the previous recommendation made by the Committee in November 2015. It was reiterated that opt-outs should only be approved if there were firm pedagogical reasons for this. Schools and Colleges would be expected to continue to push this firm recommendation.
- It was reasonable to expect that there would be good reasons for examining semester one courses at the end of semester, but not for waiting until the end of semester two to confirm results of courses examined in semester one. If late confirmations were due to logistical constraints, (rather than for pedagogical reasons) then the requirement would be for Schools and Colleges to examine whether such constraints could be overcome.

Following discussion, the Committee agreed to reiterate its support for the November 2015 recommendation and to ask Colleges to continue to encourage their Schools to comply with it. The Committee also agreed that there was no fundamental reason to delay the confirmation and publishing of semester one postgraduate taught courses until the end of semester two, although it did recognize that some logistical and resourcing issues may make it more challenging to achieve this for postgraduate taught courses than undergraduate courses.

4. Coursework Extensions Regulations and Special Circumstances Policy (CSPC 16/17 4 B)

- a) Coursework Extensions Regulations

Dr Adam Bunni introduced this item.

Feedback from Schools and from the Students' Association in particular had indicated that the consistency of practice targeted by the new coursework extension regulation introduced in 2016/17 had largely been achieved, with students no longer frequently raising concerns about inconsistent treatment. However, the Committee recognised that some issues to address regarding the regulation and its operation, for example regarding how requests for extensions for more than seven days are handled. It was anticipated that the Committee would look to do some more work to confirm the position in relation to coursework extensions during 2017/18 (but agreed that the status quo would be maintained for now). This would mean that Schools could continue to accept late submissions of up to seven calendar days without exacting a penalty, and that extensions of more than seven days would continue to be handled via Special Circumstances processes.

The Committee confirmed their expectation that final decisions on coursework extensions would be an academic responsibility. Student support/administrative/professional services staff could be involved in gathering information on behalf of an academic member of staff, but ultimately the decision required academic approval. The Committee agreed to amend the Taught Assessment Regulations slightly to clarify this point; the revised regulation would note that the Course Organiser, Programme Director, or equivalent *academic member of staff*, decided whether the student had provided good reason and sufficient supporting evidence to justify an extension.

It was clarified that the regulation regarding coursework extensions did apply to dissertations, and noted that this would be clarified in the 2017/18 version of the Taught Assessment Regulations.

b) Special Circumstances Policy

The Committee re-affirmed the previous decision taken in relation to the Special Circumstances Policy; that, in accordance with section 7.5 of the Special Circumstances Policy:

“7.5 SCCs will not consider information relating to students' marks when making decisions on Special Circumstances.”

It noted that it was the expectation was the Boards of Examiners would continue to make the final decision on the outcome/actions in relation to individual student cases, having full access to marks, and that – since students' marks are not evidence of the existence of special circumstances – there is no need for Special Circumstances Committee to have access to them.

However, it was recognised that there were still some issues to address in relation to the Special Circumstances Policy and anticipated that the Committee would do some more work to confirm the position during 2017/18 (but agreed that the status quo will be maintained for now).

5. Rounding and Borderlines in the Taught Assessment Regulations (CSPC 16/17 4 C)

Dr Adam Bunni introduced this item and the Committee discussed the issues raised in the paper.

It was agreed to make some minor adjustments to the Taught Assessment Regulations in 2017/18 to clarify the position on rounding and borderlines, following matters that had been raised as part of the Assessment and Progression Tools project. The Regulations would

clarify that marks for components of assessment were not rounded, and rounding was only applied to final course marks. In addition, the Regulations would clarify that Board of Examiners could consider borderline course marks where a student had special circumstances, or where the course mark affected progression, but would not otherwise consider borderline course marks.

6. Resits and Academic Failure Task Group – Final Report (CSPC 16/17 4 D)

Dr Adam Bunni outlined the work undertaken by the Resits and Academic Failure Task Group, and presented a paper which included proposals for revisions to the Taught Assessment Regulations and Undergraduate Degree Regulations in 2017/18. A consultation had been undertaken, and the task group had judged that there was not sufficient consensus to justify making significant change to the policy; the group had agreed to attempt to clarify the existing regulations based around the status quo. The group's proposals therefore involved minor clarifications only, and the following minor changes:

- Re-organisation of the existing content of the resit assessment regulation, to promote key principles of resit assessment;
- Content added explaining that some Honours programmes required passes in specified courses at the first attempt in order to progress to Honours ('elevated hurdles');
- An explicit statement added that "unsatisfactory academic progress" meant "failure to meet relevant criteria for progression". The regulations referred to the Procedure for Withdrawal and Exclusion from Studies for details regarding the process of managing unsatisfactory academic progress;
- Re-organisation and removal of redundant content regarding Fitness to Practise;
- Content added to clarify that, where students progressed with a credit deficit, they must ultimately obtain the missing credits;
- Content added relating to repeat years, in which students who were unable to progress may return to study on a full-time, part-time, or assessment-only basis, in order to address a credit deficit and seek to progress in the subsequent year.

The proposed draft regulations were approved, as presented. The final regulations would be formally approved by the Committee at their next meeting on 6 April 2017, as part of the annual approval of assessment and degree regulations.

7. Moderation Policy Review – update and recommendations (CSPC 16/17 4 E)

Mr Tom Ward introduced this item, noting that a review of the policy on moderation had been conducted and there was broad support to simplify the existing University documentation, and for the Institute for Academic Development (IAD) to develop new information and resources on moderation. The Committee agreed to the recommendations set out in the Paper, which included deleting the current Principles of Internal Moderation of Taught Assessment and incorporating relevant provisions into the Taught Assessment Regulations. This would simplify the documentation in which the information is presented, whilst maintaining the current level of regulation.

8. Discontinuation of postgraduate research supervision (CSPC 16/17 4 F)

Dr Adam Bunni presented this item. A mechanism was required for use in exceptional circumstances where it was judged that it was no longer possible for the University to provide supervision for postgraduate research students. The expectation would be that this would occur very infrequently. The University's regulations were currently unclear on what

happened in the event that a student-supervisor relationship appeared to have irretrievably broken down, and adequate alternative supervisory provision could not be provided.

The proposal contained in the paper was to include new regulations regarding changes to supervision in the Postgraduate Degree Regulations for 2017/18, and add procedural elements to the Procedure for Withdrawal and Exclusion from Studies. The broad approach set out in the paper had been endorsed by the Researcher Experience Committee (REC) in November 2016.

Extensive discussion was held on this item and the following points were made:

- It was not appropriate to think of discontinuation of supervision as 'exclusion' since this implied that blame had been attributed to the student;
- Discontinuation of supervision should only be followed when the University taken all reasonable steps to identify other options for supervision;
- It was recognised that any process did not remove the possibility that a student could argue that the University has breached its contract.

It was agreed that the University (rather than a College, as originally proposed) should make any decisions on individual cases, to ensure sufficient externality.

It was agreed that Academic Services would put together some alternative proposals which focused more clearly on termination of supervision leading to the requirement for the student to withdraw from studies. The power to terminate supervision would be vested with CSPC. A paper would be drafted for approval at the April 2017 CSPC meeting.

9. Senate Committee Planning 2017/18 (CSPC 16/17 4 G)

This paper was received by the Committee, and formally noted. This paper invited the Committee to identify any priorities for the coming session.

It was suggested that possible future items for consideration for CSPC in 2017/18 could include:

- Assessment and Progression Tools;
- Policy and regulations review (with some further work to clarify policy and practice in relation to borderlines, and the Special Circumstances Policy/coursework extensions);
- Service Excellence Programme – this was expected to lead to business for the Committee;
- Postgraduate taught assessment/progression and award arrangements - particularly with regard to progression to dissertation, resits and dissertation resubmission.

If Committee members had any further comments on this item they were invited to contact Mr Tom Ward by 30 March 2017 on tom.ward@ed.ac.uk

10. Arrangements for consulting with stakeholders on learning, teaching and student experience matters (CSPC 16/17 4 H)

This paper was received by the Committee for information, and formally noted.

11. Knowledge Strategy Committee Report (CSPC 16/17 4 I)

This paper was received by the Committee for information.

12. Any Other Business

It was noted that this would be Professor Helen Cameron's last meeting, given that she would soon be leaving the University to be Dean of Medical Education at the new medical school in Birmingham Aston. The Convener expressed his sincere thanks to Professor Cameron for her hard work and support of the Committee. Professor Cameron would be replaced on the Committee from April 2017 by Professor Neil Turner, Dean of Undergraduate Learning and Teaching, College of Medicine and Veterinary Medicine.

Ailsa Taylor, Academic Policy Officer, 23 March 2017

The University of Edinburgh

Senatus Curriculum and Student Progression Committee

Electronic Business 30 March 2017 - 5 April 2017

Discontinuation of postgraduate research supervision

Executive Summary

The University's regulations are unclear on what happens in the event that the student-supervisor relationship appears to have broken down. Therefore, a mechanism is required for the rare situations when it is no longer possible for the University to provide supervision for supervised postgraduate research students. Following discussion at the 15 March 2017 Committee meeting, this paper sets out revised proposals for content for the University's Postgraduate Degree Regulations for 2017/18, along with proposals for the handling of any cases.

How does this align with the University / Committee's strategic plans and priorities?

The paper aligns with the University's strategic objective of leadership in learning and leadership in research.

Action requested

CSPC is invited to approve:

- The proposed addition to the Postgraduate Degree Regulations; and
- The proposed arrangements for the Committee to make decisions on any cases handled under these proposed arrangements.

How will any action agreed be implemented and communicated?

Approved changes to regulations will be communicated by Academic Services annual update on regulations and policies.

Resource / Risk / Compliance

1. Resource implications (including staffing)

There are no significant resource implications associated with these proposals.

2. Risk assessment

The paper for the 15 March 2017 meeting contained a risk assessment. These revised proposals do not affect that analysis.

Equality and Diversity

The paper for the 15 March 2017 meeting contains discussion of relevant equality and diversity issues. These revised proposals do not affect that analysis. The proposed arrangements for hearing cases are in line with those for other forms of student appeals and do not raise any new equality issues. Academic Services will update the relevant Equality Impact Assessment for the degree regulations if CSPC supports the proposals.

3. Freedom of information

The paper is **open**.

Originator of the paper

Tom Ward, Director of Academic Services, 23 March 2017

Discontinuation of postgraduate research supervision

At its 15 March 2017 meeting, the Committee discussed proposals for changes to the Postgraduate Degree Regulations, and the Procedure for Withdrawal and Exclusion from Studies, in order to provide an explicit mechanism for managing a student's exit from the University where supervision is discontinued. The proposed changes were based on the understanding that Colleges and Schools would make all reasonable efforts to provide adequate supervision before this mechanism was considered, and that any use of this mechanism is anticipated to be extremely rare. The Committee raised some comments and concerns regarding the proposals:

- It was not appropriate to frame the mechanism as 'exclusion' since this implies that the student was at fault for the inability to provide supervision;
- The Regulations should emphasise that the College must take all reasonable steps before concluding that it may be necessary to discontinue supervision;
- Any decision should be taken at University-level (rather than by a College), to ensure a high degree of externality from the student's circumstances.

Revised proposals

The attached Annex sets out revised proposals which address these concerns – see Annex.

The key changes are:

- The mechanism would be framed in terms of 'termination of supervision' leading to 'requiring' the student to withdraw, rather than 'exclusion due to termination of supervision';
- The regulation emphasises the necessity of the College having undertaken all reasonable endeavours to put alternate supervision arrangements in place before considering termination of supervision;
- The Senate Curriculum and Student Progression Committee (rather than a College) would make decisions on any student cases considered under these proposals.

The Committee is invited to approve these proposals. If approved, they would be incorporated into the Postgraduate Degree Regulations with effect from 2017-18.

Proposed arrangements for CSPC to make decisions on any cases

Given the sensitivity of such cases, it would not be appropriate for CSPC to consider any cases during normal Committee meetings, or to involve more Committee members than would be necessary in order to ensure a fair and rigorous process. As such, if the Committee agrees to the proposals set out in the attached Annex, it is also invited to agree to delegate its powers to make decisions under the proposed regulation to a subgroup.

Composition

The subgroup would be constituted as follows:

- The Convener or Vice-Convener of the Committee * (Convener of the subgroup)
- One academic member of the Committee from each of the Colleges (with the exception of the student's College)
- The Academic Services representative on the Committee (or delegate)

- Secretary to the subgroup (appointed by Academic Services)

* In the event that the Convener and Vice-Convener are from the student's College, or that neither the Convener nor Vice-Convener are available for the hearing, the Secretary to the subgroup would identify an academic member of the Committee from a different College to convene the subgroup.

This composition of four staff members plus a Secretary is in line with that of the Student Appeal Committee.

Operating procedures

The following operating procedures, which broadly mirror those of the Student Appeals Committee, would apply.

The Secretary of the group will write to the student, providing at least five working days' notice of the date of the subgroup's hearing into their case. This written communication will also contain all documentation which the student's College considers relevant, and will list any individuals that the College has asked to appear before the subgroup. At this stage, the student will be asked to provide any additional comments they might wish to make on the documentation in advance of the hearing, and to list any individuals that the student would like to appear before the subgroup. The student's comments will be incorporated into the documentation that the subgroup will consider. The student will be entitled to attend and to be accompanied by one other member of the University community (for example, an Edinburgh University Students' Association advisor). The student may present their case in person, or may nominate the member of the University community to do so on their behalf.

A hearing of the subgroup will operate in the following way:

- The Convener will welcome all parties in attendance, and invite the student to make an opening statement;
- Following this statement, the subgroup will question the student, and any other individuals the student has asked to appear before the subgroup;
- Following questioning of the student, the subgroup will question a representative of the student's College and any other relevant individuals the College has asked to appear before the subgroup;
- After questioning has concluded, the Convener will invite any relevant individuals who have been called to appear before the subgroup to make any closing statements they might wish to make, each in turn;
- Following hearing closing statements from relevant individuals, the Convener will invite the student to make a closing statement, should the student wish to do so;
- At this point, the hearing will conclude and the subgroup will begin its deliberations;
- Following the end of the hearing, the student will be informed electronically via email of the outcome of their appeal within 1 working day of the close of proceedings. A detailed report of proceedings which outlines the subgroup's reasoning behind its decision will be provided to the student no later than five working days following the conclusion of the hearing.

On hearing a case, there are two outcomes open to the subgroup:

- Decide that supervision of the student will be terminated, and that the student will be required to withdraw from the University with immediate effect; or
- Ask the student's College to take further steps to attempt to identify appropriate supervisory arrangements.

The subgroup may hold physical hearings or, in exceptional circumstances, virtual hearings. Whilst it is in the student's interests to ensure that they are available to attend a hearing in person, this will not always be possible. Decisions about the nature of the hearings will be made by the Convener and Secretary of the subgroup with due consideration of fairness, accessibility and the ability of all involved to participate fully. The subgroup may adjourn, continue, or postpone a hearing at its discretion. If the student does not appear on the date appointed and the Convener of the subgroup is satisfied that the student has been given due notice to appear, the subgroup may hear the case in the student's absence. However, the subgroup may not draw any adverse inference from the student's failure to appear.

Appeals against decisions of the subgroup

In the event that a subgroup decides that supervision of the student will be terminated, and that the student will be required to withdraw from the University, the student will be able to appeal under the University's Student Appeal Regulations. The grounds for appeal, deadline for submitting appeal, procedures for considering an appeal, and other provisions, will be the same as those that apply for appeals against exclusion.

The Committee is invited to confirm that it approves these arrangements.

Annex – Revised proposals for additional regulations in the University’s Postgraduate Degree Regulations

36. Changes to supervision

In order to ensure that postgraduate research students are provided with appropriate supervision for the duration of their programme, it may be necessary on occasion to make changes to supervisory arrangements. The College is responsible for decisions on changes to supervisory arrangements and for notifying students of any changes to their supervisory arrangements at the earliest opportunity. The College reserves the right to:

- make variations to supervisory arrangements; and / or
- alter the approach to methods of delivery of supervision.

37. Termination of supervision

In the event that the College considers that it is necessary to make changes to supervisory arrangements, and the College has not been able to provide alternate supervision despite having undertaken all reasonable endeavours, the College may request that the Senate Curriculum and Student Progression Committee consider terminating supervision of the student. Where the Senate Curriculum and Student Progression Committee is satisfied that it is necessary for the College to make changes to supervisory arrangements, and that no alternate supervision can be provided to the student, supervision of the student will be terminated, and the student required to withdraw from the University.

The University of Edinburgh

Senatus Curriculum and Student Progression Committee

Electronic Business 30 March 2017 - 5 April 2017

Undergraduate Degree Regulations 2017/18

Executive Summary

This paper contains the draft Undergraduate Degree Regulations 2017/18. A “Key Changes” section is included to draw the Committee’s attention to the key changes.

How does this align with the University / Committee’s strategic plans and priorities?

The paper aligns with the University’s Strategic Plan objective of Leadership in Learning.

Action requested

CSPC is invited to discuss the draft Undergraduate Degree Regulations for academic year 2017/18. It is proposed that, following the CSPC meeting, the draft regulations are amended to take account of any CSPC comments and a paper is sent to the University Court, presenting the draft “Resolution” for its 24 April 2017 meeting and final Resolution at its 19 June 2017 meeting.

How will any action agreed be implemented and communicated?

Approved regulations will be communicated by Academic Services’ annual update on regulations and policies.

Resource / Risk / Compliance

1. Resource implications (including staffing)

There are resource implications in updating the regulations and communicating the changes to staff and students. This work is expected to be managed within existing resources and is not expected to have a major impact on Schools/Colleges.

2. Risk assessment

A risk assessment is not included, however the University’s Statement on Risk Appetite provides no risk appetite in relation to compliance. There are only very minor edits to the undergraduate degree regulations to clarify the existing position so there is not judged to be any significant risk.

3. Equality and Diversity

There are only very minor edits to the undergraduate degree regulations. The Committee considered the main items for review in advance at the last March 2017 meeting (e.g. in relation to progression and permissible credit loads, following the recommendations of the Resits and Academic Failure Task Group). The relevant March 2017 paper noted that the proposals presented no new equality and diversity implications.

4. Freedom of information

The paper is **open**.

Originator of the paper

Ailsa Taylor, Academic Policy Officer, Academic Services, and Adam Bunni, Head of Governance and Regulatory Team, Academic Services, 30 March 2017

Key Changes to Undergraduate Degree Regulations 2017/18

Links within the regulations to other information have been updated as necessary.

Regulation	What has changed
New 39,40,42 Progression and Permissible Credit Loads	<p>Amended to reflect recommendations from the Resit and Academic Failure Task Group of the Curriculum and Student Progression Committee.</p> <p>New 39 (text added for clarity) Where a programme requires students to attain more than the minimum number of credits in order to progress, this will be specified in the relevant Degree Programme Table or Handbook.</p> <p>New 40 Where students are allowed to progress with a credit deficit, they will be required to obtain the missing credits to qualify for the relevant award.</p> <p>New 42 The College may offer students who are unable to progress due to a credit deficit the opportunity to return to study the following year in order to seek to address the deficit (and it may be offered on a full-time, part-time or assessment-only basis).</p>
Updated 85-91 BVM&S	Regulations amended in College of Medicine and Veterinary Medicine specific section, for BVM&S programme in relation to compliance and progression.
Updated 117-120 Bachelor of Science Ordinary Degree in a Designated Discipline or Combined Disciplines	Regulations amended in the College of Science and Engineering specific section, to reflect an update (approved by the College Learning and Teaching Committee) to the award criteria in relation to the award of Ordinary degree.

