

**e-Business Meeting of the Senatus Academic Policy and Regulations
Committee (APRC)
Thursday 30 March – Thursday 6 April**

AGENDA

To note		
1.	<p>Matters Arising</p> <p>Activation of Taught Assessment Regulation 70 Academic Services have updated the guidance to reflect decisions taken by APRC, the guidance has been communicated with Schools.</p> <p>Matters Arising: Clarification of Support for Study Policy Following 23rd March 2023 Meeting of APRC To note</p>	APRC 22/23 7A
2.	<p>Reminder of follow up items:</p> <p><i>Proposed Changes to the Academic Misconduct Investigation Procedures</i> <i>Members are reminded to please submit comments on this paper to Roshni Hume by Monday 10 April.</i></p> <p><i>Coursework Extensions and Special Circumstances Update</i> <i>Members are reminded to please submit comments on this paper to Olivia Hayes by Monday 10 April.</i></p> <p><i>Online exam arrangement for 2023/24 – submission deadlines</i> <i>Members are reminded to please submit comments on this paper to Kate Nicol by Monday 10 April.</i></p> <p><i>Assessment and Feedback Strategy Group - Expressions of Interest</i> <i>Members are invited to note expressions of interest for membership on the Assessment and Feedback Strategy Group.</i> <i>Members should contact Tom Ward, copied to Olivia Hayes to note their interest and briefly outline their expertise in assessment strategy by 31 March.</i></p>	
For discussion and recommendation to Court		
3.	<p>PG DRPS – Regulation 33 and 34 For discussion and recommendation to Court</p> <p>Please ensure you copy Kathryn Nicol into any comments regarding this item.</p>	APRC 22/23 7B
For approval		
4.	<p>Late Special Circumstances Deadline for August resit diet For approval</p>	APRC 22/23 7C

5.	Approval for non-standard programme start dates for the Online MBA For approval	APRC 22/23 7D
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Comments should be directed to the paper author and Convener of APRC, Dr Paul Norris (Paul.Norris@ed.ac.uk) copied to Kathryn Nicol (Kathryn.Nicol@ed.ac.uk) and APRC Administrator, Olivia Hayes (Olivia.Hayes@ed.ac.uk).

Comments should be returned by **Thursday 6 April**.

Senate Academic Policy and Regulations Committee

Thursday 30 March – 12noon, Thursday 6 April

Matter Arising: Clarification of Support for Study Policy Following 23rd March 2023 Meeting of APRC

Description of paper

1. This paper provides members with a clarification, following their discussion on 23rd March 2023, that paragraph 9.2 of the Support for Study Policy is unaltered from the version approved by the Committee in January 2022.

Action requested / recommendation

2. The Committee is asked to note the clarification.

Background and context

3. At its meeting on 23rd March 2023, APRC considered a paper proposing minor amendments to the Support for Study Policy (APRC 22/23 6L). The intended purpose of this paper was to update the wording of paragraph 7.4 following previous discussions both at APRC and between College Offices and relevant support services. In addition, role/service names in paragraph 7.8 were updated to reflect the new model of student support.
4. Committee members noted that in the draft policy provided text in paragraph 9.2 was highlighted in red. They were unsure as to whether this indicated that that paragraph was also been revised.
5. The committee convenor agreed to seek clarification on the status of paragraph 9.2.

Discussion

6. Following the meeting, the committee convenor consulted both the Deputy Secretary, Students, and the Senior Policy Officer, Students responsible for the policy, for clarification.
7. Both confirmed that the red text in paragraph 9.2 was a drafting matter from a previous review of the Policy and was left as red font in error. This is how the policy is currently presented on the University website. This will be corrected immediately. The red font in the Policy presented to the APRC meeting of March 2023 does not present any change to the current Policy and was not intended to highlight any change of text that the committee was required to approve.
8. The text of paragraph 9.2 is therefore as agreed during the APRC discussion of January 2022.

