

# Postgraduate Assessment Regulations for Research Degrees

## Academic Year 2014/15



THE UNIVERSITY  
of EDINBURGH

### Purpose of Policy

The assessment regulations set minimum requirements and standards for students and staff, articulating the academic goals and policies of the University and set in the context of the University's Principles of Assessment [www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/Principles\\_of\\_Assessment.PDF](http://www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/Principles_of_Assessment.PDF)

### Overview

These regulations:

- (i) replace the previous Postgraduate Assessment Regulations for Research Degrees;
- (ii) set out the rules which must be followed in research assessment for Research Degrees; and
- (iii) provide links to other sources of guidance or related regulations.

### Scope: Mandatory Policy

These regulations are University-wide and apply to all postgraduate research degrees at Scottish Credit and Qualification Framework levels 11 and 12. The regulations apply to work submitted for assessment during the current academic year. They relate to all research degrees listed in the University's Degree Regulations and Programmes of Study (DRPS): [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/).

More detail is given in the document.

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### Document control

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<b>Approving authority</b>	Curriculum and Student Progression Committee				
<b>Consultation undertaken</b>	Postgraduate Research Assessment Regulations Working Group, Colleges, EUSA, Curriculum and Student Progression Committee, Researcher Experience Committee, Student Disability Service, College Academic Misconduct Officers, Records Management, Distance Learning and Student Administration				
<b>Section responsible for policy maintenance &amp; review</b>	Academic Services				
<b>Related policies, procedures, guidelines &amp; regulations</b>	Appeal Regulations, Degree Regulations and Programmes of Study, Code of Practice for Supervisors and Research Students, DRPS Glossary of Terms: <a href="http://www.drps.ed.ac.uk/Glossary.php">www.drps.ed.ac.uk/Glossary.php</a>				
<b>UK Quality Code</b>	The regulations are consistent with UK Quality Code Chapter B11: Research Degrees				
<b>Policies superseded by this policy</b>	Previous versions of the Postgraduate Assessment Regulations for Research Degrees				
<b>Alternative format</b>	If you require this document in an alternative format please email <a href="mailto:Academic.Services@ed.ac.uk">Academic.Services@ed.ac.uk</a> or telephone 0131 650 2138.				
<b>Keywords</b>	Assessment, assessment regulations, degree award, examination, examiners, progression, research assessment, oral examination				



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## Additional guidance

For research degree programmes that contain a significant proportion of taught courses, taught elements are governed by the University's Taught Assessment Regulations:

[www.docs.sasq.ed.ac.uk/AcademicServices/Regulations/TaughtAssessmentRegulations.PDF](http://www.docs.sasq.ed.ac.uk/AcademicServices/Regulations/TaughtAssessmentRegulations.PDF)

The regulations must be applied, unless a concession has been awarded by the Curriculum and Student Progression Committee on the basis of a case proposed by a College. The "Application of the regulation" must also be applied, unless the College has approved an exemption on the basis of a case proposed by a School. Concessions and exemptions are recorded by CSPC and Colleges as appropriate. The regulations operate in accordance with legislation and University policies on Equality and Diversity:

[www.ed.ac.uk/schools-departments/equality-diversity/legislation-policies/policies](http://www.ed.ac.uk/schools-departments/equality-diversity/legislation-policies/policies)

Members of staff who need additional guidance may consult their Head of College or his or her nominee, their College Postgraduate Office, Academic Services, Student Administration or Student Systems.

Where reference is made to 'the relevant Dean' this should be taken as being the Dean with responsibility for postgraduate matters and "the Committee" is the relevant College Postgraduate Committee, or the Committee of each College which is formally identified as exercising the functions of a College Postgraduate Committee for the purposes of postgraduate academic decisions. Where reference is made to 'the Head of College' or 'Head of School' this may also in some cases be a designated representative of that individual. The term Masters by Research includes MSc by Research, MRes and MTh by Research.

For Edinburgh College of Art (ECA) students on programmes that use the assessment grade scheme, the term "mark" in the regulations also includes "grade".

Definitions of some of the key terms in the regulations can be found in the Glossary of Terms: [www.drps.ed.ac.uk/Glossary.php](http://www.drps.ed.ac.uk/Glossary.php)

These research assessment regulations, and related university practices, are consistent with the *Quality Assurance Agency's UK Quality Code for Higher Education*, Chapter B11: Research Degrees:

[www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Chapter-B11.pdf](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Chapter-B11.pdf)

This document should be read in conjunction with University's Degree Regulations and Programmes of Study; the Code of Practice for Supervisors and Research Students; and the External Examining Code of Practice. These are available via:

[www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations](http://www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations)



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## Section A Roles and Responsibilities

### Regulation 1 College Postgraduate Committee: responsibility for research degree programmes

Every research degree programme is the responsibility of the relevant College Postgraduate Committee.

#### Application of the regulation

- 1.1 The College postgraduate committee will consider and ratify the recommendation of the Internal and External Examiners appointed to examine a student for the award of a research degree.
- 1.2 The responsibilities of the College Postgraduate Committee include:
  - (a) approving the format of assessments;
  - (b) the security of and arrangements for assessments; examining and marking assessed work; and processing and storing marks and grades;
  - (c) the quality and standards of marking;
  - (d) ensuring all examiners are aware of their responsibilities;
  - (e) accurate recording, minuting and reporting of decisions of the Committee.
- 1.3 Committees may, where appropriate, delegate operation of some responsibilities to Schools. Such delegation decisions are recorded by the College.
- 1.4 Colleges produce information on postgraduate research assessment:  
CHSS: [www.ed.ac.uk/schools-departments/humanities-soc-sci/postgraduate/admin-guide](http://www.ed.ac.uk/schools-departments/humanities-soc-sci/postgraduate/admin-guide)  
CMVM: [www.wiki.ed.ac.uk/display/CMVM/PGMarketing/CMVM+Postgraduate](http://www.wiki.ed.ac.uk/display/CMVM/PGMarketing/CMVM+Postgraduate)  
CSE: [www.wiki.ed.ac.uk/pages/viewpage.action?pageId=118719348](http://www.wiki.ed.ac.uk/pages/viewpage.action?pageId=118719348)

### Regulation 2 Examiners: appointment

Examiners are appointed by the relevant College. There are Internal Examiners, who are staff of the University nominated by the relevant Head of School, and External Examiners.

#### Application of the regulation

- 2.1 Upon receipt of a student's Notice of Intention to Submit form, the College Office will contact the Head of the student's School to request that examiners are nominated for the assessment of the thesis or submitted assessment.
- 2.2 Before submitting nominations to the College Postgraduate Committee, the Head of School should consult the student's supervisors over the choice of examiners. Supervisors inform students of the names of possible examiners, and students must inform their supervisor if



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any problems are likely to arise if particular examiners are appointed. Any comments will be taken into account but students have no right to determine the Head of School's eventual recommendation, and therefore have no right to veto any particular appointment.