Degree Regulations and Programmes of Study

Undergraduate Degree Programme Regulations

2017/18



THE UNIVERSITY
of EDINBURGH

A General Undergraduate Degree Regulations

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- ~~940-995~~ [Bachelor of Medical Sciences](#)
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A General Undergraduate Degree Regulations

Compliance

1. These regulations apply to all categories of undergraduate study at the University of Edinburgh, except for those qualified by a Senatus approved Memorandum of Agreement or Understanding for joint or collaborative awards. Every undergraduate student must comply with these regulations. In exceptional circumstances a concession to allow relaxation of a specific regulation may be granted by the appropriate Head of College. Where the Head of College does not have authority to award a particular concession then the Curriculum and Student Progression Committee may award the concession.
2. Where the Head of College has the authority to grant permissions and concessions, this authority may be delegated to appropriate nominees in the College or Schools. Students must consult their Personal Tutor or Student Support Team as to the appropriate point of contact, and must not approach the Head of College directly.
3. Students must comply with any requirements specific to their degree programme as set out in the Degree Programme Tables, the relevant College Regulations specified in sections B, C and D below and the University's Taught Assessment Regulations for the current academic session: www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations
4. Where a student's degree programme is subject to Fitness to Practise requirements, the relevant College Committee must be satisfied at all times that in respect of health, conduct and any other matters which the Committee may reasonably deem relevant, whether such matters relate to the student's University programme or are unrelated to it, the student will not constitute a risk to the public, vulnerable children or adults or to patients and is a suitable person to become a registered member of the relevant professional body. Students are subject to the Fitness to Practise regulations both while actively studying and while on an interruption of study. Any student who fails to satisfy the relevant College Committee, irrespective of their performance in assessment, will be reported to the Head of College who has power to recommend exclusion from further studies and assessments or Professional Examinations, or to recommend the award of the

degree be withheld, or other penalty set out in College procedures. An appeal against this decision may be submitted to the Student Fitness to Practise Appeal Committee. See the Student Appeal Regulations at:

<http://www.ed.ac.uk/files/atoms/files/studentappealregulations.pdf>

5. Students must inform their Personal Tutor if they have been charged or convicted of a relevant criminal offence since matriculating at the University. 'Relevant' offences are as defined in the University's [Policy and procedure for the admission of applicants who disclose criminal convictions or who require Protecting Vulnerable Groups Scheme membership](#). The Student Support Team (or equivalent) will refer the case to the relevant College which will decide whether the University should take action under the Code of Student Conduct or (where a student's degree programme is subject to Fitness to Practise requirements) the College Fitness to Practice procedures.

6. The University awards the following types of undergraduate degrees, diplomas and certificates. The University's undergraduate awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/), unless an exemption has been approved by the Curriculum and Student Progression Committee. The credit levels required for each programme are specified within the appropriate Degree Programme Table (DPT).

I	Undergraduate Certificate of Higher Education	At least 120 credits of which a minimum of 90 are at level 7 or higher.
ii	Undergraduate Diploma of Higher Education	At least 240 credits of which a minimum of 90 are at level 8 or higher
A.	Single Honours (in a named subject/discipline)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
B.	Single Honours (with a subsidiary subject)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
C.	Combined Honours (in two disciplines)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
D.	Group Honours (more than two disciplines)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
E.	Non-Honours Degrees	At least 360 credits of which a minimum of 60 is at level 9.
F.	General and Ordinary	At least 360 credits of which a minimum of 60 is at level 9.
G.	Intercalated Honours Degrees	See appropriate Degree Programme Table
H.	Integrated Masters with Honours (in named subject/discipline)	At least 600 credits of which a minimum of 120 is at level 11.

	Integrated Masters (with a subsidiary subject)	At least 600 credits of which a minimum of 120 is at level 11.
	Integrated Masters (with combined honours in two disciplines)	At least 600 credits of which a minimum of 120 is at level 11.
I.	MBChB (5 year programme)	720 credits
	MBChB (6 year programme)	780 credits
J.	BVM&S Graduate Entry Programme	560 credits
	BVM&S 5 Year Programme	640 credits

7. Every student must comply with the detailed requirements of the curriculum for the degree as set out in the appropriate Degree Programme Table, the programme handbook, the course handbook, the order in which courses are attended and the assessment for the programme, which are published in the University Degree Regulations and Programmes of Study.

8. When selecting courses, students must comply with the pre-requisite, co-requisite and prohibited combination requirements for the degree programme, unless a concession is approved by the relevant Head of College.

9. Students should commence their degree programme at the start of the academic year, and should commence the courses that they are enrolled on at the start of semester in which the courses are taught. No student will be admitted to a degree programme more than two weeks after the start of the academic year without the permission of the Head of College. No student will be enrolled on a course that is part of their degree programme more than two weeks after the start of semester in which the course is taught without the permission of the Head of College. A student who leaves a course after six weeks from the start of the relevant semester will be deemed to have withdrawn from the course and the course enrolment remains on the student's record.

Mode of Study

10. Programmes are offered on a full-time or part-time basis. Students' mode of study is defined when they are admitted to the degree programme.

11. Only in exceptional circumstances, and with the permission of the Head of College, is a student allowed to change mode of study. For academic reasons, the University may require a student to change their mode of study.

Study Period

12. A student must complete the requirements of the degree programme within the period of study specified in the Degree Programme Table, unless given a concession with the approval of the Head of College.

13. The maximum period for completion of an Ordinary or General degree programme is 8 years. The maximum period for completion of an Honours degree programme is 10 years. This maximum period includes any concessions and any authorised interruptions of study.
14. With the annual permission of the Head of College, a student may take longer than the study period specified in the Degree Programme Table to undertake an Ordinary, General or Honours degree programme, provided that a minimum of 40 credit points are undertaken in each year of study.
15. Where a student needs to meet specific progression requirements, the Head of College may approve a student taking fewer than 40 credit points.
16. Certain elements of a degree programme may require full-time attendance. Students given permission to undertake study over an extended period must comply with any requirements specified for a particular degree programme.
17. For the award of a University of Edinburgh degree a student must study University of Edinburgh courses for a minimum period of two years and obtain 240 credits or the pro-rata equivalent in the case of part-time study (for part-time study, the period of study will be longer but the same minimum credit levels must be achieved). This regulation does not apply to intercalating medicine and veterinary medicine students. In exceptional circumstances, the Head of College may approve a concession to allow the award of a University of Edinburgh degree to a student who has studied University of Edinburgh courses for a minimum of one year (obtaining 120 credits or the pro-rata in the case of part-time study). This may include students studying at the University of Edinburgh on 2+2 arrangements, or students entering the University directly into year 3 of study.
18. A student studying for an Honours degree is not allowed to substitute study at another institution for the final year of their Honours programme.
19. A student may apply for an authorised interruption of study and it may be authorised by the Head of College if there is good reason for approving the interruption. Students must provide evidence to support their applications. Interruptions of study will not be applied retrospectively. Any one period of authorised interruption of study will not exceed one academic year, unless authorised by the Head of College. The total period of authorised interruption of study is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study.
20. Study undertaken at another institution during a period of authorised interruption of study will not be credited to a student's programme of study at the University of Edinburgh.
21. Students registered for the 5-year MBChB programme or the BVM&S may elect to take an intercalated Honours year, or undertake a postgraduate degree

programme during their period of enrolment. This is not categorised as interruption of study.

Recognition of Prior Learning (RPL)

22. RPL can only be recognised at the point of admission to the University. The Head of College has the power to recognise up to 240 credits of prior learning and on this basis to admit a student to the second or later years of a programme of study. RPL can potentially be granted for programmes taken at the University of Edinburgh, as well as those from elsewhere. Before approval is granted the College must be satisfied that the learning to be recognised provides an adequate basis for the programme or courses as set out in the appropriate Degree Programme Table. The University [RPL policy for admissions](#) is available.

23. University of Edinburgh courses which have a substantial curriculum overlap with any of the courses that contributed to a student's admission on the basis of RPL will not count towards the student's degree programme.

Attendance and Participation

24. Students must attend and participate as required in all aspects of their programme of study. This includes being available for teaching sessions, assessment, examination and meeting Personal Tutors face to face and electronically. The Degree Programme Table and programme handbook sets out programme requirements for engagement. Certain students' visa requirements may require the University to monitor attendance and engagement in specific ways.

25. It is a student's responsibility to provide a current postal contact address and to ensure that any legal requirements, including those imposed by their funding or grant authority, are met. All students are required to check their MyEd and University email account frequently for communications from the University and respond where appropriate. University policy on contacting students by email:

http://www.ed.ac.uk/files/atoms/files/contacting_students_by_email.pdf

26. Leave of absence is required for compulsory and optional activities related to the programme of study that are not undertaken on campus in Edinburgh. Students must have the formal approval of the College for any leave of absence to study away from Edinburgh that is 30 calendar days' duration or longer. Study location changes of less than 30 calendar days must be agreed with the Supervisor or Personal Tutor. Where the activity is a compulsory part of the programme of study and is organised by the School or College, permission may be given by the College for a cohort of students without individual applications being made. Colleges and Schools must maintain records of all leaves of absence. This regulation does not apply to students on a recognised distance learning programme.

Optional Study Abroad

27. Students may be eligible to undertake Optional Study Abroad as part of their undergraduate degree programme, providing they meet the selection criteria. Periods of Optional Study Abroad must only be undertaken at a higher education institution with which the University of Edinburgh has a formal exchange agreement. Students are not permitted to arrange their own opportunities to study at another higher education institution. Periods of Optional Study Abroad may be for one academic year, or one semester depending on the exchanges offered in each discipline.

28. Students must have achieved 240 credits before participating in Optional Study Abroad in year 3. All year 2 courses must be passed at the first attempt; resits during the summer diet are not permitted. Students must have achieved 360 credits before participating in Optional Study Abroad in year 4 of a 5 year programme.

29. Students undertaking Optional Study Abroad are required to complete a Learning Agreement in consultation with their School Exchange Coordinator prior to departure. Learning Agreements must be agreed and signed by the student, their School Exchange Coordinator, and, for Erasmus students only, the partner university. In the case of joint degree programmes, the Learning Agreement must be approved by both Schools, but the School which owns the programme is ultimately responsible for the Learning Agreement. If any amendments are required to the Learning Agreement at any time, including on arrival at the partner university, students must liaise with the School Exchange Coordinator. The Exchange Coordinator is responsible for confirming that the amended Learning Agreement corresponds appropriately with the University of Edinburgh degree curriculum for the relevant year of study.

30. Students who undertake Optional Study Abroad must undertake the equivalent volume of credits and level of courses at the partner university to that which they would study if they were remaining in Edinburgh. Credit achieved at a partner university is converted to University of Edinburgh credit, and counts towards the total credit required for the award of an Edinburgh degree. Individual marks/grades achieved at a partner university are not converted to University of Edinburgh marks/grades.

- Students studying abroad for one semester must enrol in the equivalent of 60 University of Edinburgh credits;
- Students studying abroad for an academic year must enrol in the equivalent of 120 University of Edinburgh credits.

- For students studying at European institutions, 60 Edinburgh credits are equivalent to 30 ECTS (European Credit Transfer System) credits and 120 Edinburgh credits are equivalent to 60 ECTS.
- For students studying at non-European institutions, the credit load and level required to be undertaken at the chosen partner university will be as approved by Senate Curriculum and Student Progression Committee, in consultation with the International Office.

31. Students who attempt but do not achieve the required credit at the partner university may be eligible for the award of Credit on Aggregate (CA). CA can only be awarded when the student has enrolled in and attempted assessment for the equivalent to a full University of Edinburgh credit load at an appropriate level, and in accordance with the regulations and guidance available in the Taught Assessment Regulations for awarding credit on aggregate. Progression decisions for students returning from Optional Study Abroad are the responsibility of the appropriate College Study Abroad Progression Board. Terms of Reference for the College Study Abroad Progression Boards are available here:

www.docs.sasg.ed.ac.uk/AcademicServices/Staff/ExamBoard/Study_Abroad_College_Progression_Board.pdf

32. In cases where assessment is optional at a partner university, students are required to undertake assessment. Credit awarded on a “pass/fail” basis will only be accepted in exceptional circumstances or where the partner institution confirms there is no alternative, and with advance approval of the appropriate College.

Withdrawal and Exclusion

33. Any student may withdraw permanently from their programme of study at any point in the year. Students may be excluded for reasons outlined within the procedure for Withdrawal and Exclusion from Studies:

www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf

Progression and Permissible Credit Loads

34. To gain a specific degree award, students must achieve the Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/) credit point and level requirements of the particular programme, as set out in the appropriate Degree Programme Table.

35. Full-time undergraduate study comprises 120 credit points in each year of study. Part-time study is defined on a pro-rata basis in the relevant Degree Programme Table.

36. Students must attain the credits and other requirements for each stage of study, as outlined in the relevant Degree Programme Table. In addition, students

must meet any other requirements set out in their programme and/or course handbook.

~~In order to progress, a full-time student must attain the following minimum number of credits (pro-rata for a part-time student):~~

- ~~• 80 credit points by the end of Year 1;~~
- ~~• 200 credit points by the end of Year 2;~~
- ~~• 360 credit points by the end of Year 3;~~
- ~~• 480 credit points by the end of Year 4;~~
- ~~• 600 credit points by the end of Year 5 for Integrated Masters.~~

37. Any student who has not attained the full volume of required credit points for their year of programme by the end of the relevant session study (e.g. 120 credits for full-time students) may be required to take resit exams, supplementary or alternative assessments, or additional courses to make good the deficit where permitted.

38. In order to progress to the next year of programme, a full-time student must attain the following minimum number of credits (pro-rata for a part-time student):

- 80 credit points by the end of Year 1;
- 200 credit points by the end of Year 2;
- 360 credit points by the end of Year 3;
- 480 credit points by the end of Year 4;
- 600 credit points by the end of Year 5 for Integrated Masters

39. Where a programme requires students to attain more than the minimum number of credits in order to progress, this will be specified in the relevant Degree Programme Table or Programme Handbook.

39

3940. Where students are allowed to progress with a credit deficit, they will be required to obtain the missing credits in order to qualify for the relevant award.

4138. Students who do not attain sufficient credits to progress within the specified period may be excluded for unsatisfactory academic progress. The College will follow the procedure for Withdrawal and Exclusion from Studies:

www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf

42. The College may offer students who are unable to progress due to a credit deficit the opportunity to return to study the following year in order to seek to address this deficit. Such a return to study without progression may be offered on a full-time, part-time, or assessment-only basis.

4339. In pre-Honours years, a student may be allowed to take up to 40 credits of additional Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/)

Commented [WT1]: Full time deleted. If we don't, then we end up with no progression rules for PT students.

level 7 and 8 courses (in addition to the normal 120 credits), subject to the approval of the student's Personal Tutor.

440. Exceptionally, students in their honours years, with College approval, may take up to 40 credits of additional Scottish Credit and Qualifications Framework (SCQF, www.scf.org.uk/) level 7 or 8 credit and, more rarely, up to 10 credits at levels 9-11 in the Honours years.

454. Students may attend courses on a class-only basis (i.e. not for credit), with the agreement of the Course Organiser and the approval of the Personal Tutor. Decisions will be based on the overall load (credit and non-credit bearing) on the student, which must not exceed 160 credits.

462. A student who has previously submitted work for one course at the University must not submit the same work to attempt to achieve academic credit at the University through another course.

473. Students can only be concurrently registered for one full-time award at the University of Edinburgh.

Transfer to Different Degree Programme

484. A student may be allowed to transfer to a different degree programme in the University by permission of the receiving College.

495. Unless granted a concession by the Head of the receiving College, students must comply with the pre-requisite and co-requisite requirements of the new programme shown in the Degree Programme Table.

Awards and Qualifications

506. In order to achieve the award of the Undergraduate Certificate of Higher Education students must have attained a minimum of 120 credit points (of which a minimum of 90 are at level 7 or higher) gained from passes in courses of this University which count towards graduation.

5147. In order to achieve the award of the Undergraduate Diploma of Higher Education students must have attained a minimum of 240 credit points. At least 120 credit points must be gained from passes in courses of this University counting towards graduation and at least 90 of the 120 credit points gained from courses passed at this University must be in courses at level 8 or above.

5248. The attainment requirements for students for General and Ordinary degrees are specified in the relevant College regulations below.

5349. The attainment requirements for students for MBChB and BVM&S degrees and the BSc in Oral Health Sciences are specified in the College of Medicine and Veterinary Medicine regulations below (Section C).

540. The award of Honours is based on the student's performance in assessment in the Honours year(s). For information on the award of Honours see the Taught Assessment Regulations for the current academic session: www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

554. A student who satisfies the examiners in the Final Honours assessment shall be awarded Honours in one of following classifications: First Class, Second Class Division I, Second Class Division II and Third Class.

562. Students who have been assessed, classed or failed for Honours may not present themselves for re-assessment in the same programme, or assessment in a closely related programme. The Head of College determines whether a programme is closely related.

573. During a single period of continuous registration, a student may be awarded only the University qualification with the highest status for which they have attained the required credits.

584. A candidate who already holds a General or Ordinary degree may be permitted by the appropriate Head of College to apply for the degree with Honours, provided that not more than five years have elapsed between their first graduation and acceptance as a candidate for the subsequent degree with Honours. Such a candidate will normally be required to achieve a further 240 credit points, or credit points as deemed appropriate by the Head of the receiving College, at the levels stipulated in the appropriate Degree Programme Table.

595. In exceptional circumstances, notwithstanding any existing Resolutions to the contrary, the University may confer all existing Honours degrees with unclassified Honours if insufficient information is available to the relevant Board of Examiners to classify those degrees. Where a Board of Examiners has insufficient information to enable an unclassified Honours degree to be conferred on a candidate for Honours, a General or Ordinary degree may be awarded to that candidate where they are qualified for such a degree under the existing Regulations. Conferment of an unclassified Honours degree or General or Ordinary degree in these cases is an interim measure: final awards will be confirmed when sufficient information is available to the relevant Board of Examiners.

606. Senatus may authorise the conferment of posthumous degrees, diplomas and certificates if proposed by the College and approved by the Curriculum and Student Progression Committee. A posthumous award is conferred where the student has significantly completed the relevant year of study at the time of death.

6157. In exceptional circumstances Senatus may authorise the conferment of aegrotat degrees, which are unclassified. Each such conferment requires a proposal from the College concerned to be approved by the Curriculum and Student Progression Committee. An aegrotat degree is conferred only where the student was

nearly qualified to receive the degree and was unable to complete it due to circumstances beyond their control. Before any proposal is referred to Senatus, the College must check that the student is willing to receive the degree aegrotat.

B College of Arts, Humanities and Social Sciences Undergraduate Degree Regulations: Degree Specific Regulations

6258. These degree programme requirements relate to undergraduate programmes in the College of Arts, Humanities and Social Sciences. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to all undergraduate programmes, unless otherwise stated.