Resource implications

9. None

Risk management

10. N/A – this clarification is for information and does not change the policy wording or implementation.

Responding to the Climate Emergency & Sustainable Development Goals

11. N/A – this clarification is for information and does not change the policy wording or implementation.

Equality & diversity

12. N/A – this clarification is for information and does not change the policy wording or implementation.

Communication, implementation and evaluation of the impact of any action agreed

13. N/A – this is a clarification for committee members.

Author

*Dr Paul Norris (Convenor, APRC)
24/03/2023*

Presenter

N/A

Freedom of Information

Open

Senate Academic Policy and Regulations Committee

Thursday 30 March – 12noon, Thursday 6 April

Postgraduate Degree Regulations 2023/24

Description of paper

1. This paper contains the draft Postgraduate Degree Regulations for 2023/24. A “Key Changes” section is included to draw the Committee’s attention to the key changes. The Postgraduate Degree Regulations contribute to the University’s Teaching and Learning focus of Strategy 2030.

Action requested / recommendation

2. For discussion and recommendation to Court.

Background and context

3. Annual review of degree regulations.

Discussion

4. APRC discussed the draft Postgraduate Degree Regulations for academic year 2023/4 at its meeting on 23 March 2023. A further change to Regulations 33 and 34 is being recommended and APRC agreed to consider these changes this by e-Business.
5. The amendments to Regulations 33 and 34 are intended to give the Head of College the power to approve an Authorised Interruption of Studies beyond 100% of the prescribed period, but without approving an extension to the maximum study period. Where a student on a postgraduate certificate or postgraduate diploma requires an interruption beyond 100% of the prescribed period in order to restart their programme at an appropriate point in the year this would be deemed an ‘exceptional’ situation that would be covered by the amendment to the regulation. The amended Regulation would still require APRC to consider a concession to permit a student an extension to their maximum study period.
6. The amendments to Regulations 33 and 34 are an interim measure, with fuller consideration in 2023/24 of whether these regulations or the study period table require amendment. The Authorised Interruption of Study policy will be updated to if these amendments are supported by APRC, and subsequently approved by Court
7. Degree Regulations are formally approved by University Court as a “Resolution”. Academic Services will submit a draft Resolution to Court at its 17 April 2023 meeting. Court will consult with Senate at Senate’s 24 May 2023 meeting. Court will then consider a final Resolution at its 19 June 2023 meeting.

Key Changes to Postgraduate Degree Regulations 2023/24

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

Regulation Updated	What has changed
6 Fitness to Practice	Links to College FtP Procedures added
9 Late Admission	Amended to add clarification that no student may commence their degree programme (rather than 'be admitted') more than two weeks after their given start date. Amended to add clarification that students cannot enrol on courses more than two weeks after the start of the course, without College approval.
33 Authorised Interruptions of Study	Amended to permit the Head of College to exceptionally authorise an Interruption of Study which would take the total period of interruption beyond 100% of the prescribed period of study, provided this does not exceed the maximum allowable study period.
34 Extensions of Study	Amended to clarify that the total maximum period of permitted extensions is 24 months, provided this does not take the student past their maximum allowable study period.
41 Supervision	Amended to "Student visa" and removed "Tier 4 visa". Amended the link to Immigration information for staff working with non-UK students.
90 Masters in Transfusion, Transplantation and Tissue Banking (MSc)	Programme specific regulations removed from the DRPS to reflect the programme closure.
90 onwards - College of Medicine and Veterinary Medicine Undergraduate Degree Regulations: Degree Specific Regulations AND College of Science and Engineering Undergraduate Degree Regulations: Degree Specific Regulations	All regulations above 90 have been renumbered to reflect the removal of a regulation from Section C.

Resource implications

8. Any issues around resource will be covered in the key changes section.

Risk management

9. Any issues around risk management will be covered in the key changes section.

Responding to the Climate Emergency & Sustainable Development Goals

10. The paper does not contribute to the Climate Emergency and Sustainable Development Goals.

Equality & diversity

11. Any issues around equality and diversity will be covered in the key changes section.

Communication, implementation and evaluation of the impact of any action agreed

12. Academic Services will communicate approved regulations in the annual email update to Schools and Colleges on regulations and policies. Academic Services will also cover any changes to regulations in Boards of Examiners briefings and other relevant briefing events for staff in Schools and Colleges.