- 2.3 The External Examiner will be approached informally by the Head of School to establish his or her willingness to act. However, the College Postgraduate Committee has responsibility for the approval of all examiners. Any objection to the proposed examiners must be made to the College committee in good time before the relevant assessment. Complete final lists of examiners are maintained by the relevant College Office.
- 2.4 Internal Examiners are academic and/or honorary staff of the University. Honorary staff, in this context include:
- Staff from Associated Institutes: [www.ed.ac.uk/schools-departments/associated-institutes](http://www.ed.ac.uk/schools-departments/associated-institutes);
- Teachers and senior staff from partner schools to the Moray House School of Education;
- Academic staff from Research Pooling partners who are appointed as an Internal Examiner by the Curriculum and Student Progression Committee, on the basis of a recommendation from the relevant College;
- and NHS staff.
- 2.5 The Internal Examiner will come from the student's own School unless an Internal Examiner from another School has been approved by the College committee. Staff who are or who have been a supervisor of the student cannot be an Internal Examiner for that student.
- 2.6 No person who has held an appointment on the teaching or research staff or has been a student of the University, or who has been granted honorary status in the University, is eligible to act as an External Examiner until a period of four years has elapsed since the termination of the appointment or the status. In exceptional circumstances this rule may be waived by the Curriculum and Student Progression Committee. Members of affiliated or associated institutions may be Internal but not External Examiners.
- 2.7 The School must inform the student of the names of his/her examiners when the examiners have been approved by the College committee.
- 2.8 If there is more than three months between the examiners being appointed and the student submitting the thesis, the College Office has responsibility for checking whether the commitments of any examiner have changed significantly so that consideration may be given to appointing an alternative examiner.



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## Regulation 3      **Non-Examining Chair: appointment**

The College must appoint a Non-Examining Chair if the Internal Examiner is acting for the first time, or is a member of honorary staff.

### **Application of the regulation**

- 3.1 The appropriate process for appointing a Non-Examining Chair is the same as for appointing Internal Examiners (see regulation 2).
- 3.2 The role of the Non-Examining Chair is to ensure that due process is carried out. The non-examining chair needs to be a person with appropriate experience of postgraduate research examining from within the University. The Non-Examining Chair need not be from the same School as the student. The Non-Examining Chair must ensure that all parties to the examination process fully understand the expectations of them and should offer assistance and facilitation where necessary. The Non-Examining Chair must not express an opinion on the merits of the thesis.

## Regulation 4      **Number of Examiners**

Each student is assessed by at least one External Examiner and one Internal Examiner.

### **Application of the regulation**

- 4.1 In particular cases, such as the assessment of an interdisciplinary topic, a second External Examiner may be appointed.
- 4.2 When the student is or has been a member of staff of the University during their research degree there must be two External Examiners and one Internal Examiner. There is no requirement for students who are or have been tutors or demonstrators (or have undertaken similar roles) to have two external examiners.
- 4.3 See also Regulation 6 Avoiding potential conflicts of interest.

## Regulation 5      **Examiners: responsibilities**

Examiners must have the requisite experience to examine the degree programme at the level at which it is offered. They need to meet the responsibilities set out by the College Postgraduate Committee and comply with quality and standards requirements.





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## Application of the regulation

- 5.1 The College Postgraduate Committee will specify responsibilities and requirements to examiners.
- 5.2 It is the responsibility of the College Postgraduate Committee to ensure that the External Examiner is competent to assess the degree. The External Examiner is appointed for his or her specialist knowledge, whereas the Internal Examiner may be a generalist or an expert in only part of the subject matter of the thesis.
- 5.3 Internal Examiners must be fully conversant with the procedures and regulations for oral examinations within the University. Heads of School must ensure that Internal Examiners are aware of all their duties in the examination process.

## Regulation 6      **Avoiding potential conflicts of interest**

No member of University of Edinburgh staff, Internal Examiner, External Examiner, or non-examining chair shall be involved in any assessment or examination in which she or he has a personal interest, for example a current or previous personal, family or legal relationship with a student being assessed.

## Application of the regulation

- 6.1 If there is a potential conflict of interest the College Postgraduate Committee will be consulted.
- 6.2 The University's Policy on Conflict of Interest is relevant:  
[www.docs.csg.ed.ac.uk/HumanResources/Policies/Conflict\\_of\\_Interest.pdf](http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Conflict_of_Interest.pdf)





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## Section B Conduct of Assessment

### Regulation 7 Assessment requirements: student responsibilities

It is a student's responsibility to be aware of the assessment practices and requirements for the degree programme, including the Regulatory Standards for the Format and Binding of a Thesis.

#### Application of the regulation

- 7.1 The grounds for the award of specified research degrees are provided in the University's *Degree Regulations and Programmes of Study*: [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)
- 7.2 The student must read of *The Code of Practice for Supervisors and Research Students*:  
[www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf)
- 7.3 It is a supervisor's responsibility to ensure that the student is informed of all assessment practice and requirements, including *The Code of Practice for Supervisors and Research Students*.
- 7.4 There are flow charts showing the thesis assessment process and the responsibilities of the student, College, School and Examiners: [www.docs.sasg.ed.ac.uk/AcademicServices/regulations/Doctoral\\_and\\_MPhil\\_thesis\\_assessment\\_process\\_flowchart.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/regulations/Doctoral_and_MPhil_thesis_assessment_process_flowchart.pdf)
- 7.5 The Regulatory Standards for the Format and Binding of a Thesis can be found online  
at: [www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Thesis\\_Binding.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Thesis_Binding.pdf)

### Regulation 8 Assessment deadlines: student responsibilities

It is a student's responsibility to meet his or her assessment deadlines, including thesis submission deadlines and oral examination times and location.

#### Application of the regulation

- 8.1 It is a supervisor's responsibility to ensure that the student is informed of all assessment requirements.



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## Regulation 9 Reasonable Adjustments

Reasonable adjustments will be made to assessments for disabled students.