6359. The College Fitness to Practise policy is available at: www.ed.ac.uk/schools-departments/humanities-soc-sci/academic-administration/student-conduct/fitness-to-practise
<http://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/fitness-to-practise>

General and Ordinary Degrees

640. BA (Arts, Humanities and Social Sciences)

To qualify for the award of the degree of BA (Arts, Humanities and Social Sciences) students must have obtained 360 credit points from passes (or accreditation of prior learning) normally at the rate of 120 credit points per year.

The overall curriculum must include at least:

360 credit points, of which at least 240 credit points should be at SCQF level 8, 9 or 10, comprising:

- A minimum of 200 credit points from courses in Arts, Humanities and Social Sciences.
- 140 credit points in a major subject of study in Arts, Humanities and Social Sciences (which may be part of the 200 credit points listed in the point above) comprising related and consecutive courses in this subject over three years of which 60 credit points must be at SCQF level 9 or 10.

In addition, there must be at least two other subjects of study defined as 40 credits at SCQF levels 7-10.

Students have a free choice of the remaining credits at SCQF levels 7-10.

BA (Arts, Humanities and Social Sciences) in a designated discipline:

To qualify for the award of the BA (Arts, Humanities and Social Sciences) in a designated discipline students must have obtained 360 credit points (or accreditation of prior learning) normally at the rate of 120 credit points per year.

The overall curriculum must include at least:

360 credit points, of which at least 240 credit points should be at SCQF level 8, 9 or 10, comprising:

- A minimum of 200 credit points from courses in Arts, Humanities and Social Sciences.
- 160 credit points in a major subject of study in Arts, Humanities and Social Sciences (which may be part of the 200 credits listed in the point above) comprising related and consecutive courses in this subject over three years of which 80 credit points must be at SCQF level 9 or 10.

In addition there must be at least two other subjects of study defined as 40 credits at SCQF levels 7-10.

Students have a free choice of the remaining credits at SCQF levels 7-10.

Merit and Distinction

654. General and Ordinary degrees may be awarded with Merit or Distinction.

For Merit a student must achieve grade B or above at first attempt, in courses totalling 180 credit points, of which at least 40 credits points must be at level 9 or 10, and at least 80 of the remaining credit points must be at level 8 or higher.

For Distinction, a student must achieve grade A at first attempt, in courses totalling at least 160 credit points, of which at least 40 credit points must be at level 9 or 10, and at least 80 of the remaining credit points must be at level 8 or higher.

662. The LLB Ordinary, Graduate Entry degree may be awarded with Merit or Distinction.

For Merit a student must achieve grade B or above at first attempt, in courses totalling 120 credit points.

For Distinction, a student must achieve grade A at first attempt, in courses totalling at least 100 credit points.

673. Students of the MA Fine Art with Honours degree will be awarded a Distinction in either Art or History of Art if their performance in the subject is of first class standard but their overall degree result is lower than first class. Students are eligible for distinction in History of Art or Art Practice.

Distinction in Oral Language

684. Students of the MA with Honours which includes an Honours oral examination in any one of the following languages will be awarded a Distinction in Oral Language if their performance at the oral examination is of first-class standard: Arabic,

Chinese, Danish, French, Gaelic, German, Italian, Japanese, Norwegian, Persian, Portuguese, Russian, Spanish and Swedish.

Degree of Bachelor of Medical Sciences and Bachelor of Science in Veterinary Science with Honours

695. The degree programme requirements of the Bachelor of Medical Sciences and Bachelor of Science in Veterinary Science are in the College Undergraduate Degree Regulations of the College of Medicine and Veterinary Medicine (Section C).

C College of Medicine and Veterinary Medicine Undergraduate Degree Regulations: Degree Specific Regulations

706. These degree programme requirements relate to undergraduate programmes in the College of Medicine and Veterinary Medicine. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to all undergraduate programmes, unless otherwise stated.

7167. The College Fitness to Practise policy is available at <http://docstore.mvm.ed.ac.uk/Committees/Fitness-to-Practise.pdf>

MBChB

Compliance

7268. Students should refer to the Programme Handbook and appropriate Course Handbooks on the Virtual Learning Environment for detailed curriculum and assessment information.

7369. Students entering the first year of the MBChB programme are subject to a check, carried out by Disclosure Scotland, under the Protection of Vulnerable Groups legislation. Admission to the medical profession is excepted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Students on the MBChB programme are therefore not entitled to withhold information about any conviction on the grounds that it is, for other purposes, spent under the Act. Subject to the provisions of the Rehabilitation of Offenders Act 1974, failure to disclose a relevant conviction may result in the withdrawal of an offer of admission or exclusion from a programme of studies.

740. Students are subject to blood borne virus checks as they are admitted to the MBChB programme. Students declining testing or found to be infected by a blood borne virus will be allowed to continue on their degree programme leading to full Medical Registration, provided that they formally accept the requirement they will not be allowed to perform Exposure Prone Procedures (EPPs), and recognise that careers in some specialties may not be open to them if their infection persists.

Attendance and Participation

754. Students on the MBChB programme are required to attend compulsory teaching throughout the year. Students should consult Course Handbooks on the Virtual Learning Environment for detailed attendance and timetable information.

762. Students in the final three years of study are required to undertake placements in hospitals outside Edinburgh and the Lothians.

773. In exceptional circumstances students may be permitted to interrupt studies or repeat a year of study because of ill-health, service or sporting commitments, or an episode of academic failure. Only in highly exceptional circumstances will students be permitted more than two such years of interrupted progress, whether taken consecutively or at intervals throughout the programme. Exceptions are very unlikely to be considered in the case of prolonged or repeated academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

Progression

748. MBChB students are only entitled to two assessment attempts for courses which are part of the MBChB programme. This regulation supersedes the resit assessment regulation within the Taught Assessment Regulations.

795. A student who fails the attendance requirements may be required by the relevant Board of Examiners to undertake additional clinical attachments before being permitted to progress.

806. A student who fails the professionalism requirements may be required by the relevant Board of Examiners to undertake additional clinical attachments before being permitted to progress.

8177. No student may proceed to the next year of study for the MBChB programme until they have passed all components of the previous year of the programme.

8278. Students on the 6-year MBChB programme may omit Year 3 of the MBChB Programme if they enter with an approved BSc degree. In this situation students proceed directly from Year 2 to Year 4 of the 6-year MBChB Programme.

Awards

Passes with Distinction

8379. MBChB Distinctions are awarded for outstanding performance over a whole year of the programme.

Honours at Graduation

840. The award of MBChB with Honours may be conferred upon students who have performed at an outstanding level in the Professional Examinations throughout the degree programme.

BVM&S

Compliance

~~854. Students should refer to the appropriate Course Books for detailed curriculum and assessment information. Students should refer to the Animal Husbandry and Clinical Extramural Studies (EMS) Handbooks for all detailed EMS information and arrangements. Students should refer to the appropriate Course Books for detailed curriculum and assessment information.~~

862. Students are subject to health clearance as they are admitted to the BVM&S programmes. Failure to comply with this regulation may result in exclusion from a programme of studies.

Attendance and Participation

873. In exceptional circumstances students may be permitted to interrupt studies or repeat a year of study because of ill-health, service or sporting commitments, or an episode of academic failure. Only in highly exceptional circumstances will students be permitted more than two such years of interrupted progress, whether taken consecutively or at intervals throughout the programme. Exceptions are very unlikely to be considered in the case of prolonged or repeated academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

Progression

~~884. Students for the Final Professional Examination must produce satisfactory evidence that they have, subsequent to commencing studies in the Third Year of the degree curriculum, received extra-mural clinical instruction for a total period of not less than 26 weeks, in accordance with arrangements approved by the College of Medicine & Veterinary Medicine. Students shall be required to produce records of extra-mural clinical teaching received, which have been attested by the extra-mural teacher or teachers concerned. Students are required to complete 12 weeks of animal husbandry extramural studies (EMS) and 26 weeks of clinical EMS. Students must submit satisfactory evidence of completion of a minimum of 12 weeks of approved animal husbandry extramural studies (EMS) by the submission deadlines provided by the School. Students who fail to satisfy the animal husbandry EMS requirement will be unable to progress into third year of the BVM&S programme and will be reported to the BVM&S Progression Committee. Students who have not completed 26 weeks of approved clinical EMS prior to the end of final year will be unable to graduate.~~

895. Before proceeding to the Third Year of the curriculum for the degree a student must normally present satisfactory evidence of having had at least 12 weeks extra-mural experience of livestock husbandry, in accordance with arrangements approved by the College of Medicine & Veterinary Medicine. This should normally be obtained during vacations subsequent to the commencement of the First Year of study, and

~~be completed prior to sitting the Second Professional Examination. Clinical EMS can be started in the summer vacation between second and third year, provided all animal husbandry EMS has been signed off as complete in line with the arrangements and deadlines approved by the School, and provided the Clinical EMS Driving License has been completed.~~

~~906. Where a student fails to meet this requirement by the end of the session in which they pass the Second Professional Examination, the College of Medicine & Veterinary Medicine will normally recommend to Senatus that they be excluded from further attendance at courses of instruction and examinations in the College of Medicine & Veterinary Medicine. Students who fail to submit required clinical EMS evidence by the deadline set by the School each year will not have that EMS added to their total and will be reported to the BVM&S Progression Committee. The deadline for each preceding year is 31st January, e.g. deadline for all EMS submissions for 2017 is 31st January 2018.~~

~~9187. No student may proceed to the next year of study for the BVM&S programme until they have passed all components of the previous year of the programme, unless a concession is awarded by the Head of College. No student may proceed to the next year of study for the BVM&S programme until they have passed all components of the previous year of the programme, unless a concession is awarded by the Head of College. Students failing to complete all components will be reported to the BVM&S Progression Committee and exclusion from further attendance at courses and examinations may be recommended.~~

Awards

Passes with Distinction

~~9288.~~ Students who have attained a sufficiently high standard in any of the Professional Examinations will be recorded as having passed that examination 'with distinction'.

Distinction at Graduation

~~9389.~~ Students who have displayed special merit in the Professional Examinations over the whole degree programme will be awarded BVM&S with Distinction at the time of graduation. Awards are made based on calculations equally across all years and are weighted by course credit value.

Bachelor of Medical Sciences

Honours Degree

940. Every student admitted for the degree must also be a student for the degree of MBChB. A student in another University studying for a recognised primary medical undergraduate qualification may be admitted as a student for the degree of

Bachelor of Medical Sciences with Honours, subject to the approval of the College of Medicine and Veterinary Medicine.

954. In addition, every student must pursue studies for at least one academic year in the University of Edinburgh in one of the Honours Degree Programmes available at www.ed.ac.uk/schools-departments/medicine-vet-medicine/undergraduate/medicine/mbchb/intercalated-honours

962. For students on the 5-year MBChB programme, the Bachelor of Medical Sciences degree is intercalated after Year 2. For students on the 6-year MBChB programme, the course marks gained in Year 3 determine their classification for the Bachelor of Medical Sciences degree. Students entering the 6-year MBChB programme in Year 4 who do not already hold an Honours degree may exceptionally be permitted to take the Bachelor of Medical Sciences degree after Year 4, subject to the approval of the College of Medicine and Veterinary Medicine. The BMedSci (Hons) will be awarded to students who have attained 480 credits and met the other requirements for Honours degrees outlined in Regulation 6 of the General Undergraduate Degree Regulations above. This may include credits awarded on aggregate.

973. Limitation on Courses Taken in Honours Years: Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours award and classification.

Ordinary Degree

984. The Ordinary degree of Bachelor of Medical Sciences may be offered as an exit award to students on the 5-year or 6-year MBChB programme who have attained 360 credits and met the other requirements for Ordinary degrees outlined in Regulation 6 of the General Undergraduate Degree Regulations. This may include credits awarded on aggregate.

995. The compliance, attendance and participation, and progression requirements for the degrees of MBChB apply.

BSc in Veterinary Science

Honours Degree

1006. Every student admitted for the degree must also be a student for the degree of BVM&S, or have obtained the BVM&S degree not more than five years before the date of admission as a student for the Honours Degree. A student in another University studying for a recognised primary veterinary undergraduate qualification may be admitted as a student for the degree of BSc in Veterinary Science, subject to the approval of the College of Medicine & Veterinary Medicine.

10197. Every student for the degree must normally attend in the University of Edinburgh during not less than two academic years the courses of instruction in the classes of the first two years of the curriculum for the BVM&S degree and pass the assessments prescribed for these courses.

10298. In addition every student must pursue studies for at least one year in the University of Edinburgh in one of Honours Degree Programmes available at: www.eevec.vet.ed.ac.uk/secure/page.asp?ID=in0000id

10399. The year of study in the Honours Degree Programme may be intercalated not earlier than the end of the second year of study, provided that a student has successfully completed the appropriate assessments and satisfied such conditions as the Head of the School concerned may require, subject to the approval of the College of Medicine & Veterinary Medicine.

1040. Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours award and classification.

Ordinary Degree

1054. No student shall be admitted as a student for the degree, except on transfer from candidature for the degrees of BVM&S 5 year programme or BVM&S 4 year Graduate Entry Programme. Students on the 5 year programme are eligible to be considered for the ordinary degree if they have successfully completed 240 credits from the First and Second Professional Examinations and, have shown sufficient attainment in the Third Year BVM&S assessments. Students on the graduate entry programme are awarded 120 credits of recognised prior learning. The Ordinary Degree of BSc (Veterinary Science) may not be conferred on any student who already holds, or is eligible to receive, the Degree of BSc in Veterinary Science with Honours.

BSc in Oral Health Sciences

Compliance

1062. Students should refer to the Programme Handbook and appropriate Course Handbooks for detailed curriculum and assessment information

1073. Students entering the Oral Health Sciences programme are subject to a check, carried out by Disclosure Scotland, under the Protection of Vulnerable Groups legislation. Admission to the profession is excepted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Students on the BSc in Oral Health Sciences programme are therefore not entitled to withhold information about a previous conviction on the grounds that it is, for other purposes, spent under the Act. Subject to the provisions of the Rehabilitation of

Offenders Act 1974, failure to disclose a relevant conviction may result in the withdrawal of an offer of admission or exclusion from a programme of studies.

1084. Students are subject to a Hepatitis B, Hepatitis C and HIV status check prior to entering the BSc in Oral Health Sciences. Failure to comply with this regulation or a positive result will lead to admission being refused or to exclusion from studies.

Attendance and Participation

1095. Except in exceptional circumstances, the maximum period of enrolment on the BSc in Oral Health Sciences may not exceed five years, including any period of leave of absence.

Progression

1106. BSc in Oral Health Sciences students are only entitled to two assessment attempts for courses which are part of the Oral Health Sciences programme. This regulation supersedes the resit assessment regulation within the Taught Assessment Regulations.

1107. A student whose progress in any year is unsatisfactory may be required to undertake a period of remedial study before being permitted to resit.

1108. No student may proceed to the next year of study for the BSc programme in Oral Health Sciences until they have passed all components of the previous year of the programme.

Bachelor of Science

Honours Degree

1109. Limitation on Courses Taken in Honours Years: Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours assessment. Students may attend additional Honours courses on a class-only basis (i.e. not for credit), with the agreement of the Programme Organiser and the approval of the Personal Tutor.

Where a student takes level 9 courses in year 2, such courses should be regarded as part of the non-Honours curriculum and, if failed, may be repeated as a resit in Junior Honours. These courses will not be included in the degree classification.

Students intending to graduate with an Ordinary degree may resit a failed level 9 course for the purposes of gaining the required number of credits, as specified in the Undergraduate Assessment Regulations.

Students in Junior Honours are permitted also to take up to 40 credit points of level 7/8 courses, which do not count towards the Honours assessment, as specified in the Undergraduate Assessment Regulations.

Students in Junior Honours must take 60 credit points of level 9/10 courses in semester 1 and 60 credit points of level 9/10 courses in semester 2.

Bachelor of Science General Degree

1140. To qualify for the award of the degree of BSc (General) students must have obtained 360 credit points from passes (or recognition of prior learning), normally at the rate of 120 credit points per year: 240 credit points in courses listed in Medicine and Veterinary Medicine Schedule T, Science and Engineering Schedules K-Q and from subject areas Language Sciences and Psychology in Schedule I; 200 credit points at Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/) level 8, 9 or 10; 80 credit points at SCQF level 8, 9, 10 in courses listed in Medicine and Veterinary Medicine Schedule T, Science and Engineering Schedules K-Q and from subject areas Language Sciences and Psychology in Schedule I; 60 credit points at SCQF level 9 or 10.

Bachelor of Science Ordinary Degree

1154. To qualify for the award of the degree of BSc Ordinary Degree in a Designated Discipline students must have obtained 360 credit points from passes (or recognition of prior learning, acceptable under General Undergraduate Regulations). The overall curriculum (including any concessions) must have met the requirement for entry to Senior Honours in that Discipline as indicated in years 3 and 4 of the Honours Degree Programme Table, subject to further restrictions and recommendations that may appear in the appropriate School Programme Guide (excluding the requirement for the Honours courses to have been passed at the first sitting, and excluding any elevated hurdles or prerequisites for Honours).

1162. The BSc Ordinary Degree is awarded in designated disciplines corresponding to every BSc Honours degree and with the same titles, with the exception that the titles of the following Ordinary degrees in the designated disciplines are changed as indicated:

a. subject specialisations for the BSc Biomedical Sciences, where the Designated Discipline will be Biomedical Sciences, i.e. without the subject specialisation

D College of Science and Engineering Undergraduate Degree Regulations: Degree Specific Regulations

1173. These degree programme requirements relate to undergraduate programmes in the College of Science and Engineering. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to all undergraduate programmes, unless otherwise stated.

Qualifications ~~Bachelor of Science General Degree~~ *

114. For the award of the degree of BSc (General) students must have obtained 360 credit points including at least:

BSc (General)	A total of 360 credit points including at least:
Courses listed in the School collections of Schools in the College of Science and Engineering	180 credits
SCQF www.scqf.org.uk/	200 credits at SCQF levels 8,9 or 10 60 credits at SCQF level 9 or 10 30 credits at SCQF level 9 or 10 in courses listed in the School collection of Schools in the College of Science and Engineering

* The Bachelor of Science: General Degree will not be available to students entering the University from 2012/13 onwards

Bachelor of Science Ordinary Degree in a Designated Discipline or Combined Disciplines

118. To qualify for the award of the BSc Ordinary Degree in a Designated Discipline or Combined Disciplines students must have obtained 360 credit points (or recognition of prior learning, acceptable under General Undergraduate Regulations). The overall curriculum (including any concessions) must include at least:

- 360 credit points, of which at least 60 credit points should be at SCQF 9 or above.
- 180 credit points in the subject area or in a cognate discipline of the designated degree.

119. The BSc Ordinary Degree is awarded in designated disciplines corresponding to every BSc, BEng, MA, or Integrated Masters (e.g. MPhys, MInf) Honours degree and with the same titles, with the exception that the titles of the following Ordinary degrees in the designated disciplines are changed as indicated:

- subject specialisations for the BSc Biological Sciences, where the Designated Discipline will be Biological Sciences, i.e. without the subject specialisation;
- subject specialisations within the School of Chemistry, where the Designated Discipline will be either Chemical Sciences or Chemical Sciences with Industrial Experience. The latter may be awarded to students who successfully complete the industrial experience component of the corresponding MChem programme;
- subject specialisations within the discipline of Ecological Science, where the Designated Discipline will be Ecological Science, i.e. without the subject specialisation.