Author

Olivia Hayes, Academic Policy Officer
Academic Services, March 2023

Presenter

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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:

<https://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment-regulations>

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. In exceptional cases, the Head of College (or delegated nominee) may approve a concession allowing a student to substitute a course marked as compulsory in the relevant Degree Programme Table with another course (or courses) with the same credit volume and SCQF level.

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, Student Adviser 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 Academic Policy and Regulations Committee may award the concession.

Code of Practice

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

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

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 Practice Appeal Committee.

- See the Student Appeal Regulations at:
www.ed.ac.uk/files/atoms/files/studentappealregulations.pdf
- See the College of Arts, Humanities and Social Sciences Fitness to Practice Procedure at: [\[Link in process of being updated\]](#)
- See the College of Medicine and Veterinary Medicine Fitness to Practice Procedure at:
https://www.ed.ac.uk/sites/default/files/atoms/files/cmvm_ftp_regulations_updated_2022.pdf

Disclosure of Criminal Offences

7. The University considers that certain types of criminal offences may constitute a breach of the Code of Student Conduct and/or a degree programme's Fitness to Practise requirements. Accordingly, students must inform the Student Conduct Team (studentconduct@ed.ac.uk) if they have:

- a relevant pending charge or relevant unspent criminal conviction on matriculating at the University (students must provide this information no later than one week after matriculation); or
- been charged or convicted of a relevant criminal offence since matriculating at the University (students must provide this information no later than one week after the date of the charge or conviction).

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Information about offences considered relevant and which should therefore be reported under this regulation is provided on the University website, and may be updated on occasion:

<https://www.ed.ac.uk/academic-services/students/conduct/criminalconvictions>

Where a student discloses a relevant charge or conviction, the Student Conduct Team will refer the case to the Deputy Secretary, Student Experience (or delegated authority), who will decide whether to:

- take no further action; or
- refer the matter for investigation under the Code of Student Conduct; or
- (where a student's degree programme is subject to Fitness to Practise requirements) refer the matter for consideration under the relevant College's Fitness to Practice procedures.

Alternatively, action may be taken under both the Code of Student Conduct and relevant Fitness to Practise procedures, where the Deputy Secretary (or delegated authority) and the relevant College consider this appropriate.

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: <http://scqf.org.uk/>) unless an exemption has been approved by the Academic Policy and Regulations 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

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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.
MPhil	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 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 may commence~~ 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. No student will be enrolled on a course more than two weeks after the start of the course without the permission of the Head of College. Students are not permitted to withdraw from a course marked as optional on the Degree Programme Table more than six weeks after the start of the relevant semester in order to substitute the course with another optional course, unless the relevant Board of Examiners has awarded a null sit for the course under the Special Circumstances procedure, and the requirement above to enrol on the course within the first two weeks of the course can be met.

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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.

Conflicting Studies

12. Students registered on a programme of study at this University may not undertake any other concurrent credit bearing studies in this (or in any other) institution, unless the College has granted permission. The College must be satisfied that any additional credit-bearing studies will not restrict the student's ability to complete their existing programme of study.

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

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- 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.

Recognition of Prior Learning (RPL)

16. RPL can only be recognised at the point of admission to the University. The Head of College has the authority to recognise the transfer of a student's credit previously gained either at the University or another institution and to count it towards their intended award. Before approval is granted the College must be satisfied that the learning to be recognised and transferred provides an adequate current basis for the programme or courses as set out in the appropriate Degree Programme Table. 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 (or 80 credits where a masters programme is comprised of 240 credits). For research programmes, the maximum number of credits that the Colleges will grant RPL is 360 credits. These restrictions do not apply to credit transferred when a student starts an associated Diploma or Masters, in line with regulation 60.

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

18. The University can also consider prior learning for admissions purposes. [University RPL policy for admissions](#).

Permissible Credit Loads

19. 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.

20. Students may take courses on a class-only basis (i.e. not for credit), with the agreement of the course organiser, and the approval of the Director of Teaching or delegated nominee (e.g. Programme Director or Student Adviser), or supervisor.

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Decisions will be based on the overall load (credit and non-credit bearing) on the student in the year. Students may not take more than 40 additional credits in any year.