### Application of the regulation

- 9.1 Reasonable adjustments must be agreed with the student, Student Disability Service, the School Co-ordinator of Adjustments and the College Postgraduate Office. They are recorded in the student's Learning Profile by the Student Disability Service, which sends the Learning Profile to the student, the supervisor, the School's Co-ordinator of Adjustments, Student Administration and other relevant areas. The School's Co-ordinator of Adjustments (CoA) has responsibility for overseeing the implementation of the Schedule of Adjustments on the Learning Profile. The Co-ordinator of Adjustments will liaise with academic colleagues who are responsible for putting support in place in the School. The Co-ordinator of Adjustments will also liaise with the Student Disability Service should any recommended support/adjustments require further discussion, clarification or alteration. The CoA will pass on the Learning Profile or information on the need for adjustments to the appropriate staff.
- 9.2 The Student Disability Service provides examples of reasonable adjustments, deadlines and support: [www.ed.ac.uk/schools-departments/student-disability-service/student-support/exam-support](http://www.ed.ac.uk/schools-departments/student-disability-service/student-support/exam-support)
- 9.3 Reasonable adjustments can be made for a variety of assessment methods, depending on the needs recorded in the student's Learning Profile, e.g. assessed coursework, take-home examinations, online examinations, invigilated examination, dissertation. It is a student's responsibility to ensure that his/her Learning Profile covers all types of assessment methods relevant to the programme, for example if a student discovers that an aspect of their programme is likely to impact on their support needs, he/she should contact the Student Disability Service as soon as possible in case any amendment is required to be made to their Learning Profile. The Student Disability Service supports students in the preparation and review of their Learning Profile.
- 9.4 Arrangements for examinations can be recommended by the Student Disability Service and via the supervisor to the College Office, for students with temporary injuries or impairment, on the submission of relevant medical information. Students should contact the Student Disability Service as soon as possible to enable any exam adjustments to be recommended..



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### **Regulation 10      Progression Review (does not apply to Masters by Research degrees)**

The first progression review will take place for all students within nine to 12 months of their enrolment. The student must participate in a meeting and may be required to make a written submission and/or prepare an oral presentation. Progress in the subsequent years (at nine-12 months) is assessed until the thesis is submitted. Supervisors must complete the progression report form, a copy of which is sent to the student.

#### **Application of the regulation**

- 10.1 Guidance on the procedure for the progression review is included in *The Code of Practice for Supervisors and Research Students*:  
[www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf)
- 10.2 There are similar procedures for full-time and part-time students, and reviews of part-time students will also take place within nine to 12 months of their enrolment. Part-time students will not be expected to have made as much progress as full-time students within this time. Exceptionally, the first progression review may be postponed, with permission from the College. The postponement must be no longer than six months.
- 10.3 Colleges/Schools may also have additional requirements, e.g. 10 week review.
- 10.4 The Progression Report on a Postgraduate Research Student can be found at: [www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms](http://www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms)

### **Regulation 11      Annual Progression Review Recommendation (does not apply to Masters by Research degrees)**

The Postgraduate Director or Head of the Graduate School, in consultation with the supervisors will make one of the following recommendations after the annual review

- (a) confirmation of registration, for example for PhD, MPhil;
- (b) a repeat progression review must be undertaken within three months before confirmation of progression;
- (c) for part-time students only for the first progression review: deferment of the confirmation decision to the second annual review;
- (d) registration for a different research degree such as MPhil or Masters by Research;
- (e) registration for a postgraduate taught degree (for example MSc) or diploma can be recommended if the student has undertaken the coursework for that qualification;
- (f) exclusion from study.



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The College is responsible for making the progression decision.

### Application of the regulation

- 11.1 If the outcome of the annual review is 11(b) then the three month period starts from the date of issue of the progression decision to the student.
- 11.2 If there are doubts about a student's ability to complete a PhD successfully then the supervisor must consider option (d). If there are serious doubts as to the student's research capability, then the supervisor must consider options (e) or (f).
- 11.3 See Progression Report form:  
[www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms](http://www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms)
- 11.4 The Procedure for Withdrawal and Exclusion from Studies can be found at: [www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Withdrawal\\_Exclusion\\_from\\_Study.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Withdrawal_Exclusion_from_Study.pdf)

### **Regulation 12      Repeat Progression Review (does not apply to Masters by Research degrees)**

If the annual progression review indicates some concerns about a student's progress then a repeat review must be undertaken within three months.

### Application of the regulation

- 12.1 The repeat review can contain any or all of the components of the progression review (see regulation 10).
- 12.2 The options for recommendations from the repeat progression review are those listed in regulation 11, with the exception of Regulation 11(b). Only one repeat review may be undertaken before confirmation of registration.
- 12.3 The College has responsibility for providing the student with a statement on expectations for progress.

### **Regulation 13      Notification of intention to submit a thesis for assessment**

Students must notify their Supervisor and the College Postgraduate Committee of their intention to submit their work for assessment.



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## Application of the regulation

- 13.1 The student must complete the suite of submission forms at least two months before the thesis is submitted:  
Notification of Intention to Submit,  
Thesis Abstract,  
Access to a Thesis and Publication of Abstract,  
Lay Summary  
[www.ed.ac.uk/schools-departments/academic-services/forms/student-forms](http://www.ed.ac.uk/schools-departments/academic-services/forms/student-forms)
- 13.2 Masters by Research students in the College of Medicine and Veterinary Medicine and College of Science and Engineering are required to use Notification of Intention to Submit forms.

## Regulation 14      **Deadlines for the submission of a thesis for assessment**

A student must submit his or her thesis for assessment, to the relevant College, within 12 months of the completion of their prescribed period of study.

For the degree of **PhD by Research Publications** a student must submit his or her thesis within three to twelve months of registration.

For the degree of **Masters by Research** a student must submit his or her dissertation on or prior to the completion of the prescribed period of study.

## Application of the regulation

- 14.1 At least two, soft-bound copies of each thesis containing an abstract and one electronic copy of each thesis, abstract and lay summary must be submitted to the relevant College Office. If more than two examiners are appointed then additional copies of the thesis will be required. Only the submission sent by the College Office is assessed by the examiners.
- 14.2 All theses must conform to regulations and guidance in Section C.
- 14.3 The relevant College Office is responsible for transmitting the thesis and the examiners' report forms to the examiners.



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## Regulation 15      Early submission

Any student wishing to submit his or her thesis earlier than three months prior to the end of the prescribed period of study must have the permission of the College Postgraduate Committee.

### Application of the regulation

- 15.1 The student must discuss early submission with his or her supervisor. Colleges are unlikely to approve early submission without the agreement of the principal supervisor.

## Regulation 16      Preparation for oral assessment

All examiners must participate in any oral assessment of the student. The College has responsibility for overseeing the oral assessment of the student.