120. In the case of Combined Degree programmes, the Examiners will recommend the award of the BSc Ordinary Degree in single (as above) or combined disciplines in order to best reflect the achievements of the individual student.

~~115.—To qualify for the award of the BSc Ordinary Degree in a Designated Discipline or Combined Disciplines students must have obtained 360 credit points (or recognition of prior learning, acceptable under General Undergraduate Regulations). The overall curriculum (including any concessions) must have met the requirement for entry to Senior Honours in that Discipline or Combined Disciplines as indicated in years 3 and 4 of the Honours Degree Programme Table, subject to further restrictions and recommendations that may appear in the appropriate School Programme Guide (excluding the requirement for the Honours courses to have been passed at the first sitting, and excluding any elevated hurdles or prerequisites for Honours.)~~

~~For those programmes where there is a Schedule of level 9 courses specifically for Ordinary Degrees then the level 9 course may be substituted for the related level 10 course in the DPT for the purpose of eligibility for the Ordinary Degree in a Designated Discipline.~~

~~116.—The BSc Ordinary Degree is awarded in designated disciplines corresponding to every BSc, BEng, MA, or Integrated Masters (e.g. MPhys, MInf) Honours degree and with the same titles, with the exception that the titles of the following Ordinary degrees in the designated disciplines are changed as indicated:~~

~~a. subject specialisations for the BSc Biological Sciences, where the Designated Discipline will be Biological Sciences, i.e. without the subject specialisation;~~

~~b. subject specialisations within the School of Chemistry, where the Designated Discipline will be either Chemical Sciences or Chemical Sciences with Industrial Experience. The latter may be awarded to students who successfully complete the industrial experience component of the corresponding MChem programme;~~

~~c. subject specialisations within the discipline of Ecological Science, where the Designated Discipline will be Ecological Science, i.e. without the subject specialisation.~~

~~117.—In the case of Combined Degree programmes, the Examiners will recommend the award of the BSc Ordinary Degree in single (see requirement 4 above) or combined disciplines in order to best reflect the achievements of the individual student.~~

Degree of Bachelor of Medical Sciences

121. The Degree Programme Requirements of the Bachelor of Medical Sciences and Bachelor of Science (Veterinary Sciences) are in the College Undergraduate Regulations of the College of Medicine and Veterinary Medicine.

Professional requirements: School of Engineering

122. An Honours student who is eligible for progression or for the award of an Honours degree by the University regulations but who fails an Honours course, for which a pass is required for reasons associated with breadth of professional knowledge and/or the stipulation(s) of one or more of the Professional Accreditation bodies, will be required to “resit for professional purposes” the examination and/or resubmit the course work at the next available opportunity. However, the first (fail) mark will be recorded for the Honours degree classification.

123. Should the resit or resubmission still fail to achieve a pass, the student will not be eligible to progress or graduate with Honours. In such cases, the student will be required to interrupt for a year and take a further “resit for professional purposes”. A final year student requiring “resit(s) for professional purposes” will be ineligible for the degree of Bachelor of Engineering with Honours / Master of Engineering with Honours until such time as the necessary passes at “resit for professional purposes” are achieved, but may be eligible for the award of the degree of Bachelor of Science (Ordinary) in a Designated Discipline. The maximum number of attempts will be the same as the number normally allowed by undergraduate assessment regulations.

124. It will be for each Discipline within the School of Engineering to identify “courses for which a pass is required...”. This may be done on the basis of individual courses, and/or on the basis of an aggregate. The requirements for each Discipline will be stated in the Degree Programme Handbook.

Postgraduate Degree Regulations 2017/18

Executive Summary

This paper contains the draft Postgraduate Degree Regulations 2017/18. A “Key Changes” section is included to draw the Committee’s attention to the key changes. A separate paper on discontinuation of postgraduate research supervision has been provided which relates to new regulations 36 and 37 in this paper.

How does this align with the University / Committee’s strategic plans and priorities?

The paper aligns with the University’s Strategic Plan objective of Leadership in Learning

Action requested

CSPC is invited to discuss the draft postgraduate degree regulations for academic year 2017/18. It is proposed that, following the CSPC meeting, the draft regulations are amended to take account of any CSPC comments and a paper is sent to the University Court, presenting the draft “Resolution” for its 24 April 2017 meeting and final Resolution at its 19 June 2017 meeting.

How will any action agreed be implemented and communicated?

Approved regulations will be communicated by Academic Services annual update on regulations and policies.

Resource / Risk / Compliance

1. Resource implications (including staffing)

There are resource implications in updating the regulations and communicating the changes to staff and students. This work is expected to be managed within existing resources. The main new provision in the regulations – the new provisions regarding PGR supervision – is expected to be used very infrequently and is not expected to lead to have any significant resource implication.

2. Risk assessment

A risk assessment is not included, however the University’s Statement on Risk Appetite provides no risk appetite in relation to compliance. The changes are intended to mitigate risks if the University is unable to fulfil its obligation to supervise research students.

3. Equality and Diversity

The changes regarding discontinuation of PGR supervision are intended to support the University to manage its duties towards all students. The committee has noted that there are potential impacts on specific equality groups. However, it is satisfied that appropriate steps are in place to provide appropriate support and to minimise the

use of these provisions. Academic Services will update the formal Equality Impact Assessment to acknowledge this potential issue, and monitor the implementation.

4. Freedom of information

*The paper is **open**.*

Originator of the paper

Susan Hunter, Academic Policy Officer, Academic Services and Dr Adam Bunni, Head of Governance and Regulatory Framework Team, Academic Services

30 March 2017

Key Changes to Postgraduate Degree Regulations 2017/18

Links within the regulations to other information have been updated as necessary.

Regulation	What has changed
Updated 8 Postgraduate Awards and Degree Programmes	Updated for consistency of terminology with proposed changes to Postgraduate Assessment Regulations for Research Degrees
NEW 36 Changes to supervision & 37 Termination of Supervision	Clarification on what happens in the rare situations when it is no longer possible for the University to provide supervision for supervised postgraduate research students.
Updated 52 MSc by Research Degrees only	Updated for consistency of terminology with proposed changes to Postgraduate Assessment Regulations for Research Degrees
Updated 57 Doctor of Psychotherapy and Counselling	Changes to reflect restructured degree approved by CSPC in November 2016.
NEW 69 MSc in Transformative Learning and Teaching	Addition to reflect new degree approved by CSPC in November 2016.

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B College of Arts, Humanities and Social Sciences Postgraduate Degree Regulations: Degree Specific Regulations

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- ~~575~~ [Doctor of Psychotherapy and Counselling \(DPsychotherapy\)](#)
- ~~586~~ [Doctor of Education \(EdD\)](#)
- ~~597-6058~~ [PhD in Musical Composition](#)
- ~~6159~~ [PhD\(eca\) - submission by Portfolio](#)
- ~~620~~ [MPhil\(eca\) - submission by Portfolio](#)
- ~~634~~ [Master of Fine Art](#)
- ~~642~~ [Master of Social Work/Diploma in Social Work \(MSW/DipSW\)](#)
- ~~653~~ [Master of Chinese Studies \(MCS\)](#)
- ~~664~~ [Master of Teaching](#)
- ~~675~~ [Diploma in Educational Leadership and Management/Scottish Qualification for Headship Programme](#)
- ~~686~~ [Master of Counselling/Diploma in Counselling \(MCouns/DipCouns\)](#)
- ~~69~~ [MSc in Transformative Learning and Teaching](#)
- ~~69707~~ [MSc in Middle Eastern Studies with Arabic](#)
- ~~71068~~ [Postgraduate Certificate in Democracy and Public Policy \(Edinburgh Hansard Research Scholars Programme\)](#)
- ~~72469~~ [MSc in Architectural Project Management](#)
- ~~7320~~ [MSc in Advanced Sustainable Design \(mixed mode\)](#)
- ~~7434~~ [PhD in Creative Music Practice](#)
- ~~7542~~ [PhD in Trans-Disciplinary Documentary Film](#)
- ~~7653~~ [PhD in Architecture by Design](#)
- ~~7764~~ [Master of Architecture](#)
- ~~7875~~ [Master of Public Policy \(MPP/DipPP\), PG Dip and PG Cert of Public Policy](#)
- ~~7986~~ [Diploma in Professional Legal Practice](#)
- ~~80797~~ [PhD in Creative Writing](#)

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C College of Medicine and Veterinary Medicine Postgraduate Degree Regulations: Degree Specific Regulations

Professional Masters:

~~81078~~ [Master of Clinical Dentistry \(Orthodontics/ Paediatric Dentistry/ Prosthodontics/ Oral Surgery\)](#)

~~82179~~ [Masters in Surgical Sciences](#)

~~8320~~ [Master of Surgery \(ChM\)](#)

~~8431~~ [Masters in Transfusion, Transplantation and Tissue Banking \(MSc\)](#)

Professional Higher Degrees:

~~8542-90897~~ [Doctor of Medicine \(MD\)](#)

~~91088-9542~~ [Doctor of Dental Surgery \(DDS\)](#)

~~9653-9976~~ [Doctor of Veterinary Medicine and Surgery \(DVM&S\)](#)

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Introduction

Compliance

1. The degree programme regulations define the types of award, their key characteristics, and their grounds for award. These regulations apply to all categories of postgraduate study at the University of Edinburgh, except for those qualified by a Senatus approved Memorandum of Agreement or Understanding for joint or collaborative awards. Students must comply with any requirements specific to their degree programme as set out in the Degree Programme Tables, the relevant College Regulations and the University's Assessment Regulations for the current academic session:

www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment

2. Every student must comply with the detailed requirements of the curriculum for the degree as set out in the appropriate Degree Programme Table, the programme handbook, the course handbook, the order in which courses are attended and the assessment for the programme, which are published in the University Degree Regulations and Programmes of Study.

3. When selecting courses, students must comply with the pre-requisite, co-requisite and prohibited combination requirements for the Degree Programme, unless a concession is approved by the relevant College.

Authority Delegated to Colleges

4. Where the Head of College has the authority to grant permissions and concessions, this authority may be delegated to appropriate nominees in the College or Schools. Students must consult their Personal Tutor, Student Support Team, Supervisor or School as to the appropriate point of contact, and must not approach the College directly. Where the College does not have authority to award a particular concession then the Curriculum and Student Progression Committee may award the concession.

Code of Practice

5. The degree regulations are supported by the Code of Practice for Supervisors and Research Students:

www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf

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The Code of Practice, although not regulatory, provides essential information for staff and students.

Fitness to Practise

6. Where a student's degree programme is subject to Fitness to Practise requirements, the relevant College Committee must be satisfied at all times that in respect of health, conduct and any other matters which the Committee may reasonably deem relevant, whether such matters relate to the student's University programme or are unrelated to it, the student will not constitute a risk to the public, vulnerable children or adults or to patients and is a suitable person to become a registered member of the relevant professional body. Students are subject to the Fitness to Practise regulations both while actively studying and while on an interruption of study. Any student who fails to satisfy the relevant College Committee, irrespective of their performance in assessment, will be reported to the Head of College who has power to recommend exclusion from further studies and assessments or Professional Examinations, or to recommend the award of the degree be withheld, or other penalty set out in College procedures. An appeal against this decision may be submitted to the University's Student Fitness to Practise Appeal Committee. See the Student Appeal Regulations at: www.ed.ac.uk/files/atoms/files/studentappealregulations.pdf

Disclosure of Criminal Offences

7. Students must inform their Personal Tutor or supervisor if they have been charged or convicted of a relevant criminal offence since matriculating at the University. 'Relevant' offences are as defined in the University's Policy and procedure for the admission of applicants who disclose criminal convictions or who require [Protecting Vulnerable Groups Scheme](#) membership:

The Personal Tutor or supervisor will refer the case to the relevant College which will decide whether the University should take action under the Code of Student Conduct or (where a student's degree programme is subject to Fitness to Practise requirements) the College Fitness to Practise procedures.

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Postgraduate Awards and Degree Programmes

8. The University awards the following types of postgraduate degrees, diplomas and certificates. The University's postgraduate awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF: www.scqf.org.uk/) unless an exemption has been approved by the Curriculum and Student Progression Committee, or the award is not included in the SCQF. The SCQF credit levels required for each programme are specified within the appropriate Degree Programme Table.

General Postgraduate Certificate Postgraduate Certificate in a named subject discipline	At least 60 credits of which a minimum of 40 should be at SCQF Level 11 or above
General Postgraduate Diploma Postgraduate Diploma in a named subject discipline	At least 120 credits of which a minimum of 90 should be at SCQF Level 11 or above
Masters in a named subject discipline Master of a named discipline	At least 180 credits of which a minimum of 150 are at SCQF Level 11
Masters in a named subject discipline Master of a named discipline	At least 240 credits of which a minimum of 150 are at SCQF Level 11
MSc by research	At least 180 credits of which a minimum of 150 are at level 11. The research element will be worth a minimum of 120 credits of which a minimum of 60 must be attributable to the research project (for example, a portfolio of artefacts, artworks and other practice-based outputs) or dissertation or to a portfolio of artefacts, artworks and other practice based outputs (a portfolio).
MPhil, MMus	At least 240 credits of which a minimum of 150 are at SCQF Level 11
ChM	At least 120 credits at SCQF Level 12.
Doctorate	At least 540 credits of which a minimum of 420 are at SCQF Level 12
EngD	720 credits of which at least 540 are at SCQF Level 12. Of the remaining 180

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	credits 150 should be at SCQF Level 11 or above
PhD with Integrated Study	720 credits of which at least 540 are at SCQF Level 12. Of the remaining 180 credits 150 should be at SCQF Level 11 or above
MD, DDS, DVM&S* Doctor of a named discipline	*Note: these awards are not included in the SCQF therefore a credit value has not been included here

A General Postgraduate Degree Regulations

Late Admission

9. No student will be admitted to a postgraduate degree, diploma or certificate programme or a course that is part of their programme more than two weeks after their given start date without the permission of the College. A student who leaves a course after six weeks will be deemed to have withdrawn and the course enrolment remains on the student's record.

Part-time Study

10. Some postgraduate degree programmes may be pursued by part-time study on either a continuous or intermittent basis. Requirements for progression through individual programmes of study are shown in the relevant Degree Programme Table for taught postgraduate programmes and/or programme handbook for postgraduate taught and research programmes. Conditions for part-time study will be set out in the programme handbook.

Registration for University Staff

11. Members of the University staff may only be registered for part-time study. Exceptions may be approved by the College.

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Conflicting Studies

12. Students at this University must not, except in exceptional cases and with the permission of the College, undertake any concurrent credit bearing studies in this (or in any other) institution other than the one for which they are registered in this University.

Applicants Awaiting Results

13. Applicants for postgraduate study may be studying at this or another institution just prior to the start of their postgraduate studies. Such applicants must have finished these studies before the start of the programme to which they have an offer.

14. If successful completion of this prior study is a requirement of admission, applicants are expected to provide evidence of achievement before the start of the programme.

Consecutive Registration

15. At the time of application, MSc by Research applicants may be invited to be registered for consecutive MSc by Research, followed by PhD study within the same School. This option may not be available in all Schools. Depending on the outcome of assessment the student will be invited to follow one of three routes:

- a. Start First Year of Doctoral Programme. If successful in the MSc by Research programme, the student graduates and also registers in the next academic session on the first year of the doctoral programme; or
- b. Start Second year of Doctoral Programme. Prior to the completion of the masters [research project or](#) dissertation, the School is content that the quality of the student's work merits treating the masters year as the first year of doctoral study. No [research project or](#) dissertation is submitted, no masters degree is awarded, and the student registers in the next academic session on the second year of the doctoral programme; or
- c. Graduate with MSc by Research Degree and Exit. If successful in the MSc by Research programme, the student graduates and permanently withdraws.

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Recognition of Prior Learning (RPL)

16. At the point of admission to the University, the College has the authority to recognise a student's prior learning. Before approval is granted the College must be satisfied that the learning to be recognised provides an adequate current basis for the programme or courses as set out in the appropriate Degree Programme Table. [University RPL policy for admissions.](#)

Colleges may also grant transfer of credit gained by students during their programme of study at the University. The maximum number of credits that the Colleges will grant RPL for taught programmes is one-third of the total credits for the award for which the student is applying, that is 20 credits for a postgraduate certificate; 40 credits for a postgraduate diploma; and 60 credits for a masters.

Colleges can approve RPL for research programmes up to a maximum of 360 credits.

17. University of Edinburgh courses which have a substantial curriculum overlap with any of the courses that contributed to a student's admission on the basis of RPL will not count towards the student's degree programme.

Permissible Credit Loads

18. Exceptionally, with College approval, students may take up to 20 credits of additional study at Scottish Credit and Qualifications Framework (SCQF) levels 7-11 during each year of study.

19. Students may attend courses on a class-only basis (i.e. not for credit), with the approval of the Programme Director and, where relevant, the supervisor or Personal Tutor. Decisions will be based on the overall load (credit and non-credit bearing) on the student in the year. The additional credits must not be more than one-third of the scheduled number of credits for the year.

Credit Award

20. A student who has submitted work for one course or programme at the University must not submit the same work to attempt to achieve academic credit through another course or programme.

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21. A student cannot, except under recognition of prior learning or application for associated postgraduate diploma or masters, or a formally approved collaborative programme of study, achieve an award comprising academic credit that contributed (or will contribute) to another award.

Transfer to Another Programme

22. A student may be allowed to transfer to a different degree programme from another within the University by permission of the receiving College. When such permission is granted, the student shall, in addition to satisfying the requirements for the degree to which transfer is made, pursue such further courses of study as the College may require.

Attendance and Participation

23. Students must attend and participate as required in all aspects of their programme of study. This includes being available for teaching sessions, assessment, examination and meeting, Personal Tutors, Programme Directors or supervisors face-to-face and/or electronically. The Degree Programme Table and programme handbook sets out programme requirements for attendance and participation. Certain students' visa conditions may require the University to monitor attendance and participation in specific ways.

24. It is a student's responsibility to provide a current postal contact address and to ensure that any legal requirements, including those imposed by their funding or grant authority, are met. All students are required to check their University email account frequently for communications from the University and respond where appropriate. See the University policy on Contacting Students by Email: www.ed.ac.uk/files/atoms/files/contacting_students_by_email.pdf

Study Period

25. A student must complete the requirements of the degree programme within the prescribed period of study, plus any permitted submission period, unless given a concession with the approval of the College.