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Credit Award

21. 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.
22. 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

23. 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. The College may approve the transfer of some or all of the credits the student has attained for their previous programme into the new programme, as appropriate.

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 or~~ Student Adviser(s), Programme Directors or Cohort Leads or supervisors face-to-face and/or electronically. Except when registered on a designated online or distance learning programme, or where remote participation is specifically stated, students are expected to attend and participate in person. 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.
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 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

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Study Period

26. 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.

See the Study Period Table:

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

The Prescribed Period of Study

27. The University defines the prescribed period of study for each authorised programme. These are as stated in the study period table, unless the Academic Policy and Regulations Committee (APRC) 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

28. 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 12 months.
- Postgraduate Diploma:
 - for **part-time continuous** students by up to 8 months.
 - for **part-time intermittent** students by up to 24 months.
- Postgraduate Masters:
 - for **part-time continuous** students by up to 12 months.
 - for **part-time intermittent** students by up to 36 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.

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- 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 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.

See the Study Period Table:

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

Submission Period

29. 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.

See the Study Period Table:

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

Leave of Absence

30. Leave of absence is required where students undertake compulsory and optional activities related to, or part of, the programme of study away from 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 Director of Teaching or delegated nominee (e.g. ~~Personal Tutor or~~ Student Adviser). 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. Certain students' visa conditions may be affected by study away from Edinburgh. This regulation does not apply to students on a recognised distance learning programme.

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Withdrawal and Exclusion

31. Any student may withdraw 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

Collaborative Degrees

32. 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

33. 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 may be required to 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 permitted period of Authorised Interruption of Study is the same for full-time and part-time continuous students and will not exceed 100% of the prescribed period of full-time study. For part-time intermittent students, the total permitted period of Authorised Interruption of Study is calculated as half of the prescribed period of study, for example, three years for a six-year Master's programme. The Head of College may exceptionally authorise an Interruption of Study which would take the total period of interruption beyond 100% of the prescribed period of study, provided this does not exceed the maximum allowable study period.

<https://www.ed.ac.uk/files/atoms/files/authorisedinterruption.pdf>

Also see the Study Period Table:

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

Extensions of Study

34. 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. Colleges may authorise individual extensions of up to 12 months. The total maximum period of permitted extensions is 24 months, provided this does not take the student past their maximum allowable study period.

See the Study Period Table:

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

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Maximum Degree Completion Periods

35. 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

Additional Regulations for Doctoral and MPhil Research Degrees

Supervision

36. Each student will work under the guidance of at least two supervisors appointed by the College. Supervision continues until the final version of the thesis is submitted. There are two types of supervisory arrangement: Principal Supervisor plus Assistant Supervisor (or supervisors if more than one); or 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.

37. Schools are responsible for ensuring that all supervisors who are members of University staff (including honorary staff), and staff at Associated Institutions, have attended a supervisor briefing at the University (for example, one delivered by the relevant College or School) within the last five years. Schools are also responsible for ensuring that supervisors who are not University staff, honorary University staff, or staff at Associate Institutions, for example staff at other higher education institutions, have either attended a supervisor briefing at the University within the last five years, or undertaken an equivalent training / briefing elsewhere within the same timescale.

38. The Principal/Lead Supervisor must be appointed prior to registration, and the other supervisor should be appointed within two months of the programme start date. Schools are responsible for recording supervisors on the student record.

39. 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) a salaried member of the academic staff of the University; or
- b) a non-academic member of staff employed by the University who has appropriate expertise in research; or

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- c) an honorary member of staff; or
- d) (when the student is studying full time in an Associated Institution) an employee of an Associated Institution.

40. Where the Principal/Lead Supervisor is an employee of an Associated Institution, the Assistant Supervisor(s) must be a University employee. A Principal/Lead Supervisor who is an employee of an Associated Institution has exactly the same responsibilities as one working within the University.

41. 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. Students attending the University on Tier 4 Student visas may be required to make more frequent contact with their supervisor according to the terms of their visa. Students should contact the Student Immigration Service for advice about this.

[Tier 4 information for staff: Immigration information for staff working with non-UK students \(EASE login required\): https://www.edweb.ed.ac.uk/student-administration/immigration/tier-4-staff](https://www.edweb.ed.ac.uk/student-administration/immigration/tier-4-staff)
www.ed.ac.uk/student-administration/immigration/tier-4-compliance

Changes to supervision

42. 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.