### Application of the regulation

- 16.1 Oral assessment may be conducted using technology such as video conferencing, enabling the student or an examiner to participate but not be physically present at the University. Such remote assessment must have the permission of the College Postgraduate Committee, the student, all examiners and any Non-Examining Chair. The College has responsibility for approving and overseeing this process.  
[www.dcs.sasg.ed.ac.uk/AcademicServices/Guidance/Videolinked\\_PhD\\_Oral.pdf](http://www.dcs.sasg.ed.ac.uk/AcademicServices/Guidance/Videolinked_PhD_Oral.pdf)
- 16.2 The Internal Examiner is responsible for ensuring that all the necessary arrangements for the oral assessment are made. The arrangements, including the date and place of the oral, the chairing of it, and the names of all those participating in it, must be provided in advance to all those who are to be present (i.e. the student, all examiners, any Non-Examining Chair and any observer). Where a Non-Examining Chair has not been appointed the Internal Examiner will chair the oral. (See regulation 3.)
- 16.3 If an examiner is unable to participate in the oral assessment, it may be postponed to a later date. If postponement would be a serious hardship to the student, the College Postgraduate Committee will consider appointing an alternative examiner.
- 16.4 The examiners complete and submit the relevant forms by the specified deadline:  
[www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms](http://www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms)



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## Regulation 17 Failure to submit assessed work

Students who fail to complete and submit their assessed work by any specified deadline will be excluded for unsatisfactory academic progress.

### Application of the regulation

- 17.1 In excluding the student for unsatisfactory academic progress the College will follow the procedure for Withdrawal and Exclusion from Studies:  
[www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Withdrawal\\_Exclusion\\_from\\_Study.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Withdrawal_Exclusion_from_Study.pdf)

## Regulation 18 Academic Misconduct

It is an offence for any student to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another person to impersonate him or her in an assessment. Any student found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and disciplinary action may be taken.

### Application of the regulation

- 18.1 Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another or your own previously assessed original work. It is academically fraudulent and an offence against University discipline. Plagiarism, at whatever stage of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University. The innocent misuse or quotation of material without formal and proper acknowledgement can constitute plagiarism, even when there is no deliberate intent to cheat. Work may be plagiarised if it consists of close paraphrasing or unacknowledged summary of a source, as well as word-for-word transcription. Any failure adequately to acknowledge or properly reference other sources in submitted work could lead to lower marks and to disciplinary action being taken.
- 18.2 It is academically fraudulent and an offence against University discipline for a student to invent or falsify data, evidence, references, experimental results or other material contributing to any student's assessed work or for a student knowingly to make use of such material. It is also an offence against University discipline for students to collude in the submission of work that is intended for the assessment of individual academic performance or for a student to allow their work to be used by another student for fraudulent purposes.
- 18.3 A student who has previously submitted work for one course at this or another University must not submit the same work or part of the work to attempt to achieve





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academic credit through another course. See also the Undergraduate and Postgraduate Degree Programme Regulations at: [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)

- 18.4 Students need to be careful when asking peers to proof-read their work. Proof-readers should only comment on the vocabulary, grammar and general clarity of written English. They should not advise on subject matter or argumentation. EUSA runs a peer proof-reading scheme and information can be sought from the Advice Place: [www.eusa.ed.ac.uk/adviceplace/academic/peerproofreading/](http://www.eusa.ed.ac.uk/adviceplace/academic/peerproofreading/)
- 18.5 Information on academic misconduct and plagiarism, and how such cases will be handled, is given on the Academic Services website.  
[www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-research/discipline/academic-misconduct](http://www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-research/discipline/academic-misconduct)



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## Section C Thesis Regulations

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### Regulation 19 Copyright

The student holds copyright as author of all work submitted for assessment. Each student must grant the University the right to publish the thesis, abstract or list of works, and/or to authorise its publication for any scholarly purpose with proper acknowledgement of authorship.

#### Application of the regulations

19.1 The University and the student reserve the copyright and all other intellectual property rights on both the thesis and the abstract. During the assessment the examiners must hold the thesis and the abstract in strict confidence.

### Regulation 20 Thesis title

The student must provide a thesis title with the Notice of Intention to Submit Form.

#### Application of the regulation

20.1 The Notification of Intention to Submit Form is available online:

[www.ed.ac.uk/schools-departments/academic-services/forms/student-forms](http://www.ed.ac.uk/schools-departments/academic-services/forms/student-forms)

20.2 The expectation is that the student's thesis title on the Notification of Intention to Submit Form will be the final title for the thesis.

### Regulation 21 Thesis length

Research degree theses must meet the length specifications set out in the regulations for the degree.

#### Application of the regulation

21.1 Word count specifications are provided in the Degree Regulations and Programmes of Study (DRPS) or programme documentation: [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)



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### **Regulation 22      Previously published material**

Where material to be included in a thesis has been published before the thesis is submitted, the student must acknowledge the fact of such publication.

#### **Application of the regulation**

22.1 See also regulation 19.

### **Regulation 23      PhD by Research Publications: submission**

The portfolio of published work submitted for the PhD by Research Publications must be accompanied by an abstract and also by a general critical review by the student of all the submitted work.

#### **Application of the regulation**

23.1 This critical review must summarise the aims, objectives, methodology, results and conclusions covered by all the work submitted in the portfolio. It must also indicate how the publications form a coherent body of work, what contribution the student has made to this work, and how the work contributes significantly to the expansion of knowledge.

23.2 The specifications for submission of PhD by Research Publications are listed in the Degree Regulations and Programmes of Study (DRPS) [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)

### **Regulation 24      Work previously submitted**

Students must not include in their work submitted for assessment any work which has been submitted previously to gain a degree or professional qualification unless a clear statement is made as to the precise extent of the work.

#### **Application of the regulation**

24.1 Where work is resubmitted for a different degree in accordance with Section D the requirements of the relevant regulations apply.



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## Regulation 25      Signed Declaration

Every student must incorporate a signed declaration form in the thesis submitted for assessment, stating:

- (a) that the thesis has been composed by the student, and
- (b) either that the work is the student's own, or, if the student has been a member of a research group, that the student has made a substantial contribution to the work, such contribution being clearly indicated, and
- (c) that the work has not been submitted for any other degree or professional qualification except as specified.

### Application of the regulation

25.1 See: [www.ed.ac.uk/schools-departments/academic-services/forms/student-forms](http://www.ed.ac.uk/schools-departments/academic-services/forms/student-forms)



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## Section D Degree Specific Assessment Requirements

### Regulation 26 Examiners' Reports (does not apply to Masters by Research Degrees)

The College will send the thesis to the examiners who must each submit an initial, independent written report in advance of the oral examination. The examiners must not consult with each other in completing their initial report. After the oral examination the examiners will submit a joint report.