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The Prescribed Period of Study

26. The University defines the prescribed period of study for each authorised programme. These are as stated in the study period table, unless the Curriculum and Student Progression Committee (CSPC) has approved a different prescribed period of study for the programme. The prescribed period of study for each programme is recorded in the offer of admission. See the Study Period Table:

www.ed.ac.uk/files/atoms/files/studyperiodtable.pdf

Reductions to the Prescribed Period of Study

27. The College may reduce the prescribed period of study as indicated below:
- Postgraduate Certificate:
 - for **part-time continuous** students by up to 4 months.
 - for **part-time intermittent** by up to 8 months.
 - Postgraduate Diploma:
 - for **part-time continuous** students by up to 8 months.
 - for **part-time intermittent** students by up to 16 months.
 - Postgraduate Masters:
 - for **part-time continuous** students by up to 12 months.
 - for **part-time intermittent** students by up to 24 months.
 - MPhil:
 - Members of the University staff and students holding a MPhil research appointment under the auspices of the University may be registered for a minimum period of 24 months part-time.
 - Members of staff of Associated Institutions who can devote the whole of their period of study to research and who have regular and adequate involvement in the work of the University School may also be registered for a minimum period of 24 months part-time.
 - For full-time students the College may reduce the prescribed period by up to two months. The College may reduce the prescribed period by up to 24 months for part-time students. Reductions to the prescribed period are not available to those members of staff who are registered for the minimum period of 24 months.
 - Doctorate:
 - Members of the University staff and students holding a PhD research appointment under the auspices of the University may be registered for a minimum period of 36 months part-time.
 - Members of staff of Associated Institutions who can devote the whole of their period of study to research and who have regular and adequate

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involvement in the work of the University School may also be registered for a minimum period of 36 months part-time.

- For full-time students the College may reduce the prescribed period by up to three months. The College may reduce the prescribed period by up to 36 months for part-time PhD students. Reductions to the prescribed period are not available to those members of staff who are registered for the minimum period of 36 months.

Submission Period

28. The submission period for doctoral and MPhil degrees begins three months prior to the end of the prescribed period of study. In addition, some research degree programmes permit students to have a submission period following the prescribed period of study. This is for a maximum of a year, for either full-time or part-time students. The MSc by Research does not have a submission period.

Leave of Absence

29. Leave of absence is required for compulsory and optional activities related to the programme of study that are not undertaken on campus in Edinburgh. Students must have the formal approval of the College for any leave of absence to study away from Edinburgh that is 30 calendar days' duration or longer. Study location changes of less than 30 calendar days must be agreed with the Supervisor or Personal Tutor. Where the activity is a compulsory part of the programme of study and is organised by the School or College, permission may be given by the College for a cohort of students without individual applications being made. Colleges and Schools must maintain records of all leaves of absence. This regulation does not apply to students on a recognised distance learning programme.

Withdrawal and Exclusion

30. Any student may withdraw permanently from their programme of study at any point in the year. Students may be excluded for reasons outlined within the procedure for Withdrawal and Exclusion from Studies:

www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf

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Collaborative Degrees

31. The University of Edinburgh and one or more partner universities can collaboratively offer an approved degree programme. This can be awarded jointly or dually. The University maintains a record of approved collaborative degrees.

Authorised Interruptions of Study

32. A student may apply for an Authorised Interruption of Study, and it may be authorised by the College if there is a good reason for approving the interruption. Students must provide evidence to support their applications. Interruptions of study will not be applied retrospectively. Any one period of authorised interruption of study will not exceed one year, unless authorised by the College. The total period of Authorised Interruption of Study is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study.

Extensions of Study

33. In exceptional circumstances, a student may apply through the supervisor or school postgraduate director to the College for an extension and it may be authorised by the College if there is good reason. See Authorised Interruption of Study or Extension to Study – postgraduate research:

www.ed.ac.uk/files/atoms/files/pgrinterruption.pdf

Maximum Degree Completion Periods

34. The maximum periods for completion of research degree programmes are the total of the prescribed period of study, any submission period, any interruptions of study, any extensions of study, and any other concessions. The maximum period includes any concessions. The Study Period Table sets out maximum degree completion periods. See the Study Period Table:

www.ed.ac.uk/files/atoms/files/studyperiodtable.pdf

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Additional Regulations for Doctoral and MPhil Research Degrees

Supervision

35. Each student will work under the guidance of at least two supervisors appointed by the College. There are two types of supervisory arrangement: Principal Supervisor plus Assistant Supervisor (or supervisors if more than one), and Co-Supervisors, one of whom is designated the Lead Supervisor. The former option is the usual arrangement, but the latter option may be chosen when it is clear that the student's work involves interdisciplinary research.

- a. At least one supervisor (the Principal/Lead Supervisor) must be appointed prior to registration, and the other should be appointed within two months of the programme start date.
- b. The Principal/Lead Supervisor is responsible to the School's Postgraduate Director for the duties set out in the Code of Practice for Supervisors and Research Students, and must be:
 - a salaried member of the academic staff of the University; or
 - a non-academic member of staff employed by the University who has appropriate expertise in research; or
 - an honorary member of staff
 - The nomination of non-academic or honorary members of staff to act as Principal/Lead Supervisor for a stated period must be specifically approved by the College. In appropriate cases the other supervisor(s) may not need to be a member of the staff of the University, provided they assume their supervisory duties in accordance with University regulations and requirements. Supervisors must maintain regular contact with their students who, in turn, have a responsibility to make themselves available at times agreed with their supervisors.
- c. In certain circumstances when the student is studying full time in an Associated Institution the Principal/Lead Supervisor may, if the College approves, be a full-time employee of the Associated Institution. In such a case the assistant supervisor(s) must be a University employee. A Principal/Lead Supervisor who is a member of an Associated Institution has exactly the same responsibilities as one working within the university.
- d. Students, including those on leave of absence, must maintain frequent contact with their supervisor as and when required and at least twice in each three month period.

- Attendance and Engagement Policy:
- www.ed.ac.uk/files/atoms/files/tier_4_student_engagement_and_attendance_policy_feb_2017_update.pdf

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www.ed.ac.uk/files/atoms/files/tier_4_student_engagement_and_attendance_policy_april_2016_update_2.pdf

- Code of Practice for Supervisors & Research Students
www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf
- QAA UK Quality Code Chapter B11: Research Degrees
www.qaa.ac.uk/en/Publications/Pages/Quality-Code-Chapter-B11.aspx#.VUIc92Mt3IY

Changes to supervision

36. In order to ensure that postgraduate research students are provided with appropriate supervision for the duration of their programme, it may be necessary on occasion to make changes to supervisory arrangements. The College is responsible for decisions on changes to supervisory arrangements and for notifying students of any changes to their supervisory arrangements at the earliest opportunity. The College reserves the right to:

- make variations to supervisory arrangements; and / or
- alter the approach to methods of delivery of supervision.

Termination of supervision

37. In the event that the College considers that it is necessary to make changes to supervisory arrangements, and the College has not been able to provide alternate supervision despite having undertaken all reasonable endeavours, the College may request that the Senate Curriculum and Student Progression Committee consider terminating supervision of the student. Where the Senate Curriculum and Student Progression Committee is satisfied that it is necessary for the College to make changes to supervisory arrangements, and that no alternate supervision can be provided to the student, supervision of the student will be terminated, and the student required to withdraw from the University.

Transfers from Another Institution

386. The research studies of students who apply to transfer from another institution in order to study for a doctoral or MPhil degree of the University of Edinburgh may be counted towards the prescribed period of study for the degree. In such cases the prescribed period of study at the University of Edinburgh must be at least 12 months.

Request for Reinstatement

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[397](#). A student who has been excluded for lapse of time may ask the College to reinstate their registration at a later date to permit examination of a completed thesis. The College will decide whether or not a student should be reinstated, and factors such as the passage of time and its implications for the topic of study will be taken into account. The student must provide good reason for the previous failure to complete. If, exceptionally, reinstatement is approved, the student's thesis will be examined in accordance with the Postgraduate Assessment Regulations for Research Degrees, subject to payment of a reinstatement and examination fee.

Vacation Leave for Research Students

[4038](#). Research Students are entitled to up to six weeks' vacation leave in a year without applying for an interruption of study. Students must seek approval for vacation leave from their supervisor and the School Postgraduate Office. Visa restrictions may also apply in the case of International students.

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Grounds for the Award of Doctoral and MPhil Research Degrees

Demonstration by Thesis and Oral Exam for the Award of PhD

[4139](#). The student must have demonstrated by the presentation of a thesis and/or portfolio, which presents a coherent body of work, and by performance at an oral examination that the student is capable of pursuing original research making a significant contribution to knowledge or understanding in the field of study, relating particular research projects to the general body of knowledge in the field, and presenting the results of the research in a critical and scholarly way.

PhD Thesis Length - Word Count

[429](#). The thesis must not exceed a maximum word count of 100,000. There is no minimum word count. The word count of the thesis includes the main text, preface material, footnotes and references but does not include material in the appendices, bibliography, abstract or lay summary. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic.

Additional Thesis Considerations

[434](#). Taught professional doctorates will have additional entrance, curriculum and examination requirements. Information is provided in relevant Degree Programme Tables and programme handbooks. Students will be required to successfully complete the taught component, submit the thesis and/or portfolio and fulfil any placement requirements.

MPhil by Research

[442](#). The thesis must not exceed a maximum of 60,000 words. There is no minimum word count.

The student must have demonstrated by the presentation of a thesis and/or portfolio containing a significant amount of material worthy of publication or public presentation, and by performance at an oral examination, that the student is capable of pursuing original research making a significant contribution to knowledge or

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understanding in the field of study, relating particular research projects to the general body of knowledge in the field, and presenting the results of the research in a critical and scholarly way.

The word count of the thesis includes the main text, preface material, footnotes and references but does not include material in the appendices, bibliography, abstract or lay summary. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic.

PhD (by Research Publications)

[453](#). Applicants must be either graduates of the University of Edinburgh of at least five years' standing; or members of staff of the University of Edinburgh or of an Associated Institution of not less than three years' standing. Permission to register will not be granted to applicants who are in a position to submit for the PhD by dissertation or who already possess a PhD. Applicants must have been active postgraduate researchers in their field of expertise for a minimum of five years, and they must not submit material published more than ten years prior to the date of registration.

[446](#). The portfolio submitted for the PhD by Research Publications must demonstrate a substantial and coherent body of work which would have taken the equivalent of three years of full-time study to accomplish. The portfolio must demonstrate original research and make a significant contribution to knowledge or understanding in the field of study, and is presented in a critical and scholarly way.

[457](#). Applicants must apply to the relevant College for approval of their candidature. Applicants are required to submit their published work, together with a 500-word abstract, their CV and a self-critical review of all their submitted work. If College approves registration, it will appoint an adviser to assist the applicant with the format of their submission and to guide them on the selection, coherence and quality of the portfolio of research work, the abstract and critical review.

[486](#). The portfolio of published work must consist of either one or two books or at least six refereed journal articles or research papers, which are already in the public domain. The total submission, including the critical review should not exceed 100,000 words.

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- The critical review must summarise the aims, objectives, methodology, results and conclusions covered by the work submitted in the portfolio. It must also critically assess how the work contributes significantly to the expansion of knowledge, indicate how the publications form a coherent body of work and what contribution the student has made to this work. The critical review must be at least 10,000 words, but not more than 25,000 words in length.
- Students 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.

Additional Regulations for Postgraduate Taught Degrees and MSc by Research, Postgraduate Diplomas and Postgraduate Certificates

Programme-Specific Regulations

[497](#). These regulations may be supplemented by certain programme-specific regulations for degrees offered in collaboration with other institutions.

Period of Study

[5048](#). The prescribed period of study is defined in the Degree Programme Table. This period may not be reduced, and may be extended only in exceptional circumstances.

Assessment

[5149](#). Students must comply with any assessment requirements specific to their degree programme and the University's taught or research (as appropriate) assessment regulations for the current academic session:
www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

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MSc by Research Degrees only

529. In addition to any requirements as detailed in the relevant Degree Programme Table, the student must have demonstrated by the presentation of a [research project](#) or dissertation ~~and/or portfolio~~ that they are capable of pursuing research, or a critical survey of knowledge in the field of study, or both combined with a satisfactory plan for a more advanced research project. The research must demonstrate competence, knowledge and be presented in a critical and scholarly way. The assessed work, including the [research project](#) or dissertation must not exceed 30,000 words. See MSc by Research Structure:

www.ed.ac.uk/files/atoms/files/mscbyresearch_structure.pdf

www.docs.sasg.ed.ac.uk/AcademicServices/Staff/Curriculum/MScByResearch_Structure.pdf

Field Code Changed

Application for Associated Postgraduate Diploma or Masters

534. A candidate who already holds a postgraduate certificate or diploma from the University of Edinburgh may be permitted by the appropriate College to apply for candidature for the associated postgraduate diploma or masters degree, provided that not more than five years have elapsed between their first graduation and acceptance as a candidate for the subsequent award.

Posthumous Awards

542. Senatus may authorise the conferment of posthumous degrees, diplomas and certificates if proposed by the College and approved by the Curriculum and Student Progression Committee. A posthumous award is conferred where the student has significantly completed the relevant year of study at the time of death.

Aegrotat Awards

553. In exceptional circumstances Senatus may authorise the conferment of *aegrotat* degrees to postgraduate students. Each such conferment requires a proposal from the relevant College to be approved by the Curriculum and Student Progression Committee. An *aegrotat* degree is conferred only where the student was nearly qualified to receive the degree and was unable to complete it due to circumstances beyond their control. Before any proposal is referred to Senatus, the College must check that the student is willing to receive the degree *aegrotat*.

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B College of Arts, Humanities and Social Sciences Postgraduate Degree Regulations: Degree Specific Regulations

Doctor of Clinical Psychology (DClinPsychol)

564. The degree specific regulations are:

- a. **Grounds for Award.** Awarded on successful completion of supervised clinical practice, written examination, assessed essay and research portfolio, including thesis, small-scale research projects and experimental case reports.
- b. **Mode of Study and Prescribed Period of Study.** The programme can be taken on a full-time or mixed full-time/part-time basis, but the first year is taken on a full-time basis only. The prescribed period of study is 36 months full-time, or between 48 and 60 months on a mixed full-time/part-time basis.
- c. **Thesis Length.** The thesis must not exceed 30,000 words unless, in exceptional cases, the College has given permission for a longer thesis.

Doctor of Psychotherapy and Counselling (DPsychotherapy)

575. The degree specific regulations are:

- a. **Placement.** Students will undertake a practice placement, consisting of 300 hours of supervised counselling practice and 60 hours of counselling supervision.
- b. **Thesis Length.** The thesis will be between 35,000 and 45,000 words in length unless in exceptional cases the College has given permission for a longer thesis.
- c. **Prescribed period.** The prescribed period of study for students undertaking the programme on a full-time basis is 48 months, and for students undertaking the programme on a part-time basis is 84 years.
- d. **Resits.** A student who fails the practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement if in the opinion of the Board the failure was attributable to illness, hardship or other relevant circumstances beyond the student's control. A repeat placement is to be completed within a further 24 months.
- e. **Recognition of Prior Learning (RPL).** In the case of formal, certificated study, up to 60 credits of prior learning at Scottish Credit and Qualifications Framework (SCQF) level 11 may be recognised. In the case of non-certificated study, up to 20 credits of prior learning may be recognised.

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Doctor of Education (EdD)

[586](#). The degree specific regulations are:

- a. **Grounds for Award.** The degree of EdD may be awarded on the basis of successful completion of assessed coursework, a research project and a thesis.
- b. **Prescribed Period of Study.** The prescribed period of study is 60 months part-time, but this may be increased to a maximum of 72 months.
- c. **Thesis Length.** The thesis length should be no more than 75,000 words.

PhD in Musical Composition

[579](#). **Grounds for Award.** The student must compose to a high creative level as demonstrated both by the student presenting a portfolio of compositions as well as attendance at an oral examination. The portfolio of compositions must comprise original work which:

- a. is suitable for professional performance and worthy of publication;
- b. shows competence in the ancillary technical skills appropriate to the chosen style;
- c. contains material which presents a body of work such as could reasonably be achieved on the basis of three years postgraduate study;
- d. is presentationally satisfactory and intelligible to any musician who might have to use it.

[6058](#). The portfolio of compositions should include at least one major and extended work, except where a shorter submission may be accepted in the case of electronic compositions. If a substantial part of the portfolio was completed before registration for the degree, the student should indicate this and identify the part of the portfolio so completed.

PhD(eca) - Submission by Portfolio

[6159](#). The degree specific regulations, when a student is submitting for award of PhD(eca) by means of a portfolio of artefacts, artworks and other practice-based outputs, are:

- a. The portfolio of artefacts or artworks must comprise original work of a high creative level which is worthy of public exhibition and also an integral part of the contribution to knowledge made by the overall work of the candidate submitted in fulfilment of the requirements of the PhD. It must show

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competence in the appropriate ancillary technical skills; must contain material which presents a body of work such as could reasonably be achieved on the basis of three years postgraduate study; must be satisfactory and intelligible in its presentation. There should also be a permanent record of the work; and

- b. The portfolio of artefacts and artworks will be accompanied by a thesis of not more than 50,000 words (including bibliography and footnotes but excluding appendices).

MPhil(eca) - Submission by Portfolio

629. The degree specific regulations, when a student is submitting for award of MPhil(eca) by means of a portfolio of artefacts, artworks and other practice-based outputs, are:

- a. The portfolio of artefacts or artworks must comprise original work of a high creative level worthy of public exhibition. It must show competence in the appropriate ancillary technical skills; must contain material which presents a body of work such as could reasonably be achieved on the basis of two years postgraduate study; must be satisfactory and intelligible in its presentation. There should also be a permanent record of the work; and
- b. The portfolio of artefacts or artworks should normally be accompanied by a thesis of not more than 20,000 words (including bibliography and footnotes but excluding appendices).

Master of Fine Art

634. The Master of Fine Art is gained upon the successful completion of 240 Credits of study. A maximum of 30 credits can be taken below Scottish Credit and Qualifications Framework (SCQF) Level 11. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed by a combination of practical studio work with theoretical and written studies, including professional practice elements.
- b. **Prescribed Period of Study.** The period of study will be 21 months full-time.

Master of Social Work/Diploma in Social Work (MSW/DipSW)

642. The degree specific regulations are:

- a. **Grounds for Award.** Students will undertake two practice placements
- b. **Prescribed Period of Study.** The period of study will be 21 months full-time.

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- c. **Re-Sit Options.** A student who fails a unit of academic assessment other than the dissertation on the first occasion may be allowed one further attempt to complete the assessment requirements. A student who fails a practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement.

Master of Chinese Studies (MCS)

653. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed by essays, examinations, a placement report and a dissertation. An oral examination will be required in the Chinese language and may be required for other courses. Students must work in the University of Edinburgh and in a Chinese institution approved by the Programme Director.
- b. **Prescribed Period of Study.** The period of study will be between 24 and 36 months, full-time.

Master of Teaching

664. The degree specific regulations are:

- a. **Mode of Study and Prescribed Period of Study.** The period of study is between 36 and 60 months part time.
- b. **Recognition of Prior Learning.** The total number of exemptions which may be granted for any student is 90 credits.
- c. **Grounds for Award.** Students will be assessed directly or synoptically on each course taken. In accordance with the national guidelines, courses are assessed on a pass/fail basis. Students who fail a course will be permitted a further attempt to pass the assessment of that course within three months of the result being made known to the student.