If the Principal/Lead Supervisor is absent for more than six consecutive weeks, the College will ensure alternative arrangements are in place.

Termination of supervision

43. 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 Academic Policy and Regulations Committee consider terminating supervision of the student. Where the Senate Academic Policy and

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Regulations 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.

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Transfers from Another Institution

44. 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

45. 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 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

46. Research Students are entitled to a maximum of eight weeks' vacation leave (including public holidays) 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.

Grounds for the Award of Doctoral and MPhil Research Degrees

Demonstration by Thesis and Oral Exam for the Award of PhD

47. The student must demonstrate by the presentation of a thesis and/or portfolio, and by performance at an oral examination:

- capability of pursuing original research making a significant contribution to knowledge or understanding in the field of study;
- adequate knowledge of the field of study and relevant literature;
- exercise of critical judgement with regard to both the student's work and that of other scholars in the same general field, relating particular research projects to the general body of knowledge in the field; and
- the ability to present the results of the research in a critical and scholarly way.

The thesis must:

- represent a coherent body of work; and

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- contain a significant amount of material worthy of publication or public presentation.

PhD Thesis Length - Word Count

48. 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 Doctoral Programme Considerations

49. Some doctoral programmes will have additional entrance, curriculum and examination requirements. Information is provided in relevant Degree Programme Tables and programme handbooks. Students must successfully complete all additional requirements to be awarded the degree.

MPhil by Research

50. The student must demonstrate by the presentation of a thesis and/or portfolio and by performance at an oral examination:

- capability of pursuing original research making a contribution to knowledge or understanding in the field of study;
- adequate knowledge of the field of study and relevant literature;
- exercise of critical judgement with regard to both the student's work and that of other scholars in the same general field, relating particular research projects to the general body of knowledge in the field; and
- the ability to present the results of the research in a critical and scholarly way.

The thesis must:

- represent a coherent body of work, and
- contain material worthy of publication or public presentation.

51. The thesis must not exceed a maximum of 60,000 words. 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

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exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic.

PhD (by Research Publications)

52. 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 a PhD thesis for examination or who already possess a doctoral degree. 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 for the degree.

53. Applicants must apply to the relevant College for approval of their candidature. Applicants are required to submit a list of their published or creative work, together with a statement (including the theme and summary of the work) and their CV. If the 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.

54. In order to qualify for the award of PhD (by Research Publications) the applicant must demonstrate by the presentation of a portfolio of published or publicly exhibited creative works and by performance at an oral examination:

- capability of pursuing original research making a significant contribution to knowledge or understanding in the field of study;
- adequate knowledge of the field of study and relevant literature;
- exercise of critical judgement with regard to both the student's work and that of other scholars in the same general field, relating particular research projects to the general body of knowledge in the field; and
- the ability to present the results of the research in a critical and scholarly way.

The portfolio submitted for the PhD by Research Publications must present a coherent and substantial body of work, which would have taken the equivalent of three years of full-time study to complete.

55. Students must submit their portfolio within 12 months of registration for the degree. The submission for assessment will include: the portfolio of published work or publicly exhibited creative work; an abstract; and a critical review of all their submitted work. The portfolio must consist of either one or two books or creative

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works, 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.

- 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. Where the portfolio consists of creative works, the critical review should be close to, but not exceed, the maximum word length.
- Students must either be the sole author of the portfolio 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

56. These regulations may be supplemented by certain programme-specific regulations for degrees offered in collaboration with other institutions.

Period of Study

57. 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

58. 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

MSc by Research Degrees only

59. In addition to any requirements as detailed in the relevant Degree Programme Table, the student must present:

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- a research project or dissertation; or
- a critical survey of knowledge in the field of study, 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. The word count includes the main text, preface material, footnotes and references but does not include material in the appendices, bibliography, or abstract.

Application for Associated Postgraduate Diploma or Masters

60. 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. Marks awarded for courses taken previously as part of the certificate or diploma may be used in progression and award decisions relating to the new programme. Credit for courses taken previously which form part of the Degree Programme Table for the new programme does not count against the credit allowance for Recognition of Prior Learning (RPL).