#### Application of the regulation

- 26.1 At the University of Edinburgh, doctoral and MPhil degrees are assessed through a two-stage process in which each examiner, acting independently, submits an initial ('Part I') report on the thesis before the oral examination is held. Following the oral, the examiners are asked to submit a joint ('Part II') report on the thesis. Examiners submit their own Part I reports and the Internal Examiner is responsible for sending the Part II report to the relevant College Postgraduate Committee. The forms are available online:  
[www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms](http://www.ed.ac.uk/schools-departments/academic-services/forms/school-college-forms)
- 26.2 Exceptionally, if the examiners do find it necessary to consult before writing their Part I reports, this fact and the reason(s) for it must be noted in their reports.
- 26.3 The reports must be sufficiently detailed to enable members of the College Postgraduate Committee (after the oral examination) to assess the scope and significance of the thesis and to appreciate its strengths and weaknesses. They must be expressed in terms that are intelligible to those who are not specialists in the particular field of the thesis.
- 26.4 The expectation is that examiners will complete their initial reports (Part I) within two to three months of receipt of the thesis. The joint report (Part II) should be completed directly after the oral examination and sent to the College Postgraduate Committee within two weeks of the oral.
- 26.5 The chair of the oral examination should ensure that the Part II report gives a full account of the examiners' views. In the unlikely event of examiners failing to reach agreement, separate recommendations may be made and will be subject to arbitration by the College Postgraduate Committee.



# Postgraduate Assessment Regulations for Research Degrees Academic Year 2014/15

## Regulation 27 Oral Examination

The examiners will hold an oral examination to assess a student's doctoral or MPhil thesis. Oral examination may be used as part of the assessment process for other research degrees.

### Application of the regulation

- 27.1 The oral examination may be used to establish a student's knowledge of the field of his or her research, to establish the extent of any collaboration and to confirm that the work is the student's own. Through the oral examination, the examiners are assessing jointly whether the thesis and the student's defence of it satisfy the requirements and regulations for the award of the degree. Requirements that specific research degree programmes have for oral assessment are set out in Section D.
- 27.2 Where there is a non-examining chair, he or she will attend and chair the oral. Where a non-examining chair has not been appointed the Internal Examiner will chair the oral. (See regulation 3.)
- 27.3 The supervisors may attend the oral examination as observers, providing the student and examiners consent to this. On such occasions supervisors will not comment. Supervisors must leave the examination room with the student. Supervisors are not entitled to participate in the discussion and decision of the examiners.
- 27.4 The (oral) examination procedure of practice-led PhDs can include exhibitions, performances and other events, elements and processes.
- 27.5 The professional doctorate oral examination may cover any part of the degree programme.
- 27.6 At the end of the oral examination, the examiners may, if they have agreed a recommendation, indicate their recommendation to the student. The examiners must stress, however, that their recommendation is not final but will form the basis of the Part II report (see regulations 29-31). Receipt of the Part II report by the student constitutes formal notification of the decision and beginning of any additional period of study set by the examiners.

## Regulation 28 PhD by Research and other Doctorates: Examiner Recommendation

After the oral examination, the examiners must make one of the following recommendations to the College Postgraduate Committee:



# Postgraduate Assessment Regulations for Research Degrees Academic Year 2014/15

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- (a) **Award PhD/Doctorate.** The thesis satisfies the requirements for the award of the doctoral degree as laid down in the University's *Degree Regulations and Programmes of Study* (see [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)) as appropriate and the degree should be awarded. No further changes can be made to the thesis after examination; or
- (b) **Minor Corrections Needed.** The thesis satisfies the requirements for the award of the degree except that editorial corrections are required or stated minor weaknesses, as identified by the examiners, must be remedied. In the opinion of the examiners, the student will be able to remedy these without further supervision and without undertaking any further original research. The corrections to the thesis must be completed within three months and are subject to certification by the Internal Examiner(s), and by the External Examiner (where the examiner so requests), before the degree is awarded; or
- (c) **Additional Oral Examination Needed.** The thesis satisfies the requirements for the degree, or satisfies the requirements except for stated minor weaknesses, but the student's oral defence of the thesis has been inadequate in specified respects. The student is required to undergo further assessment, written, oral or practical, and make any corrections to the thesis within a specified period of not more than four months. The degree is awarded subject to the student achieving a satisfactory standard in the further oral examination and subject to certification of the corrections by the Internal Examiner(s), and by the External Examiner (where the examiner so requests); or
- (d) **Additional Work on Thesis Needed - No Oral Re-Examination Needed.** The thesis needs work above and beyond editorial corrections or minor weaknesses in order to meet one or more of the requirements for the degree, and this work may require further supervision. However, the student appears capable of revising the thesis to satisfy the requirements. The revised thesis must be completed within a further specified period of study, which is set by the examiners, and which must not exceed 12 months. The thesis is subject to certification by the Internal Examiner(s), and by the External Examiner(s) (where the examiner so requests), before the degree is awarded; or
- (e) **Substantial Work on Thesis and Oral Re-Examination Needed – Resubmission for PhD/Doctorate.** The thesis is substantially inadequate in one or more of the requirements for the degree, but the student appears capable of revising the thesis to satisfy the requirements. The student ought therefore to be invited to resubmit the thesis for oral examination in a substantially revised form as indicated by the examiners within a further specified period of study, which is set by the examiners, of between 12 and 24 months; or
- (f) **Award MPhil.** The thesis is substantially deficient in one or more of the requirements for the doctoral degree and cannot be revised to satisfy these





## Postgraduate Assessment Regulations for Research Degrees Academic Year 2014/15

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requirements; but the thesis satisfies the requirements for the degree of MPhil;  
or

- (g) **Award MPhil following Minor Corrections.** The thesis is substantially deficient in one or more of the requirements for the doctoral degree and cannot be revised to satisfy these requirements. However, the thesis satisfies the requirements for the degree of MPhil except for stated minor corrections in the thesis. The student should be invited to carry out the specified minor corrections as indicated by the examiners. The corrections to the thesis must be completed within three months and are subject to certification by the Internal Examiner(s), and by the External Examiner (where the examiner so requests), before the degree is awarded; or
- (h) **Substantial Work on Thesis Needed before Resubmission and oral examination for MPhil.** The thesis is substantially inadequate in one or more of the requirements for the doctoral degree and cannot be revised to satisfy these requirements. However, the thesis may satisfy the requirements for the degree of MPhil if stated deficiencies in the thesis are remedied. Accordingly, the student should be invited to resubmit the thesis in a substantially revised form as indicated by the examiners for the degree of MPhil. The revisions should be completed within a further period which must not exceed 12 months; or
- (i) **Award Masters by Research.** The thesis is substantially deficient in respect of all or any of the requirements for the degree and cannot be revised to satisfy these requirements or the requirements of the MPhil. However, the work is of sufficient quality to merit the award of Masters by Research; or
- (j) **Fail.** The thesis is substantially deficient in respect of all or any of the requirements for the degree and cannot be revised to satisfy these or any other research degree requirements.

### Application of the regulation

- 28.1 Students cannot resubmit the thesis more than once.
- 28.2 If the student does not meet the requirements set under 28(b) to (h) then he or she has not complied with all assessment requirements (see Regulation 8).
- 28.3 A student presenting a thesis under Regulation 28 (h) may not subsequently be permitted to resubmit the thesis under Regulation 31 (e).
- 28.4 The College Office is responsible for ensuring that the student receives a written statement of any revisions to be made to the thesis. The supervisor must confirm with the student his or her understanding of any revisions to be made.