Diploma in Educational Leadership and Management/Scottish Qualification for Headship Programme

675. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed on each course through coursework (assignments, portfolios, reports and oral assessments) and through school visits by SQH field assessors in the case of course 5. In accordance with the national agreement all courses are assessed only on a

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pass/fail basis. Students who fail a course will be permitted one further attempt to pass the assessment of that course within six weeks of the result being made known to the student.

- b. **Mode of Study and Prescribed Period of Study.** The programme is available by part-time study only, and the period of study is between 27 and 60 months.

Master of Counselling/Diploma in Counselling (MCouns/DipCouns)

686. The degree specific regulations are:

- a. **Grounds for Award.** Students will undertake a practice placement, consisting of at least 150 hours of supervised counselling practice and 30 hours of counselling supervision.
- b. **Mode of Study and Prescribed Period of Study.** The period of study will be 24 months full time or 48 months part-time. Each student must complete the requirements of the degree before the expiry of a further 12 months.
- c. **Re-Sits.** Students who fail a unit of academic assessment other than the dissertation on the first occasion may be allowed one further attempt to complete the assessment. A student who fails the practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement. A repeat placement must be completed within a further 24 months.

MSc in Transformative Learning and Teaching

69. The degree specific regulations are:

- a. Prescribed period. The prescribed period of study for students undertaking the programme is 21 months.
- b. Assessment. As part of the assessment of the programme, students are required to submit a portfolio of work and undertake a professional viva to provide evidence that they have met the GTCS Standard for Provisional Registration. The portfolio and professional viva comprise one 30 credit assessment.

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MSc in Middle Eastern Studies with Arabic

6707. The degree specific regulations are:

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- a. **Collaboration.** The first year of study is taken at the University of Edinburgh. An intensive course is taken in an Arabic speaking country during the summer, followed by year two at the University of Edinburgh.
- b. **Progression.** Progression from Year 1 to Year 2 will be decided by the University of Edinburgh's Board of Examiners, after completion of the taught element, and before the students commence their summer placement in an Arab country. Decisions on progression to Year 2 will be conditional on each student's satisfactory completion of the period of residence abroad.

Postgraduate Certificate in Democracy and Public Policy (Edinburgh Hansard Research Scholars Programme)

[7168](#). The degree specific regulations are:

- a. **Mode of Study and Prescribed Period of Study.** The period of study is 13 weeks full time.
- b. **Assessment Type.** Students will be assessed on each unit through coursework, examination and a research project linked to a placement. All units are assessed only on a pass/fail basis. Students who fail a unit will be permitted one further attempt to pass the assessment of that unit within six weeks of the result being made known to the student.

MSc in Architectural Project Management

[7269](#). **Mode of Study and Prescribed Period of Study.** The programme is delivered by distance learning over a period of 48 to 84 months. Each institution will provide 60 credits of teaching material in addition to a dissertation of 60 credits.

MSc in Advanced Sustainable Design (mixed mode)

[739](#). **Mode of Study and Prescribed Period of Study.** The programme is delivered on campus and by distance learning over a period of 24 months (mixed mode).

PhD in Creative Music Practice

[744](#). **Grounds for Award.** The degree is assessed on a single output that consists of two components:

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- a. A text of not more than 50,000 words; and
- b. A portfolio, performance(s), recording(s), and/or other musical output containing original or interpreted pre-existing works such as composition, installation, sound design, interactive music software etc. Such work would be supported by documentation of the process (e.g. video, photographs, recordings, sketches, studies, web pages) by which it was made.

PhD in Trans-Disciplinary Documentary Film

752. Grounds for Award. There are three possible variations for final submission, which combine the submission of audio-visual material and a thesis:

- a. audio-visual material to a maximum of 1 hour documentary film or 100 photographs, plus an extended critical essay of 25,000 - 30,000 words; or
- b. audio-visual material to a maximum of 40 minutes documentary film or 70 photographs, plus an extended critical essay of 45,000 - 50,000 words; or
- c. audio-visual material to a maximum of 20 minutes documentary film or 40 photographs, plus an extended critical essay of 65,000 - 70,000 words.

PhD in Architecture by Design

763. The thesis for the PhD in Architecture by Design must not exceed 50,000 words. In addition to the thesis the student will be required to submit a body of design work including studies, sketches and maquettes, which will be in addition to and fully integrated with the text and presented in a format which can be archived.

Master of Architecture

774. Grounds for Award. The programme will be delivered by a series of advanced level design exercises and projects, engaging with structural, environmental, cultural, theoretical and aesthetic questions. Students must pass the Academic Portfolio for exemption from ARB/RIBA Part 2.

Master of Public Policy (MPP/DipPP), PG Dip and PG Cert of Public Policy

785. The degree specific regulations are:

- a. **Prescribed Period of Study – Master.** The period of study is 12 months.

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- b. **Prescribed Period of Study – PG Dip and PG Cert.** Students on the PG Certificate in Public Policy may complete this full-time over four months or part-time over a two year period. On successful completion of the PG Certificate, students may transfer to the PG Diploma in Public Policy (within a three year time period). Students on the PG Diploma in Public Policy may complete this full-time over nine months or part-time over a four year period. On successful completion of the PG Diploma, students may transfer to the Master Public Policy programme (within a three year time period).
- c. **Grounds for Award.** Students will complete a compulsory programme of courses in the first and second semesters, comprising eight 15-credit courses, and a three-month placement in a policy organisation on which the Capstone Project/dissertation will be based. Students who decide not to complete the Capstone Project may, at the discretion of the College, be awarded a Postgraduate Diploma in Public Policy.
- d. **Resits.** Students who fail a unit of academic assessment other than the Capstone Project on the first occasion may be allowed one further attempt to complete the assessment.
- e. **Placement.** A student who fails the placement component of the Capstone Project may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement. A repeat placement must be completed within a further 12 months.

Diploma in Professional Legal Practice

796. The degree specific regulations are:

- a. **Grounds for Award.** Students must pass all of the core courses and three elective courses to be awarded the Diploma in Professional Legal Practice. Attaining a mark of 50% or more in the assignments, participation and attendance gives exemption from sitting the examination in Company and Commercial, Financial Services and Related Skills and Professional Responsibility.
- b. **Assessment Type.** Students will be assessed in writing in each course of the curriculum. Students may only present themselves for examination in a course if they have been certified as having given regular attendance and having successfully completed the requisite work of the class in that course. Students may be permitted a single re-sit examination for each course of the curriculum in which they have failed.

PhD in Creative Writing

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[8077](#). Grounds for award. The programme is assessed via a portfolio of writing which should include:

- a. A substantial piece or pieces of creative work of no more than 75,000 words of creative prose; or 75 page of verse; or a dramatic composition of no more than three hours length and
- b. An extended critical essay of no more than 25,000 words reflecting on the work's aims and context(s).

The balance between creative and critical elements should be 75% Creative, 25% Critical.

C College of Medicine and Veterinary Medicine Postgraduate Degree Regulations: Degree Specific Regulations

Professional Masters

Master of Clinical Dentistry (MClin Dent) (orthodontics/Paediatric Dentistry/Prosthodontics/Oral Surgery)

[8178](#). Students will pursue an integrated programme of teaching and taught clinical practice. Work for an independent research dissertation will commence during the first year and will be spread over the duration of the programme. Students may be given the opportunity of one resit attempt for the theoretical and practical components. Students who, after resit examinations, have an aggregate mark of less than 40% for the first year will be excluded. The independent research component will be assessed by examination of the written dissertation and subsequent oral examination. The opportunity to resit does not apply to the dissertation.

Masters in Surgical Sciences (MSc)

[8279](#). Students may be given the opportunity of one resit attempt for their final written examinations at the end of their year 1 and /or year 2, if they have failed their first attempt. If they pass the resit they will be awarded the Postgraduate Certificate (Year 1) or Postgraduate Diploma (Year 2); they will not progress into Year 3 (Masters Year).

Master of Surgery (ChM)

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839. The ChM suite of programmes are two year Scottish Credit and Qualifications Framework (SCQF) level 12 programmes worth 120 credits. In order to be awarded the ChM students must:

- a. pass at least 80 credits at SCQF level 12 with a mark of at least 50% in each of the courses which make up these credits; and
- b. attain an average of at least 50% for the 120 credits at SCQF level 12 and;
- c. satisfy any other specific requirements for the ChM degree programme, that are clearly stated in respective handbooks.

There is only one named award (ChM) for the programme; no named Certificate or named Diploma exit awards will be made if the requirements for the award of ChM are not fulfilled.

Masters in Transfusion, Transplantation and Tissue Banking (MSc)

844. Students may be given the opportunity of one resit attempt for their final written examinations at the end of their year 2, if they have failed their first attempt.

Professional Higher Degrees

Doctor of Medicine (MD)

852. An applicant for the degree of Doctor of Medicine (MD) must:

- a. hold a qualification which is registrable with the General Medical Council and must have been engaged since graduation for at least one year either in scientific work bearing directly on the applicant's profession, or in the practice of Medicine or Surgery, and will be performing their work in the South East of Scotland*, either employed as a member of staff of the University of Edinburgh; or as an NHS employee or as a research worker employed or self-financed or grant-funded, in the University of Edinburgh or an Associated Institution or an NHS establishment
- b. all applicants are required to meet the University of Edinburgh standard postgraduate research admissions requirements.

863. The grounds for the award of the degree of MD are:

- a. a student must have demonstrated by the presentation of a thesis, a significant amount of material worthy of publication or public presentation, and by performance in an oral examination (unless this is exceptionally waived by the College) that the student is capable of pursuing original research in the

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field of study, relating particular researches to the general body of knowledge in the field, and presenting the results of the researches in a critical and scholarly way.

- b. the thesis must deal with one or more of the subjects of study in the curriculum for the degrees of MB ChB of the University or with subjects arising directly from contemporary medical practice. It must be an original work making a significant contribution to knowledge in or understanding of the field of study; contain material worthy of publication; show a comprehensive knowledge and a critical appreciation of the field of study and related literature; show that the student's observations have been carefully made; show the exercise of independent critical judgment with regard to both the student's work and that of other scholars in the same general field; contain material which presents a unified body of work; be satisfactory in its literary and general presentation, give full and adequate references and have a coherent structure understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions. A concise and informative summary should be included with the thesis.

874. Supervisors must accommodate the student and the project within their research facilities, and obtain permission from line managers as required. Supervisors will be located in the University of Edinburgh or in NHS facilities within the supervision of the NHS Education for Scotland South East Scotland* postgraduate deanery.

885. Registration may be full-time or part-time.

- a. Full-time registration will apply to students who will spend >80% full-time equivalent devoted to research related to the MD project. They may be either not in employment for >20% full-time equivalent, or employed in a post in which at least 80% full time equivalent time is available for research related to their MD project rather than for clinical training or practice or other duties. Full time students have a prescribed period of two years in which they will conduct the research with up to two years to write up the thesis thereafter. Thesis submission is permitted at two years at the earliest and within four years.
- b. Part-time registration will apply to students who are in employment unrelated to their MD project for >20% full-time equivalent, or who elect not to devote as much as 80% of their time to the MD research project. Students may opt to study either at 40% full-time equivalent, for which they will have a prescribed period of research of four years, or at 60% equivalent, for which the prescribed period is 3 years. Students will have two years to write up the thesis at the end of the prescribed period. Thesis submission is permitted at the end of the prescribed period of study at the earliest.

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MD Timetable for submission

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
MD full time	Prescribed Period		submission period			
MD part time 60%	Prescribed Period			submission period		
MD part time 40%	Prescribed Period				submission period	

896. A student who is registered for a MD may apply to the College for conversion to an alternative degree, including abbreviating the prescribed period to 1 year full time equivalent in order to complete a MSc by Research, completing a 2 year full time equivalent prescribed period to complete a MPhil, or extending the prescribed period to 3 years full time equivalent in order to complete a PhD. Conversion can only be considered prospectively, in advance of completing the necessary prescribed period of research, and will incur fees applicable for the new degree.

8907. A student must submit a thesis specially written for the degree concerned and must not have submitted it in candidature for any other degree, postgraduate diploma or professional qualification. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

*for this purpose, South-East Scotland is the areas covered by the Borders, Fife and Lothian Health Boards.

Doctor of Dental Surgery (DDS)

9188. An applicant for the degree of Doctor of Dental Surgery (DDS) must hold a qualification which is registrable with either the General Dental Council or the General Medical Council or both and must have been engaged since graduation for at least two years either in scientific work bearing directly on the applicant's profession, or in the practice of Dentistry or other related disciplines, and will perform their research work in the South-East of Scotland*, either employed as a member of staff of the University of Edinburgh; or as an NHS employee or as a research worker employed or self-financed or grant-funded, in the University of Edinburgh, or an Associated Institution or an NHS establishment.

All applicants are required to meet the University of Edinburgh standard postgraduate research admissions requirements.

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9289. The grounds for the award of the DDS are that:

- a. the student must have demonstrated by the presentation of a thesis and by performance in an oral examination (unless this is exceptionally waived by the College) that the student is capable of pursuing original research in the field of study, relating particular researches to the general body of knowledge in the field, and presenting the results of the researches in a critical and scholarly way.
- b. the thesis must deal with one or more of the subjects arising directly from contemporary dental or surgical practice relevant to oral health. It must be an original work that:
 - makes a significant contribution to knowledge in or understanding of the field of study;
 - contains a significant amount of material worthy of publication or presentation;
 - shows a comprehensive knowledge and a critical appreciation of the field of study and related literature;
 - shows that the student's observations have been carefully made;
 - shows the exercise of independent critical judgment with regard to both the student's work and that of other scholars in the same general field;
 - contains material which presents a unified body of work;
 - is satisfactory in its literary and general presentation, gives full and adequate references and has a coherent structure;
 - is understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.

A concise and informative summary should be included with the thesis.

939. The supervisors must undertake that they will accommodate the student and the project within their research facilities, and obtain permission from line managers as required.

944. Registration may be full-time or part-time.

- a. Full-time registration will apply to students who will spend >80% full-time equivalent devoted to research related to the DDS project. They may be either not in employment for >20% full-time equivalent, or employed in a post in which at least 80% full time equivalent time is available for research related to their DDS project rather than for clinical training or practice or other duties. Full time students have a prescribed period of two years in which they will conduct the research with up to two years to write up the thesis thereafter. Thesis submission is permitted at two years at the earliest and within four years.

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- b. Part-time registration will apply to students who are in employment unrelated to their DDS project for >20% full-time equivalent, or who elect not to devote as much as 80% of their time to the DDS research project. Students may opt to study either at 40% full-time equivalent, for which they will have a prescribed period of research of four years, or at 60% equivalent, for which the prescribed period is three years. Students will have two years to write up the thesis at the end of the prescribed period. Thesis submission is permitted at the end of the prescribed period of study at the earliest.

DDS Timetable for submission

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
DDS full time	Prescribed Period		Submission period			
DDS part time 60%	Prescribed Period			Submission period		
DDS part time 40%	Prescribed Period				Submission period	

952. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

*for this purpose, South-East Scotland is the areas covered by the Borders, Fife and Lothian Health Boards.

Doctor of Veterinary Medicine and Surgery (DVM&S)

963. A thesis for the degree of DVM&S must deal with one or more of the subjects of study in the curriculum for the degree of BVM&S of the University or with subjects arising directly from contemporary veterinary practice.

974. The grounds for the award of the degree of DVM&S are:

- a. the student must have demonstrated by the presentation of a thesis and by performance in an oral examination (unless this is exceptionally waived by College) that the student is capable of pursuing original research in the field of study relating particular researches to the general body of knowledge in the

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field, and presenting the results of the researches in a critical and scholarly way.

- b. the thesis must be an original work making a significant contribution to knowledge in or understanding of the field of study; contain material worthy of publication; show a comprehensive knowledge and a critical appreciation of the field of study and related literature; show that the student's observations have been carefully made; show the exercise of independent critical judgement with regard to both the student's work and that of other scholars in the same general field; contain material which presents a unified body of work; be satisfactory in its literary and general presentation, give full and adequate references and have a coherent structure understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.

985. Registration is five years part-time. An intending student shall submit to the College a suggested topic and description of the work on which the thesis will be based. A registration fee is paid upon initial registration, an annual advisory fee is paid at the beginning of each year of study (including the first year) and an examination fee is paid at the time of thesis submission. After formal acceptance of the suggested topic and description, a period of normally at least 18 months must elapse before the thesis is submitted.

969. The thesis length should be no longer than 60,000 words.

The University of Edinburgh

Senatus Curriculum and Student Progression Committee

Electronic Business 30 March 2017 - 5 April 2017

Higher Degree Regulations 2017/18

Executive Summary

This paper contains the draft Higher Degree Regulations 2017/18. No changes are proposed (one link, and the date have been amended).

How does this align with the University / Committee's strategic plans and priorities?

The paper is relevant to the University's Strategic Plan objective of Leadership in Research.

Action requested

CSPC is invited to discuss the higher degree regulations for academic year 2017/18. It is proposed that, following the CSPC meeting, the draft regulations are amended to take account of any CSPC comments and a paper is sent to the University Court, presenting the draft "Resolution" for its 24 April 2017 meeting and final Resolution at its 19 June 2017 meeting.

How will any action agreed be implemented and communicated?

Approved regulations will be communicated by Academic Services annual update on regulations and policies.

Resource / Risk / Compliance

1. Resource implications (including staffing)

There are resource implications in updating the regulations and communicating the changes to staff and students. This work is expected to be managed within existing resources. Since no changes are proposed, there are no new resource implications.

2. Risk assessment

3. A risk assessment is not included, however the University's Statement on Risk Appetite provides no risk appetite in relation to compliance. Since no changes are proposed, there is no need for a risk assessment.

4. Equality and Diversity

Since no changes are proposed, there are no new equality and diversity implications.

5. Freedom of information

The paper is open

Originator of the paper

Susan Hunter, Academic Policy Officer, Academic Services and Dr Adam Bunni, Head of Governance and Regulatory Framework Team, 30 March 2016

Degree Regulations and Programmes of Study

Higher Degree Programme Regulations 2017/18



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General Regulations DArts, DD, DLitt, LLD, DSc, DMus

1. [Criteria](#)
2. [Eligibility](#)
3. [Application process](#)
4. [Form of submission](#)
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6. [Lodging and retention of submissions](#)
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8. [Appointment of examiners](#)
9. [Award of the degree](#)
10. [Re-application](#)
11. [Graduation](#)
12. [Appeals](#)

1 Criteria

Higher degrees are awarded to eligible candidates who demonstrate through the submission of work within the public domain which represents an original, rigorous and significant contribution to advancement of knowledge, one which is of international distinction and sustained over a period of at least seven years.

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2 Eligibility

The following are eligible to apply for candidature for a higher degree:

- a. graduates of The University of Edinburgh of not less than seven years standing;
- b. graduates of other universities of not less than seven years standing who are members of staff of the University of Edinburgh of not less than four years standing.

3 Application process

Application for a higher degree is a two stage process. Firstly, candidates must apply to the Higher Degrees Committee of the relevant School for approval of their candidature.

The application form for approval of candidature, together with guidance on the form of submission, may be obtained from the Secretary to the relevant School Higher Degrees Committee.

Applicants must submit the completed application form, and:

- a statement of no more than 500 words explaining how the submission meets the criteria and makes a significant contribution to the field
- their CV

The Committee will decide whether a prima facie case for examination has been made.