Posthumous Awards

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

Aegrotat Awards

62. 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 Academic Policy and Regulations 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)

63. The degree specific regulations are:
- 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.
 - 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.
 - 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)

64. The degree specific regulations are:
- Placement.** Students will undertake a practice placement, consisting of 300 hours of supervised counselling practice and 60 hours of counselling supervision.
 - Thesis Length.** The thesis will be between 35,000 and 55,000 words in length unless in exceptional cases the College has given permission for a longer thesis.
 - 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 months.
 - 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.
 - 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.

Doctor of Education (EdD)

65. The degree specific regulations are:

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- 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

66. **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.

67. 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- Submission by Portfolio in Art, Design and Landscape Architecture

68. The degree specific regulations, when a student is submitting for award of PhD 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 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

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- 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- Submission by Portfolio in Art, Design and Landscape Architecture

69. The degree specific regulations, when a student is submitting for award of MPhil 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

70. 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)

71. 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.
- 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)

72. The degree specific regulations are:

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- 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 carry out their studies at the University of Edinburgh and in a Chinese institution approved by the Programme Director.
- b. **Prescribed Period of Study.** The period of study is 24 months, full-time.

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

73. 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 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)

74. 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

75. The degree specific regulations are:
- a. **Prescribed period.** The prescribed period of study for students undertaking the programme is 21 months.

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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.

MSc in Middle Eastern Studies with Arabic

76. The degree specific regulations are:
- 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.
 - Prescribed Period of Study.** The period of study will be 24 months, full-time.

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

77. The degree specific regulations are:
- Mode of Study and Prescribed Period of Study.** The period of study is 13 weeks full time.
 - 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

78. **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)

79. **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

80. **Grounds for Award.** The degree is assessed on a single output that consists of two components:
- A text of not more than 50,000 words; and

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- 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

81. **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

82. 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

83. **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

84. The degree specific regulations are:
- a. **Prescribed Period of Study – Master.** The period of study is 12 months.
 - 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).

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- 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

85. 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 60% or more is required for a pass in the coursework for the following courses: LAWS11250 Company and Commercial; LAWS11249 Financial Services and Related Skills; LAWS11310 Professional Skills and 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

86. 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.

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

Doctor of Clinical Dentistry (DClin Dent) (Orthodontics/Paediatric Dentistry/Prosthodontics/Oral Surgery)

87. 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. The independent research component will be assessed by examination of the written dissertation and subsequent oral examination.

Masters in Surgical Sciences (MSc)

88. 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)

89. 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.

An exit award is available to students leaving the programme without qualifying for the award of ChM. Based on the criteria set out in the Taught Assessment Regulations, a named Postgraduate Diploma (PGDip) will be awarded if students:

- a. pass at least 80 credits at SCQF level 12 with a mark of at least 40% in each of the courses which make up these credits; and
- b. attain an average of at least 40% for the 120 credits at SCQF level 12
- c. satisfy any other specific requirements for the ChM degree programme, that are clearly stated in respective handbooks.

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~~Masters in Transfusion, Transplantation and Tissue Banking (MSc)~~

~~90. 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)

901. 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.

912. 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 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

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regard to intentions, background, methods and conclusions. A concise and informative summary should be included with the thesis.

923. 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.

- 934.** Registration may be full-time or part-time.
- 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.
 - 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.

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	

945. 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.

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956. 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)

967. 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.

978. 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;

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- 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.

989. 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.

99100. Registration may be full-time or part-time.

- 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.

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		

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DDS part time 40%	Prescribed Period	Submission period
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1004. 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)

1012. 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.

1023. 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 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.

1034. 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

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the suggested topic and description, a period of normally at least 18 months must elapse before the thesis is submitted.

1045. The thesis length should be no longer than 60,000 words.

Doctor of Veterinary Medicine (DVetMed)

1056. DVetMed students will undertake courses to obtain 180 credits in each year of the four year programme. In order to qualify for the award of Doctor of Veterinary Medicine, students must obtain a total of 720 credits across the duration of the programme, in accordance with the progression requirements below.