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28.5 Where a student is offered the award of a different degree under (f), (g) or (i) above then the original word limits for the offered degree are set aside.

## Regulation 29 PhD by Research Publications: Examiner Recommendation

After the oral examination, the examiners must make one of the following recommendations to the College Postgraduate Committee:

- (a) **Award PhD/Doctorate.** The thesis satisfies the requirements for the award of the doctoral degree as laid down in the University's *Degree Regulations and Programmes of Study* (see [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)) as appropriate and the degree should be awarded. No further changes can be made to the thesis after examination; or
- (b) **Minor Corrections Needed.** The thesis satisfies the requirements for the award of the degree except that editorial corrections are required or stated minor weaknesses as identified by the examiners must be remedied. In the opinion of the examiners, the student will be able to remedy these without further supervision and without undertaking any further original research. The corrections to the thesis must be completed within three months and are subject to certification by the Internal Examiner(s), and by the External Examiner (where the examiner so requests), before the degree is awarded; or
- (c) **Additional Oral Examination Needed.** The thesis satisfies the requirements for the degree, or satisfies the requirements except for stated minor weaknesses, but the student's oral defence of the thesis has been inadequate in specified respects. The student is required to undergo further assessment, written, oral or practical, and make any corrections to the thesis within a specified period of not more than four months. The degree is awarded subject to the student achieving a satisfactory standard in the further oral examination and subject to certification of the corrections by the Internal Examiner(s), and by the External Examiner (where the examiner so requests); or
- (d) **Additional Work on Thesis Needed - No Oral Re-Examination Needed.** The thesis needs significant work in order to meet one or more of the requirements for the degree, but the student appears capable of revising the thesis to satisfy the requirements. The revised thesis must be completed within a further specified period of study, which is set by the examiners, of and which must not exceed 12 months. The thesis is subject to certification by the Internal Examiner(s), and by the External Examiner (where the examiner so requests), before the degree is awarded; or
- (e) **Substantial Work on Thesis and Oral Re-Examination Needed – Resubmission for PhD by Research Publications.** The thesis is substantially inadequate in one or more of the requirements for the degree, but



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the student appears capable of revising the thesis to satisfy them. The student ought therefore to be invited to resubmit the thesis for oral examination in a substantially revised form as indicated by the examiners within a further specified period of study, which is set by the examiners, of between 12 and 24 months; or

- (f) **Fail.** The thesis is substantially deficient in respect of all or any of the requirements for the degree and cannot be revised to satisfy these or any other research degree.

### Application of the regulation

- 29.1 Students cannot resubmit the thesis more than once.
- 29.2 If the student does not meet the requirements set under Regulation 29 then he or she has not complied with all assessment requirements (see Regulation 8).
- 29.3 The College Office is responsible for ensuring that the student receives a written statement of any revisions to be made to the thesis. The supervisor must confirm with the student his or her understanding of any revisions to be made.

### Regulation 30 MPhil: Examiner Recommendation

After the oral examination, the examiners must make one of the following recommendations to the College Postgraduate Committee:

- (a) **Award MPhil.** The thesis satisfies the requirements for the award of the degree of MPhil as laid down in the University's Degree Regulations and Programmes of Study (see [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)) as appropriate and that the degree should be awarded. No further changes can be made to the thesis after examination; or
- (b) **Minor Corrections Needed.** The thesis satisfies the requirements for the degree except that editorial corrections are required or stated minor weaknesses as identified by the examiners must be remedied. In the opinion of the examiners, the student will be able to remedy these without supervision and without undertaking any further original research. These corrections to the thesis must be completed within a specified period of not more than three months and are, subject to certification by the Internal Examiner(s), and by the External Examiner (where the examiner so requests), before the degree is awarded; or
- (c) **Additional Oral Examination Needed.** The thesis satisfies the requirements for the degree, or satisfies the requirements except for stated minor



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weaknesses, but the student's oral defence of the thesis has been inadequate in specified respects. The student is required to undergo further assessment, written, oral or practical, and make any corrections to the thesis within a specified period of not more than four months. The degree is awarded subject to the student achieving a satisfactory standard in the further oral examination and subject to certification of the corrections by the Internal Examiner(s), and by the External Examiner (where the examiner so requests); or

- (d) **Additional Work on Thesis Needed - No Oral Re-Examination Needed.** The thesis needs significant work in order to meet one or more of the requirements for the degree, but the student appears capable of revising the thesis to satisfy the requirements. The revised thesis must be completed within a further specified period of study, which is set by the examiners, of and which must not exceed 12 months. The thesis is subject to certification by the Internal Examiner(s), and by the External Examiner (where the examiner so requests), before the degree is awarded; or
- (e) **Substantial Work on Thesis and Oral Re-Examination Needed – Resubmission for MPhil.** The thesis is substantially inadequate in one or more of the requirements for the degree, but the student appears capable of revising the thesis to satisfy them. The student ought therefore to be invited to resubmit the thesis for oral examination in a substantially revised form as indicated by the examiners within a further specified period of study, which is set by the examiners, of between 12 and 24 months; or
- (f) **Award Masters by Research.** The thesis is substantially deficient in respect of all or any of the requirements for the MPhil and cannot be revised to satisfy these requirements. However, the work is of sufficient quality to merit the award of Masters by Research; or
- (g) **Fail.** The thesis is substantially deficient in respect of all or any of the requirements for the degree and cannot be revised to satisfy these or any other research degree.

### Application of the regulation

- 30.1 Students cannot resubmit the thesis more than once.
- 30.2 If the student does not meet the requirements set under Regulation 31 then he/she has not complied with all assessment requirements (see Regulation 8).
- 30.3 The College Office is responsible for ensuring that the student receives a written statement of any revisions to be made to the thesis. The supervisor must confirm with the student his or her understanding of any revisions to be made.



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30.4 Where the student is offered the award of an MPhil as an exit degree, having originally submitted for a doctorate, the MPhil word count will be set aside.

## Regulation 31 Masters by Research degrees: Examiner Recommendation

The examiners must report to the Committee separate recommendations on the prescribed form. Any final mark, grade, result and the award decision must be expressed using the postgraduate assessment common marking scheme:

[www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme](http://www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme)

The examiners may recommend:

- (a) **Award Pass with Distinction in Masters by Research.** See Regulation 33; or
- (b) **Award Masters by Research.** The thesis satisfies the requirements for the award of the degree as laid down in the University's Degree Regulations and Programmes of Study (see [www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)) as appropriate and that the degree should be awarded. No further changes can be made to the thesis after examination; or
- (c) **Award exit award.** The thesis is substantially inadequate in one or more of the requirements for the Masters by Research and cannot be revised to satisfy these requirements. However, the work is of sufficient quality to merit the award of postgraduate diploma or certificate; or
- (d) **Fail.** The thesis is substantially deficient in respect of all or any of the requirements for the degree and cannot be revised to satisfy these or any other research degree

### Application of the regulation

31.1 In each Common Marking Scheme, Colleges and Schools may amplify, but not alter, the overall description of grades.



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## Regulation 32      Masters by Research degrees: Distinction

To achieve a distinction, a student must have been awarded at least 70% on the postgraduate assessment common marking scheme for the dissertation.