If candidature is approved, the candidate will be invited to move to the second stage of the application process and lodge a submission (three copies) for examination. There is no oral examination for a higher degree.

Candidates must submit within six months of application approval.

4 Form of submission

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Candidates must submit work in support of their candidature to be considered within the criteria for the relevant academic discipline which may include, for example; images, books, papers, records of performance, records of exhibitions.

The submission will also include:

- a critical appraisal of how the submission meets the criteria and makes a significant contribution to the field. (No more than 10,000 words.)
- a CV

Additional information is available in the University's [Standards for the Format and Binding of a Theses](#).

5 Certification

All works submitted must be accompanied by a statement, signed by the candidate certifying, for each piece of work submitted, the contribution to the output from the candidate.

6 Lodging and retention of submissions

Submissions (three copies) must be lodged within six months of the approval of candidature. Two copies of successful submissions will remain the property of the University and one will be returned to the candidate.

7 Examination fee

At the time of lodging a submission, the examination fee must be paid. Candidates must also matriculate, but no matriculation fee is charged.

8 Appointment of examiners

The University shall, in the case of each submission, appoint one internal, and two external examiners. Each examiner should be of recognised eminence in the subject of the submission.

Degree Regulations and Programmes of Study

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9 Award of the degree

The degree shall be awarded only if the relevant committee of Senatus, on the recommendation of the examiners, is satisfied that the criteria for the award of the degree have been met (as specified above).

10 Re-application

A candidate whose application for candidature has not been approved or whose submission has not been recommended for the award of the degree may not reapply for the degree within five years of his/her first candidature unless the period is specially reduced by the relevant committee of Senatus on the recommendation of the examiners.

11 Graduation

Successful candidates will be awarded the degree at the next available graduation ceremony. Candidates for higher degrees may, at the discretion of the University, be permitted to graduate *in absentia*.

12 Appeals

The process for appeal for unsuccessful candidates is described in the University's [Student Appeal Regulations](#)

H/02/27/02

The University of Edinburgh

Senatus Curriculum and Student Progression Committee

Electronic Business – 30 March 2017 - 5 April 2017

Glossary of Terms (Degree Regulations and Programmes of Study) 2017/18

Executive Summary

This paper contains the revised Glossary of Terms (revised to remove dictionary definitions, incorrect links).

How does this align with the University / Committee's strategic plans and priorities?

The paper aligns with the University's Strategic Plan objective of Leadership in Learning.

Action requested

To note formally

How will any action agreed be implemented and communicated?

There are only slight revisions to remove dictionary definitions therefore there is no requirement to include this in the annual communications from Academic Services.

Resource / Risk / Compliance

1. Resource implications (including staffing)

There are resource implications in updating the glossary. This work is expected to be managed within existing resources.

2. Risk assessment

None

3. Equality and Diversity

Equality impact assessment will be carried out by Academic Services.

4. Freedom of information

The paper is **open**

Originator of the paper

Ailsa Taylor, Academic Policy Officer, Academic Services and Susan Hunter, Academic Policy Officer, Academic Services and Dr Adam Bunni, Head of Governance and Regulatory Framework Team

30 March 2017



Glossary of Terms 20176/187

This glossary defines the terms used within the Degree Regulations and Programmes of Study, as well as more widely across the University.

Each term is recorded alphabetically. Selecting a letter below will take you directly to the appropriate section.

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[N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#)

-A-

Term	Definition
Absence/absent	A student is deemed to be absent from the University if s/he is not engaging or participating satisfactorily in the study activity for which s/he is registered as a student. Student absence is not necessarily linked to the absence of a physical on-campus presence, but may be so linked if a student is required to attend classes, seminars, tutorials, online activities or other group or individual meetings.
Abstract	A brief but comprehensive summary of the contents of the thesis.
Academic and honorary staff	Members of staff of the University holding a contract of employment either as a member of teaching and research staff in the University or holding honorary status (awarded to persons who have rendered appreciable public service to the University).
Academic misconduct	Any type of misconduct that occurs in relation to a formal academic exercise. This includes plagiarism , collusion , falsification , deceit , cheating and impersonation .
Additional class information	This is information on the teaching arrangements of a course other than the contact teaching time, class hours, times, or locations.
Aegrotat degrees	A degree without classification, awarded in exceptional circumstances when a student has been unable to take his or her assessment or examinations because of illness or circumstances beyond their control. Aegrotat degrees are awarded on the understanding that had the candidate been well, he or she would have obtained the award.
Alternative assessment	These test the same learning outcomes as the original assessment but may use a different assessment method, e.g. online assessment or take-home examination compared with an invigilated exam. They may be used for a whole course

	when the original assessment was disrupted or for individual students where special circumstances apply.
Anniversary date	The date upon which the student starts the next year of his/her study. Students are registered at the anniversary date and so pay annual tuition fees from this date. The anniversary date takes into account any interruption of study applicable.
Anonymous marking	Students' identities are not revealed to markers or to the Board of Examiners until near the end of the assessment process when anonymity ends and a check is made.
Applicant	A person who has formally submitted an application for admission to the University, where the application is still active, and the individual is not yet a student.
Assessment	The set of processes which measure the outcomes of students' learning in terms of knowledge acquired, understanding developed and skills gained. These processes of measurement are necessarily diverse, in order to measure different aspects of learning in an appropriate manner, e.g. by examination in an exam hall, online, take-home, and with different specifications, e.g. open or closed book, specified time frame, and by coursework, which include essays, tutorial participation, oral presentations, practical, lab work etc. Assessment includes attendance and satisfactory completion, (where both result in a 'pass') as well as other diagnostic, formative and summative methods.
Assessment only	Where the student takes some or all of the assessment for a course but is not required to attend classes, seminars, tutorials, online activities or other group or individual meetings for that course. This is currently recorded as "Exam only" on the student record.
Assessment regulations	www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations
Assistant Supervisor	For postgraduate research students, the role of the Assistant Supervisor is intended to be considerably more limited than that of the Principal Supervisor in terms of responsibility, but in some cases the Assistant Supervisor may have day to day involvement in the student's supervision. Assistant Supervisors may be appointed to provide (where relevant) complementary expertise, such as specialised knowledge of a particular technique. See also " Principal Supervisor ", " Co-Supervisor " and " Lead Co-Supervisor ".
Attendance date	The date by which students are required to be in attendance at the University e.g. Induction Week ahead of Semester 1 commencement.
Authorised interruption of studies	Where a student is temporarily unable to study they may apply for an interruption of studies, during which they conduct no studies at the University. Students re-engage with their studies following their return from an interruption.

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Term	Definition
Blind marking	Takes place when work is independently assessed by more than one marker and neither marker knows the other's comments or judgements when reaching their own marks, grades and judgments on the student's work.
Board of Examiners	A body consisting of University staff and external examiners where appropriate, with membership approved by the relevant College whose role is to take an overview of each student's academic performance on a relevant course or programme based primarily on assessment results, and to make a final academic judgement on the appropriate outcome, e.g. on progression or the award of degree, diploma or certificate. www.ed.ac.uk/schools-departments/academic-services/staff/assessment/boards-examiners
Board of Studies	The committee in Schools which undertakes scrutiny of curriculum development proposals and where local decisions about courses, programmes and academic policy are made.
Borderline	Defined as marks from two percentage points below the class or grade boundary up to the boundary itself. Boards of Examiners must use the University borderline definition and must not set and use a different definition.

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Term	Definition
Calendar day	Any day of the week, including weekends (i.e. Monday to Sunday).
Cheating	An example of academic misconduct. It is any attempt to obtain or to give assistance in an examination or an assessment without due acknowledgement. This includes submitting work which is not one's own.
Communication channels	The official formal communication channels used by the University with students are the University email account, MyEd and/or post.
Co-requisite of course	A co-requisite course to 'Course X' must be undertaken in the same Semester or Academic Year (as specified) as 'Course X'.
Classification	This is the grading scheme used to identify the level of achievement of an undergraduate honours degree. The class of degree can be First class honours (1st), Second class honours, upper division (2.i), Second class honours, lower division (2.ii), or Third class honours (3rd).

Formatted Table

Class only	A student attending a course on a class-only basis does not sit assessment and does not receive credit for that course. This is also known as “auditing” a course.
Co-Supervisor	For postgraduate research students, the Principal and Co-Supervisor have equal roles and responsibilities, but the Principal Supervisor tends to deal with the administrative aspects of supervision. The supervisory arrangement of “Principal plus Co-Supervisor” is normally chosen when the student’s proposal involves interdisciplinary research. See also “ Principal Supervisor ”, “ Lead Co-Supervisor ”, “ Assistant Supervisor ”.
Collusion	A form of academic misconduct. It is an unauthorised and unattributed collaboration with other people (including fellow students) of students in a piece of assessed work.
Common Marking Schemes	www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme
Compulsory course	Courses which a student must take as part of their degree programme, as specified in the Degree Programme Table in the Degree Regulations and Programmes of Study www.drps.ed.ac.uk/
Concession	Where the requirements of University regulations are varied by those with specific authority to do so, e.g. the Curriculum and Student Progression Committee (CSPC) and relevant College committees or officers. Colleges may devolve the operation of some concessions to Schools.
Concession for a course	A concession for a course allows for the substitution of a course required in the Degree Programme Table (DPT), with another course. The concession requires approval by the appropriate body in the School or College.
Contact teaching time	This is the average normal time per week in which the student can expect direct teaching contact with staff, for example lectures, supervised dissertation, project, practicals, studio hours, labs or tutorials.
Core course	This is a course that must be taken and passed in order to progress to the next stage of study within a specific degree programme.
Course	Each year of study of undergraduate and taught postgraduate programmes is composed of courses. A course is a unit of teaching and learning formally offered within the University, which carries credit expressed in credit points (see http://www.drps.ed.ac.uk/) and which may contribute to a University award (certificate, diploma or degree). A course will have: a course code (recorded on the University’s Student Record system), one or more units of assessment, a specified credit value, a specified credit level, a named Course Organiser, and an identified host department/school/teaching organisation.

Course code	The unique alphanumeric code assigned to each course. The course code is listed in the individual course entry, beside the course title.
Course Organiser	A member of staff whose remit varies according to local School organisation, but in outline the Course Organiser is responsible for: <ul style="list-style-type: none"> • general course management; • assessment-related activities; • advising and supporting students on course-related matters; • monitoring and reviewing courses
Credit level	The Scottish Credit and Qualifications Framework (SCQF www.scqf.org.uk/) credit level identifies the level of the outcome of learning achieved (see http://www.drps.ed.ac.uk/).
Credit points	The University adheres to the Scottish Credit and Qualifications Framework (SCQF www.scqf.org.uk/) within which credit points are used to quantify the volume of learning achieved. Two SCQF credit points are equivalent to one point in the European Credit and Transfer System (ECTS).
Credits awarded on aggregate	Credit can be awarded for a limited number of failed courses in honours years or taught postgraduate programmes when a student has met specific conditions. An example of this is when all the marks for the taught components of the relevant year of the programme (120 credits) are available, if the student has achieved pass marks (40%) in at least 80 credits and has an overall average of 40% or more over the full 120 credits, then they may be awarded credits on aggregate for the failed courses. Not all degree programmes permit the award of credit on aggregate.
Credit total	The total credit points allocated to a set of courses.
Critical review	A writing task that asks the student to summarise and evaluate a text. The critical review can be of a book, a chapter, or a journal article.

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Term	Definition
Deceit	Dishonesty in order to achieve advantage. For example, by resubmitting one's own previously assessed work without acknowledgement.
Degree examination	These are summative examinations which count towards a University award.

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Degree Programme Specification (DPS)	Each degree programme has a specification which gives a concise description of the learning outcomes and how they are demonstrated and achieved.
Degree Programme Table (DPT)	The Degree Programme Table (DPT) identifies the regulated path for a degree e.g. the compulsory and optional course options required to achieve the award. A student will follow the curriculum for a degree programme set out in the DPT.
Degree Regulations and Programmes of Study (DRPS)	The Degree Regulations and Programmes of Study (DRPS) sets out in the regulatory framework by which the University's programmes are governed, the valid courses to achieve an award (Degree Programme Table), and details of all the courses offered by the University.
Degree type	Degree programmes are based on a number of standard models. The 'Degree Type' defines in brief the model followed by individual degree programmes, e.g. 'Single Honours'. Degree Types are outlined in the General Undergraduate Degree Regulations.
Delivery period of a course	The period in which the course is actually taught (normally either Semester 1 or Semester 2, or the whole Year: both semesters).
Discontinuation (of students)	An obsolete term, now replaced by "Withdrawal" or "Exclusion".
Distance learning	A distance learning course or programme is one which is designed to be studied without the need for students to physically attend the University, unless such physical attendance is required for short periods (e.g. summer schools). This may include online learning.
Dissertation	An extended piece of scholarship in which a student has the opportunity to study in depth a topic chosen on the basis of the student's own interests, the staff available to supervise, and the feasibility of the topic proposed in the light of resources and time available. The dissertation is characterised by the depth of investigation, analysis, comprehension and critique demonstrated.
Doctorate	Doctoral degrees are designed at Scottish Credit and Qualifications Framework (SCQF) Level 12 and are allocated at least 540 SCQF Credit Points of which a minimum of 420 are at SCQF Level 12.
Double marking	Where a student's work is assessed by more than one marker. If the second marker does not know the first marker's comments or judgement prior to marking this is blind double marking. Double marking does not need to be blind. Double marking is a form of moderation and may be done for a sample of the students taking a course, e.g. those who are borderline for progression decisions, or for the whole course.

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Term	Definition
Engagement	A student is deemed to be engaged with his/her studies when s/he is attending as required, responding in a timely manner to the needs of the programme and progressing adequately.
Equivalent course	A course of comparable credit value and level which may be substituted for or equivalent to another course in the Degree Programme Table.
Examiners (external and internal)	<p>External Examiners are appointed from outside the University to help ensure that degrees awarded by the University are comparable in standard to those of other equivalent departments in appropriate universities, although their content may differ. They also ensure that the assessment system is operated equitably and fairly in respect of the treatment and classification of students.</p> <p>The roles, powers and responsibilities of External Examiners are set out in the University's Code of Practice for External Examiners of Undergraduate and Taught Postgraduate Programmes. External Examiners for Taught Programmes Policy</p> <p>Internal examiners are teaching and honorary staff of the University who teach Scottish Credit and qualification Framework level 7 to 12 courses which are awarded for credit and are listed in the Degree Regulations and Programmes of Study www.drps.ed.ac.uk/.</p> <p>Internal and External Examiners are members of the Board of Examiners. See Boards of Examiners.</p>
Exclusion (see also "Withdrawal")	The University's action by which an individual's status as a student is removed due to reasons other than completion of a programme of study. After exclusion, the individual is no longer entitled to access University resources.
Extension of study	A student may apply to be given additional time to complete his/her studies only under exceptional circumstances where it can be shown that unforeseen difficulties have delayed the normal progress of studies. Extensions of studies may not be requested retrospectively. A fee is chargeable for extensions of study.

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-F-

Term	Definition
Face value mark	The mark that the work is believed to merit based solely on the content as presented. This mark has not been confirmed.

Falsification	An attempt to present fictitious or distorted data, evidence, references, citations, or experimental results, and/or to knowingly make use of such material.
Feedback	Information that is provided to students which can enable them to review what they know, understand and can do in their studies, and to identify areas for improvement. www.ed.ac.uk/schools-departments/academic-services/staff/assessment/feedback www.enhancingfeedback.ed.ac.uk/
Feed-forward	Feed-forward can provide students with information they can use to make improvements to future assessments. Examples include: <ul style="list-style-type: none"> • the opportunity to get comments on a draft or outline, and so to take account of these in the final version; • the option of a practice test (e.g. getting feedback on how well students answered multiple-choice questions); or • what has sometimes been called 'pre-emptive' feedback - a pre-exam revision seminar, or a workshop focusing on past exam papers. www.enhancingfeedback.ed.ac.uk
Fitness to practise	Some of the University of Edinburgh degree programmes are accredited by professional bodies and may have fitness for practise considerations (often referred to as “fitness to practise”). Fitness to practise is relevant in professions where safe and appropriate professional practise, conduct and competencies are distinct from academic achievement. The University, in conjunction with the professional bodies, has a duty to ensure the student is fit to practise while undertaking this training.
Formative assessment	Designed to provide students with feedback on progress and to inform development but it does not contribute to the overall assessment. Formative marks or grades do not directly contribute to final results
Full-time (student)	There are a number of different definitions of “full-time student” across the sector. The Scottish Funding Council refers to a full-time course or research study which “involves the student in an average of at least 21 hours study a week, including private study, for periods of more than 24 weeks per year or, in the final year, for 24 weeks or less if the earlier years met the definition of full-time”. The University’s expectation of credit load is that a full-time undergraduate student will attain 120 credits at each stage of full-time study and that a full-time taught postgraduate masters student will attain 180 credits.

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Term	Definition
Grade	The grade is an outcome for an assessment, defined by the range in the common marking schemes.

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-H-

Term	Definition
Handbooks	These provide students with information about programme and course content, aims and objectives, teaching and assessment, support and other issues. They indicate what is expected of students.
HESA	Higher Education Statistics Agency. www.hesa.ac.uk/
Home institution	The home institution is the higher education institution where a visiting student is registered on a degree programme.

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-I-

Term	Definition
Impersonation	The assumption of the identity of another person with intent to deceive or gain unfair advantage.
Induction week	The week before the start of teaching in Semester 1 of the academic year. A variety of events to orient and welcome new students are available. The orientation helps new students to organise their classes, acclimatise to student life, and introduce themselves to other students.
Integrated masters	This is an integrated degree programme comprising five years of undergraduate study, involving courses at Scottish Credit and Qualifications Framework (SCQF www.scqf.org.uk/) level 11. See the relevant Degree Programme Table for further information www.drps.ed.ac.uk/
Intercalation	The period when a student is officially suspended from studying for an academic degree in specific circumstances.
Interruption of studies	See "Authorised Interruption of Studies".

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-J-

Term	Definition
Junior honours	The first Honours year of an Honours degree programme, normally involving courses at Scottish Credit and

	Qualifications Framework (SCQF www.scqf.org.uk/) level 9 or 10.
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-L-

Term	Definition
Lay summary	A brief description written in non-technical language that should be easily understood by a reader lacking specific or technical knowledge of the subject area. See guidance: www.ed.ac.uk/files/atoms/files/lay_summary_in_theses.pdf
Lead Co-Supervisor	A supervisor for a postgraduate research student, where two supervisors bear equal responsibility for the student, with one of the two nominally the lead. See also " Principal Supervisor ", " Co-Supervisor ", " Assistant Supervisor ".
Learning outcomes	The stated aims and objectives for a course or programme. They outline the understanding, the skills and the knowledge that students will attain through successful completion of the course or programme.
Learning profile	This presents the recommended reasonable adjustments to be implemented so that a student is able to participate fully with their studies. The learning profile is compiled by the Student Disability Service following discussions with the student, and in some cases the student's Personal Tutor.
Leave of Absence	Leave of absence may be granted to students when they are conducting activities related to their programme of study away from Edinburgh.