1067. Students are permitted one re-sit attempt for each SCQF Level 12 course on the programme. Students may be awarded credit on aggregate for up to 60 credits of SCQF Level 11 courses in each year, provided they meet the following criteria:

- Achieve a mark of 50% or more in 120 credits worth of courses (at the first or second attempt for SCQF Level 12 courses);
- Achieve an average of 50% or more across 180 credits of courses (based on performance at the first or second attempt for SCQF Level 12 courses).

1078. Exit awards are available to students leaving the programme without qualifying for award of the DVetMed.

Based on the criteria set out in the Taught Assessment Regulations relating to Postgraduate degree, diploma and certificate award, the following will be awarded:

- PGCert (VetMed) upon completion of 60 credits of courses
- PGDip (VetMed) upon completion of 120 credits of courses

In order to qualify for the award of MSc (VetMed), students must meet the following criteria:

- Achieve a pass in 180 credits of courses;
- Achieve an average of 50% across 180 credits of courses based on performance at the first attempt in each course;
- Achieve a mark of at least 50% in a minimum of 120 credits of courses based on performance at the first attempt in each course; this must include a minimum of 50 credits worth of research courses*

*Research Proposal; Study design and methods of research; Research project part 1, 2, 3

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

Doctor of Engineering (EngD)

1089. The Prescribed Period of Study is 48 months full-time and 96 months part-time.

MSc Engineering degrees: professional requirements

1094. An MSc student who is eligible for progression or for the award of an accredited MSc degree by the University regulations but who fails an MSc 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 failed course.

1104. A student requiring “resit(s) for professional purposes” will be ineligible for the accredited MSc degree unless the necessary passes at “resit for professional purposes” are achieved, but may be eligible for the award of the unaccredited degree of MSc in Engineering Technology in a Designated Subject.

1112. ‘Resits for professional purposes’ should be taken at the next available opportunity. Only one resit attempt will be permitted. Where a student has exhausted the maximum number of attempts and has still yet to pass a course or courses, they will not be eligible for the accredited MSc degree, but will be considered for an exit award in line with Regulation 111.

1123. Where resits for professional purposes are required, the first (fail) mark will be recorded for the MSc degree classification.

1134. It will be for each MSc Programme Director within the School of Engineering to identify the requirements for each degree programme. This may be done on the basis of individual courses, and/or on the basis of an aggregate. The requirements for each Programme will be stated in the Degree Programme Handbook.

Senate Academic Policy and Regulations Committee**Thursday 30 March – 12noon, Thursday 6 April****Amendment to deadlines for submission of late Special Circumstances applications for the resit diet 2022/23****Description of paper**

1. The paper proposes an amendment to the schedule of deadlines for late Special Circumstances (SC) applications for 2022/23.

Action requested / recommendation

2. APRC approval of an amended deadline for late submission of SC applications relating to assessments in the 2022/23 resit diet, bringing the deadline for assessments completed within the resit diet forward in order to avoid a clash between this deadline and the deadline for resit marks to be ratified in EUCLID following resit exam boards. The proposed amended SC late application deadline is noon Monday 28 August 2023.
3. APRC agreement to defer of a decision on the 2022/23 late SC deadline for PGT dissertations to the APRC meeting in May 2023.

Background and context

4. The Special Circumstances Policy (3.1) states that 'No late applications will be considered after the deadline for the relevant Semester published on the ESC [Extensions and Special Circumstances Service] web pages.'
5. As agreed at the APRC meeting on 25 November 2021, APRC approve University-level deadlines for late SC applications on an annual basis. These are then published in the University [Key Dates](#) and the [ESC website](#).
6. The deadlines for 2022/23 were approved on 26 May 2022, and the deadline for late applications 'for assessments completed in the resit diet and PGT assessments' was set as 'two weeks after the end of the August resit diet for assessments completed in the resit diet and PGT assessments.'