### Application of the regulation

- 32.1 For degree programmes that permit resubmission of dissertations then, in order to qualify for distinction, a mark of 70% or above must be attained on the first attempt unless this attempt is set aside as a null sit.
- 32.2 The postgraduate assessment common marking scheme can be found at:  
[www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme](http://www.ed.ac.uk/schools-departments/student-administration/exams/regulations/common-marking-scheme)

## Regulation 33      Committee Recommendation

The College Postgraduate Committee must *either* confirm the examiners' recommendation and transmit it to the Senatus without further comment *or* for stated reasons make a different recommendation to the Senatus, including, where appropriate, assessment by different examiners.

### Application of the regulation

- 33.1 The Committee, on receipt of a recommendation by the examiners, must consider whether it appears to be adequately justified in the light of the full reports by the examiners, and may make further inquiry of the examiners and the student's supervisor(s).
- 33.2 If the Committee receives reports by the examiners indicating disagreement as to the appropriate recommendation, it may recommend to Senatus that the recommendation of one of the examiners be accepted in preference to that of the other. The Committee may require that a further report on the thesis be obtained from some other examiner or examiners, *or* that the assessment of the thesis be conducted from the beginning by different examiners.
- 33.3 If the Committee is offering an alternative award to that for which a student had originally submitted (for example MPhil as an exit award for PhD submission), the student must either agree or decline to accept the alternative award.



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## Regulation 34      Thesis Resubmissions

Where the examiners decide that resubmission of a thesis is required, they must write a detailed statement of the aspects which require revision. The resubmitted thesis is judged only against this written statement. A student is permitted only one opportunity to resubmit his or her thesis.

### Application of the regulation

- 34.1 No further criticism of other material or aspects of the thesis passed as satisfactory at the first assessment can be introduced at a later stage. The written statement and the aspects of the thesis which require revision must be approved by the College Postgraduate Committee and cannot subsequently be altered without the agreement of that Committee.
- 34.2 A student is permitted only one opportunity to resubmit his or her thesis. Thereafter, at most, he or she may make only minor corrections.
- 34.3 In the event of resubmission, the examiners will re-assess the thesis and hold a second oral examination.
- 34.4 If resubmission is recommended, only one copy of the original thesis should be returned to the student. The other should be retained by the Internal Examiner to facilitate checking of revisions when the thesis is resubmitted.

## Regulation 35      Masters by Research: Revisions

Revisions of the dissertation with re-submission are not permitted in the case of Masters by Research degree programmes unless a special case has been submitted to, and approved by, the College Postgraduate Committee.

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# Postgraduate Assessment Regulations for Research Degrees Academic Year 2014/15

## Section E Marking of Assessment

### Regulation 36 Security of marks

Assessed work, marks and grades must be handled, transported, recorded and stored securely.

#### Application of the regulation

- 36.1 The College Postgraduate Committee has responsibility for the security of arrangements. In practice, the operation of this may be delegated to the College Office, Graduate School or equivalent.
- 36.2 Security arrangements must also include sending assessed work, marks and grades to examiners, including External Examiners; marking arrangements for online assessment; and correspondence about marks, which may be by email.

### Regulation 37 Legibility and accessibility of assessed work

It is a student's responsibility to ensure that his or her submitted assessed work is legible and accessible.

#### Application of the regulation

- 37.1 If examiners consider a significant proportion of a student's assessed work to be so illegible that they cannot reach a robust mark they must consult the College Postgraduate Committee.
- (a) Where disability impairs the student's ability to write legibly, the College Postgraduate Committee, in consultation with the Student Disability Service, can decide whether the work should be marked normally or whether the disability justifies transcription. If transcription is not justified and the work is completely illegible, a mark of zero will be awarded. If it is partially legible then the legible part will be marked.
- (b) Where there are no issues of disability, the College Postgraduate Committee should ensure that the legible part of the work is marked normally. If the work is completely illegible, a mark of zero will be awarded.
- All such cases need to be drawn to the attention of the relevant Dean and the External Examiner and feedback needs to be given to the student.
- 37.2 Schools are responsible for specifying the format in which assessed work must be submitted, e.g. they may require work to be word processed.



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## **Regulation 38      Masters by Research degrees: Provisional marks**

Schools must make students aware that marks for assessed work are provisional and may be modified when considered at the Examiners' meeting.

### **Application of the regulation**

- 38.1 Programme handbooks and other sources of advice for students are used to inform students that marks are provisional until agreed by the Examiners and College Postgraduate Committee.
- 38.2 Provisional marks which are released to students are not rounded.

## **Regulation 39      Masters by Research degrees: Final marks**

For those Masters by Research degrees which hold Examiners' meetings the Examiners confirm marks as final in the minutes of the Examiners' meeting. Examiners must not revise marks agreed as final by a previous Examiners' meeting.

### **Application of the regulation**

- 39.1 Rounding of marks is only done when the marks are finalised.
- 39.2 Students are informed whether the released marks are final or provisional.
- 39.3 The assessment results published on the student record system are the official results of the University.



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## Section F Assessment Decisions

### Regulation 40 College Postgraduate Committee: Approval of assessment decisions

The College Postgraduate Committee discusses the examiners' reports and decides whether or not to approve the recommendations made by the examiners.

#### Application of the regulation

- 40.1 Prior to the meeting of the College Postgraduate Committee, examiners' recommendations are provisional until approved or modified by the Committee.
- 40.2 The examiners for individual students do not participate in any assessment decisions regarding these students in the relevant meeting of the College Postgraduate Committee.
- 40.3 The Secretary to the College Postgraduate Committee is responsible for giving reasonable notice of meetings: ensuring that the recommendations of the Committee are approved in writing and made available to Student Administration at the required time; and ensuring that a minute of the meeting is produced.
- 40.4 The minute is a confidential document although information on a particular student may need to be disclosed to that student under the Data Protection Act and generic information may need to be disclosed under Freedom of Information legislation.

### Regulation 41 College Postgraduate Committee: Quorum for assessment decisions

Provided reasonable notice of a meeting has been given, a meeting is properly constituted and empowered to act if at least three academic members (including the Convenor) are present.