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Term	Definition
Mainstream adjustments	Adjustments that are made to increase the accessibility and inclusivity of learning and teaching for all students. Further information is available on the Institute for Academic Development website at: www.ed.ac.uk/schools-departments/institute-academic-development/learning-teaching/inclusive/mainstreaming

Mark	The overall percentage for a course, approved and awarded by a Board of Examiners and input to the student record.
Marker	Markers are people who mark students' work for formative or summative purposes but who are not examiners and therefore do not have membership of the Board of Examiners.
Marking schemes	www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme
Matriculation	Matriculation is the formal process of registering for study at the University.
Maximum period of study	<p>This is the maximum period within which the student must have completed their programme of study, and have met the requirements for the award.</p> <p>The maximum period includes any concessions, extensions, authorised interruptions of study and for some research degrees, the submission period.</p>
Member of the University community	Some University policies and regulations refer to students being accompanied by "a member of the University community", for example, in the student academic appeals and student conduct processes. In these cases "member of the University community" includes current students and staff, including staff in the Edinburgh University Students Association and the Edinburgh University Sports Union. There is also a wider community of former staff and students and the parents of students, but these are not "members of the University community" for regulatory purposes.
Misconduct	<p>Misconduct is where a student has not behaved appropriately. The Code of Student Conduct lists examples of student misconduct:</p> <p>www.ed.ac.uk/schools-departments/academic-services/staff/discipline/code-discipline</p>
Mode of study	The assessment conditions that apply to full time or part-time students/the mode by which the student is studying, for example full-time full year, full-time part-year, part-time continuous or part-time intermittent.
Moderation	The Quality Assurance Agency Code of practice for the assurance of academic quality and standards in higher education, Section 6: Assessment of students—September 2006 notes that "Internal moderation is a process separate from that of marking and provides assurance that assessment criteria have been applied appropriately, reflecting the shared understanding of the markers, and an approach which is comparable irrespective of the academic subject (in particular recognising that students may be studying more than one subject)." Moderation methods include sampling of marks, double marking, operation of marking schemes, checking marks against students' profiles of marks to ensure consistency etc.- Moderation is a process intended to assure that an assessment outcome is fair and reliable, that

	<u>assessment criteria have been applied consistently, and that any differences in academic judgement between individual markers can be acknowledged and addressed. Moderation occurs before External Examiners review the operation of the marking and internal moderation process. Forms of moderation include sampled second marking, double-marking, and checking the operation of computer-based assessment.</u>
Module	A sub-division of a course, covering a discrete part of the course's content.

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Term	Definition
Named certificate and diploma	Named certificates and diplomas are those with a specific title other than the Undergraduate Certificate of Higher Education or Undergraduate Diploma of Higher Education. Examples include the Postgraduate Certificate in Counselling Studies, the Diploma in Pain Management, and the Diploma in High Performance Computing.
Non-Examining Chair	A non-examining chair is the convener of a Board of Examiners who ensures that due process is carried out by the examiners whilst not taking an active part in the examination itself.
Normal year taken	The year of study in which a course is normally taken by full-time students.
Null sit	If an assessment is recorded as "null-sit" by a Board of Examiners then it does not count as an assessment attempt and therefore does not contribute to the maximum number of permitted assessment attempts.

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-O-

Term	Definition
On-campus learning	Refers to those courses or programmes which are designed to be studied by students physically attending the University, unless such physical attendance is not required for short periods.
Open book examination	In these examinations students are permitted to have access to specific material which is approved by the School.
Oral assessment	An assessment judgement is made based on the student's verbal contribution. It can include a variety of activities: <ul style="list-style-type: none"> • students making presentations which are part of the assessment of a course;

	<ul style="list-style-type: none"> • student participation in tutorials; • specific skills which are assessed orally, e.g. in languages; • a viva voce examination.
Other teaching time	This is the number of hours per week that a student will be required to undertake formal activities other than direct teaching (directed learning and independent learning). This might include labs and other workshops.

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-P-

Term	Definition
Part-time student	There are a number of different definitions of “part-time student” across the sector. The Scottish Funding Council (SFC) defines part-time as a “short full-time course with an overall course length of 24 weeks or less”. The SFC then further defines part-time in relation to “structured” or “non-structured” programmes of study.
Personal Tutor	Undergraduate and postgraduate taught students have a Personal Tutor, a member of the academic staff who provides academic guidance and support.
Placements	A period of vocational, industrial or academic experience, which may be paid or unpaid, where the placement forms part of the student’s award. The individual remains a student of the university while on the placement.
Portfolio	A collection of previous work containing a significant amount of material worthy of publication or public presentation submitted by an applicant as part of the evidence required to assess the quality of the application for undergraduate or postgraduate study.
Pre-requisite	A pre-requisite to “Course X” is a course that must be successfully completed before the student can undertake “Course X”.
Prescribed period of study	This defines the period during which a student is expected to complete his/her taught or supervised studies. Following completion of the prescribed period of study, doctoral and MPhil students are given a period of time to write up their research and submit a thesis before the maximum period of study is reached. It follows that for non-doctoral or non-MPhil students the maximum end date of study and the end date of the prescribed period of study are the same date.
Principal Supervisor	The person primarily responsible for giving the research student help and advice to obtain good training in research, choosing a topic of appropriate scope and significance, organising the research, composing a thesis that meets the

	University's expectations, and submitting it in the appropriate timescale. See also " Assistant Supervisor ", " Co-Supervisor ", " Lead Co-Supervisor ".
Programme of study	The sum of all the elements leading to a defined graduating curriculum. The undergraduate Certificate and Diploma of Higher Education are not defined graduating curricula and therefore are not programmes of study. See relevant Degree Programme Table at www.drps.ed.ac.uk/
Prohibited combination	Courses with a substantial overlap in subject content that cannot be counted together in a qualifying curriculum.

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-R-

Term	Definition
Reasonable adjustments	These inform staff about what support is recommended for students in lectures and in exams, e.g. permission to record lectures, extra time in exams etc. The reasonable adjustments recommended for an individual student are recorded in the student's Learning Profile.
Recognition of Prior Learning (RPL)	The Scottish Credit and Qualifications Framework (SCQF www.scqf.org.uk/) defines Recognition of Prior Learning (RPL) as the process for recognising learning that has its source in experience and/or previous formal, non-formal and informal learning contexts. This includes knowledge and skills gained within School, College and University and outside formal learning situations such as through life and work experiences. All applications for RPL at the University must be supported by evidence that the applicant's prior learning: <ul style="list-style-type: none"> • is closely similar in content to the course(s) from which exemption is sought; • is at the same SCQF academic level as the course(s) from which exemption is sought; • is sufficiently recent that the student's knowledge remains active and up to date.; • has been undertaken at other universities or institutions of comparable standing.
Registration	The student accepts the University's terms and conditions, and confirms their personal details, and reviews their study details. The student must also make arrangements for the payment of fees if they have not done so already. Completion of the registration process is only one of the components required for full matriculation at the University.

Requirements	This indicates whether a course has any requirements for entry, such as pre-requisites, co-requisites, or prohibited combinations.
Result	The overall outcome for the course, expressed as 'Pass' (and type of pass), 'Fail' or 'Absent'.

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Term	Definition
Schedule of courses	A list of all courses offered by a School. Each Schedule has been assigned a letter to allow cross-referencing from individual Degree Programme Tables. Each Schedule is sub-divided into Subject Areas.
SCQF	The Scottish Credit and Qualifications Framework (see www.scqf.org.uk/ for more information)
Self-plagiarism	Material that is re-used verbatim in different essays by the same student, whether on the same course or on a different course
Senior honours	The second Honours year of an Honours degree programme, normally involving courses at Scottish Credit and Qualifications Framework (SCQF www.scqf.org.uk/) level 10 or 11.
Special arrangements	In some cases courses may have specific requirements for entry that are not covered by the pre-requisites, co-requisites, prohibited combinations or costs. In such cases, this section of the course description describes these arrangements.
Special circumstances	Circumstances which are beyond a student's control and for which there is sufficient documentary evidence to show that these circumstances may have adversely affected a student's performance in an assessment. <u>Special circumstances are circumstances which are exceptional for the individual student, are beyond that student's control and for which there is sufficient evidence to show that they had a significant adverse impact on the student's performance in an assessment , or resulted in non-attendance or a non-submission for a scheduled assessment.</u> www.ed.ac.uk/files/atoms/files/special_circumstances.pdf
Start date	The formal date by which a student is deemed to have commenced their programme of study. For postgraduate students this will always be the first day of the month. For undergraduate students this will usually be the first day of semester 1 or semester 2.

Student	A student is someone who has been admitted to the University to study for academic credit at Scottish Credit and Qualifications Framework (SCQF www.scqf.org.uk/) level 7 or above and has commenced the matriculation process and has not otherwise exited the University (through successful completion, withdrawal or exclusion). Successful completion of studies occurs when the student has no further study to perform, and this precedes graduation.
Student Support Officer	An administrative staff member in the Student Support Team in Schools or services who provides support for students with issues related to their studies at the University.
Subject area	Heading used in the School schedules to group courses into disciplinary sub-divisions or other groupings that facilitate reference from the Degree Programme Tables (DPTs).
Submission period	Doctoral and MPhil students are given an additional 12 month period at the end of the prescribed period of study, called the submission period, also referred to as writing up period. During this period, the student collates the finalised research work ready for submission, the research study having been completed by the end of the prescribed period of study. The student's supervisor maintains pastoral and general academic interest during the submission period, but research supervision should have been completed.
Summative assessment	This measures the level of attainment by a student in the programme of study.
Supervisor	See definitions for " Principal Supervisor ", " Co Supervisor ", " Lead Co-Supervisor " and " Assistant Supervisor ".
Suspension	Students may be required to temporarily suspend their studies and activities on grounds of misconduct or to prevent danger to themselves or others. This can be a total or selective restriction on attending the University or accessing its facilities or participating in university activities. Students may request to temporarily suspend their studies: this is called interruption of studies.
Synoptic assessment	This requires students to make and use connections within and between different areas of their study, demonstrating and applying their knowledge and understanding.

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Term	Definition
Take home examination	An examination which is given to students for them to complete and submit within a specified period of time. A take home exam does not need to be sat under invigilated conditions. The exam can be issued to students using a

	variety of methods, e.g. email, direction to an online webpage, handed out on paper.
Teaching block of course	Each semester is divided into two blocks: block 1 and 2 in semester 1 and blocks 3 and 4 in semester 2. Block 5 is the period beyond the end of semester 2 (see “Delivery period of a course”).
Thesis	A document submitted in support of candidature for an academic degree or professional qualification presenting the author’s research and findings.

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-U-

UKVI	Home Office: https://www.gov.uk/government/organisations/uk-visas-and-immigration/
Unit of assessment	A unit of assessment is a component of a course which is considered by a Board of Examiners as a discrete entity in reaching its final mark for the course or its progression or award decision. Examples include an essay, an exam paper, questions within an exam paper, etc.
Unsatisfactory progress	See Progression

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Term	Definition
Viva Voce	An oral examination that assesses the student’s general knowledge of the field of research; establishes the extent of any collaboration; ascertains that the student can work independently and lead the work of others; and confirms that the work is the student’s own.

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-W-

Term	Definition
Welcome Week	The week before the start of teaching in Semester 1 of the academic year. A variety of events to orient and welcome new students are available. The orientation helps new students to organise their classes, acclimatise to student life, and introduce themselves to other students.

Withdrawal	The student's action by which s/he voluntarily chooses to leave the University. After withdrawal, the individual is no longer entitled to access University resources.
Writing up period	See "submission period".

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The University of Edinburgh

Senatus Curriculum and Student Progression Committee

Electronic Business 30 March 2017 - 5 April 2017

CSPC Terms of Reference 2017/18

Executive Summary

This paper contains the draft Committee Terms of Reference for 2017/18.

The paper proposes an amendment to the Terms of Reference to reflect the changes to regulations that were put in place at the start of 2016/17. Revisions to the Special Circumstances Policy mean that there has been a vast reduction in the number of individual student concessions that require CSPC approval (approval for individual concessions has now mostly been devolved to Schools and Colleges). As a result of these changes, there is no longer a requirement for CSPC to form a sub-committee in June to consider concessions. The Terms of Reference have been amended to take this into account.

Currently, any concessions received are dealt with by the Convener (or Vice-Convener), by Convener's Action, with advice provided from the academic governance member of the Committee (or his/her representative). It is proposed that this would continue, for the small number of cases that reach the Committee. In 2016/17 so far this has involved Convener's Action for consideration of 13 cases.

The annual report on concessions will continue to be distributed; this report will allow CSPC members to study any trends and learning points in relation to concessions, and to take appropriate action within the relevant Schools/Colleges.

How does this align with the University / Committee's strategic plans and priorities?

Concessions foster diversity and inclusion as part of meeting the objective of Leadership in Learning.

Action requested

For approval

How will any action agreed be implemented and communicated?

Revised Terms of Reference will be made available at www.ed.ac.uk/academic-services/committees/curriculum-student-progression/terms-reference

Resource / Risk / Compliance

1. Resource implications (including staffing)

There are no resource implications.

2. Risk assessment

This paper ensures that there is clarity regarding current arrangements – there are no new risks associated with the paper.

3. Equality and Diversity

Equality and Diversity implications are considered in the annual concessions report

to CSPC.

4. Freedom of information

The paper is **open**.

Originator of the paper

Theresa Sheppard, Academic Policy Officer, Academic Services, Ailsa Taylor, Academic Policy Officer, and Adam Bunni, Head of Governance and Regulatory Team, Academic Services

30 March 2017

The University of Edinburgh
Curriculum and Student Progression Committee
Terms of Reference

1. Purpose and Role

- 1.1 The Curriculum and Student Progression Committee is responsible, on behalf of Senatus, for the academic regulatory framework apart from those aspects which are primarily parts of the Quality Assurance Framework.
- 1.2 The Committee is also the forum which oversees the process of maintaining and disseminating the regulations, and other guidance, in light of policy developments and changes in the internal and external environments.

2. Remit

The remit of the Curriculum and Student Progression Committee is to:

- 2.1 Offer strategic advice on the University's portfolio of undergraduate and taught postgraduate programmes.
- 2.2 Oversee the development, maintenance and implementation of a fit for purpose regulatory framework which effectively supports and underpins the University's educational activities.
- 2.3 Examine the need for, and approve the simplification, development and review of any specific components of the regulatory framework in light of new innovations or specific trends, issues or problems.
- 2.4 Ensure that the academic regulatory framework continues to evolve in order to meet the organisational needs of the University, especially within the context of the designated powers and authority of the University and its Colleges and Schools.
- 2.5 Act with delegated authority from the Senatus on matters of student conduct and discipline¹.

3. Governance

- 3.1 The Committee will act with authority, as delegated by the Senatus, in order to take decisions regarding the regulatory framework for the University's educational activities.
- 3.2 In taking forward its remit, the Committee will support and encourage diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of staff and students.
- 3.3 The Committee will report direct to the Senatus as necessary, but at least annually.
- 3.4 The Committee will liaise with relevant Court Committees and with specific managers and offices in respect of issues or instances where matters of academic policy intersect with management issues.
- 3.5 The Committee will identify and agree the ways in which it will periodically interact and exchange information with relevant committees and academic and student services in matters relating to the academic regulatory framework.

4. Operation

- 4.1 The Committee will meet at least four times per annum. The Committee will also interact electronically, as is necessary for its business to be effectively progressed. The Convener of the Committee may approve items by Convener's Action between meetings. The Convener is advised on such decisions by the secretariat of the Committee and/or the academic governance member.

¹ This responsibility came into effect on 1 January 2014 when the Standing Commission on Discipline was dissolved.

This advice draws on previous Committee decisions and on issues agreed in principle with delegated authority granted to the Committee Convener, while ensuring the maintenance of academic standards and the appropriate consistency of treatment of students.

- 4.2 The Committee may also meet electronically to note formal items or items which are not considered to be of strategic importance.
- 4.3 The Committee will follow a strategic agenda which is set prior to the start of the academic year and which is agreed through consultation with Senatus, the Conveners of the other Senatus Committees, and other relevant members of the University community.
- 4.4 ~~A concessions sub-committee will be established on an annual basis, primarily comprised of at least five members of the Committee, including at least one Committee member from each College, the academic governance member of the Committee and the Convener or Vice-Convener. The sub-committee may decide to co-opt additional College representatives. This concessions sub-committee~~The Convener, or Vice-Convener will have delegated authority, on behalf of the Committee, to make decisions on student concession cases, and this business may be conducted electronically where appropriate. ~~The sub-committee may also operate its business electronically where appropriate.~~
- 4.5 Limited life task groups and working groups will take forward as relevant the detailed examination of, and consultation on, the strategic issues which make up the majority of the Committee's work.
- 4.6 Any task or working groups will be given a clear brief and will consult as appropriate during their work in order to ensure the confidence of the Committee, the Senatus, and the wider University Community in the resulting conclusions and recommendations.
- 4.7 Information on any activities will be made available electronically to ensure that members of the University community are kept informed and can contribute to specific developments.
- 4.8 Agenda, papers and approved minutes will be published on the University's web pages in accordance with the University's agreed publication scheme and the status of the above listed in respect of freedom of information legislation. This will include details of the membership of the Committee.
- 4.9 The University Secretary or his/her nominee will be responsible for ensuring the provision of secretariat support for the Committee.
- 4.10 The Conveners of the other Senatus Committees shall receive papers for the Committee and can attend any of the meetings.

5. Composition

- 5.1 The Committee will be convened by the Assistant Principal, Academic Support.
- 5.2 Before the first annual meeting the Committee shall identify a Vice-Convener for the Committee from amongst its membership. The Vice-Convener should serve for a period of at least one year.
- 5.3 The Colleges will each identify up to two senior members of staff within the College who have responsibility for academic governance and regulation.
- 5.4 The Colleges will each identify a senior member of staff within the College who has responsibility for maintaining and enhancing the quality of the student experience.
- 5.5 An Edinburgh University Students Association (EUSA) sabbatical officer will be an ex officio member of the Committee.
- 5.6 The Edinburgh University Students' Association will provide a relevant nominee for the Committee.

- 5.7 A member of staff of the Institute for Academic Development (IAD) will be an ex officio member of the Committee.
- 5.8 The University Secretary or his/her nominee will be an ex officio member of the Committee. The University Secretary or his/her nominee will also identify a member of staff from Academic Services to act as the expert academic governance member of the Committee.
- 5.9 Up to five additional members may be co-opted onto the Committee by the Convener depending on the expertise required. Co-opted members will normally serve a three year term.
- 5.10 The Assistant Principal, Assessment and Feedback and the Assistant Principal, Community Relations will be ex officio members of the Committee.
- 5.11 The Convener may invite individuals by invitation for specific meetings or agenda items.
- 5.12 Substitutions of members (i.e. due to an inability to attend) will be at the discretion of the Convener of the Committee.

6. Responsibilities and Expectations of Committee Members

- 6.1 Members are expected to be collegial and constructive in approach.
- 6.2 Members should attend regularly and participate fully in the work of the Committee and its task/working groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.
- 6.3 Members will need to take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.
- 6.4 Members are expected to be committed to communicating the work of the Committee to the wider University community.

| Version 119, 1 August 2017 ~~22 September 2016~~