#### Application of the regulation

- 41.1 The Convenor of the Committee may, at his or her discretion, invite any person who has been involved in the assessment of the work under consideration by the Committee to be present 'in attendance' but without voting rights.



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## Regulation 42 Confidentiality

All discussion about the assessment of an individual student at a College Postgraduate Committee meeting is confidential.

### Application of the regulation

- 42.1 The College Postgraduate Committee reaches a collective decision. The decision does not need to be unanimous.
- 42.2 The views of a particular committee member should not be made known to a student. If a student makes a request under the Data Protection Act, information recorded in the minutes on that particular student may need to be disclosed. In doing so, comments should be anonymised, e.g. assigned to Member 1, Member 2.

## Regulation 43 Retention and destruction of material

Assessed material must be retained and destroyed in accordance with the University's student records retention guidance.

### Application of the regulation

- 43.1 Information about the student records retention schedule is online:  
[www.ed.ac.uk/schools-departments/records-management-section/records-management/staff-guidance/retention-schedules/student-records](http://www.ed.ac.uk/schools-departments/records-management-section/records-management/staff-guidance/retention-schedules/student-records)
- 43.2 Material which contributes to the assessment of the degree will be retained in the School, College Office, Library for a suitable period after the College Postgraduate Committee meeting which decides the overall classification or award of the degree, diploma or certificate. This enables the University to respond to any student appeal.
- 43.3 Assessment material should be destroyed at the end of the retention period. For students who submit appeals, the retention period will need to be extended until the end of the appeal process. Other material which contributes to the final assessment of the degree may be returned to the student after the expiry of the retention period providing they do not make known the views of a particular examiner (see regulation 43). Dissertations may be retained by Schools, who have the responsibility to make them available to any enquirer in response to a Freedom of Information request (unless an exemption applies). Assessment samples may be retained for specified periods as supporting documentation for accreditation and quality assurance purposes, e.g. Postgraduate Programme Reviews. Material which is not retained or returned should be destroyed at the end of the retention period.



# Postgraduate Assessment Regulations for Research Degrees Academic Year 2014/15

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## **Regulation 44      Award of degrees**

Degrees are awarded by the Senatus on the basis of recommendations of the College Postgraduate Committee.

## **Regulation 45      College Postgraduate Committee: return of decision**

Decisions and awards recommended by the examiners and confirmed by the College Postgraduate Committee must be recorded on the Student Records System as the final official results of the University.

### **Application of the regulation**

- 45.1 Students receive Part II reports, which constitute formal notification of the Committee decision, after the meeting of the College Postgraduate Committee.
- 45.2 The decisions of the Committee must be notified to Student Administration as soon as possible and certainly no later than 21 days before the date of graduation.
- 45.3 Notification of final results and the award of qualification to students, following the meeting of the Committee, is the responsibility of the College Office.
- 45.4 Because of the nature of research degrees, transcripts for such degrees are not issued by the University. Colleges may instead provide students with an explanation of the specific degree awarded and confirmation that the student has been awarded (or is eligible to be awarded) this degree.

## **Regulation 46      Status of Decisions**

Decisions by a College Postgraduate Committee, once certified in writing are final. In exceptional cases the College Postgraduate Committee can review its decision.

### **Application of the regulation**

- 46.1 A College Postgraduate Committee may, review a decision if significant information relevant to that decision, which was unavailable at the time the decision was made, comes to light or if any error having a material bearing on that decision or an error in the written certification of that decision has been made.
- 46.2 If the Committee is satisfied that there are grounds for changing its decision it will report its recommendation to Student Administration, who will either report the recommendation to the Senatus or exceptionally refer it to the Curriculum and Student Progression Committee for decision.



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- 46.3 Where an error is discovered in the assessment or marking of any examination or any component of an assessment or in the calculation, recording or notification of the result of any assessment or any component thereof or in the classification or result of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result or classification and that whether or not the result or classification has been published or otherwise notified to the student. The University shall notify the student of the corrected result or classification as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the student or to a third party. Having been notified of the corrected result or classification the student shall return to the University any documentation which may have been issued to the student notifying the original result or classification which has been corrected. The student shall have no claim against the University for any loss or damage which may have been incurred by the student as a result of any error which may have been made.
- 46.4 In proved cases of substantial and significant copying, plagiarism or other fraud, the Senatus has the power to reduce the classification of, or to revoke, any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned.
- 46.5 Any member of Senatus may request Senatus to refer for investigation any matter concerning assessment.

### **Regulation 47      Final version of the thesis (does not apply to Masters by Research degrees)**

The student is required to submit the final version of the thesis to the College Postgraduate Office.

#### **Application of the regulation**

- 47.1 A student cannot graduate until they have submitted the final version of their thesis to the College Postgraduate Office. See:  
[www.ed.ac.uk/schools-departments/student-administration/graduations](http://www.ed.ac.uk/schools-departments/student-administration/graduations).
- 47.2 Final submission must be notified by the College Office to Student Systems as soon as possible. Graduation deadline information is available at: [www.studentsystems.ed.ac.uk/staff/Support/grads\\_deadlines.htm](http://www.studentsystems.ed.ac.uk/staff/Support/grads_deadlines.htm).
- 47.3 Students are responsible for submitting their final version in electronic form in addition to one hard bound copy. Hard bound copies should conform to standards for the format and binding of theses: [www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Thesis\\_Binding.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Thesis_Binding.pdf)



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47.4 Further details on the submission of theses are available in the *Code of Practice for Supervisors and Research Students* and from the Edinburgh Research Archive (ERA) at [www.era.lib.ed.ac.uk](http://www.era.lib.ed.ac.uk).

## Regulation 48      Appeal

Students have the right of appeal against the decisions of the College Postgraduate Committee on specific grounds, which are set out in the University's Appeal Regulations: [www.ed.ac.uk/schools-departments/academic-services/staff/appeals](http://www.ed.ac.uk/schools-departments/academic-services/staff/appeals)





# Postgraduate Assessment Regulations for Research Degrees Academic Year 2014/15

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## Section G Interpretation

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### Regulation 49 Interpretation of the regulations

The Curriculum and Student Progression Committee has authority to resolve any dispute arising from these regulations. The University Secretary and his or her nominees have authority to make urgent decisions relating to assessment issues.

#### Application of the regulation

- 49.1 Staff who need guidance on the postgraduate assessment regulations for research degrees, beyond that provided in the regulations and associated guidance, should contact the relevant Dean and/or the Academic Policy Officer with responsibility for the Curriculum and Student Progression Committee: [www.ed.ac.uk/schools-departments/academic-services/committees/curriculum-student-progression](http://www.ed.ac.uk/schools-departments/academic-services/committees/curriculum-student-progression)
- 49.2 The University uses questions on the regulations as a source of information for training and development of the regulations.

24 April 2014