Discussion

7. When the 2022/23 late application deadlines were agreed by APRC, the resit diet dates had not yet been released, but have now been published. The resit diet runs from Monday 7 August to Friday 18 August 2023.
8. If, as planned, the late SC deadline is two weeks after the end of the exam diet, this results in a deadline of Friday 1 September 2023. This is the same date as the deadline for resit marks to be ratified in EUCLID following resit exam boards as recorded in the [Key Dates](#).
9. Bringing the late application deadline forward to noon Monday 28 August 2023 would avert this clash of deadlines. This amended timeline would be broadly in line with the late application deadlines for the May 2023 exam diet (late SC

applications deadline one week after end of exam diet and one week before deadline for Honours courses to be ratified in Euclid).

10. Amending this deadline would reduce the time available to students to make a late SC application by 4.5 working days, and would allow ESC and Schools 4 working days to process any late SC applications prior to the publication deadline.
11. After the late SC deadline, students continue to have opportunities to raise information about circumstances that may have affected their performance in assessment. Under section 64.1 of the Taught Assessment Regulations, Boards of Examiners have discretion to consider new significant information relevant to assessment decisions which was unavailable at the time the decision was made. Students may also present information for consideration via the processes set out in the Student Appeal Regulations.
12. The University-level late SC deadline is intended to apply to assessments completed in the resit diet and to PGT assessments. However, information from Schools on local PGT dissertation SC deadlines in 2021/22 suggests that a number of Schools may set local deadlines that are after the planned deadline of 1 September 2023 and after the proposed amended deadline of 28 August 2023. Therefore, it is proposed that the amended deadline does not apply to PGT dissertations, and that a late SC deadline for PGT dissertations will be approved at the APRC meeting in May 2023. This is to allow time to arrive at an appropriate date. The proposed late SC deadlines for 2023/24 will also be brought to that meeting for approval.
13. It is noted that the terminology 'resit diet' is potentially unhelpful on the basis that not all assessments taken at this time of year are resits, however this is the terminology currently commonly used.

Resource implications

14. The shortening of the window for late submission of SC applications could lead to an increase in academic appeal submissions. However, we expect any such increase to be small, and manageable within existing resources within Academic Services.

Risk management

15. The proposal reduces risks to School processes created by bunching deadlines. The proposal reduces risks that PGT students who may otherwise be presented with conflicting information on late SC deadlines for dissertations.

Responding to the Climate Emergency & Sustainable Development Goals

16. N/A

Equality & diversity

17. Equality and Diversity has been considered and the proposal does not carry likely impacts for student in any particular characteristic groups. The impact of disabilities upon study are primarily addressed through Schedules of Adjustments, though students with disabilities may submit Special Circumstances

applications in relation to unexpected or temporary flare-ups in their condition. Students who miss the deadline for late applications for Special Circumstances may still be able to have their application considered, where their School is amenable to this, and will always have the right to an academic appeal.

Communication, implementation and evaluation of the impact of any action agreed

18. If the amendment is approved, the Key Dates and ESC webpages will be updated accordingly and the amendment will be communicated to Schools.
19. A paper on late SC deadlines for PGT dissertations will be brought to the APRC meeting in May 2023.

Author

Dr Kathryn Nicol
Head of Academic Policy and Regulations

Freedom of Information

Open

Senate Academic Policy and Regulations Committee**Thursday 30 March – Thursday 6 April****Matter Arising: Approval for non-standard programme start dates for the Online MBA****Description of paper**

1. Following previous discussions at APRC, this paper provides requests member formally approve an annual March start date for the Online MBA Programme taught by the Business School.

Action requested / recommendation

2. The Committee is asked to agree that the previous arrangement for a programme start date in March 2023 be made permanent, such that the programme will have two entry points each year (September and March).

Background and context

3. APRC initially considered the request for a March start date via E-Business in December 2022 (APRC 22/23 3B). At the time, members approved a start date of March 2023, but indicated they would like further information from the School/College before approving any longer-term arrangement.
4. A further paper (APRC 22/23 3B) was presented to APRC in January 2023. Following discussion of that paper, the Committee asked for further discussions between the School and Sarah McAllister (APRC member and Head of Student Support Operations, Registry Services) to clarify any systems implications that could occur as a result of the non-standard start date, and to ensure that this would not impact on student or staff experience.

Discussion

5. Following discussion with the School, Ms McAllister reported back to APRC at their meeting on 23rd March 2023, under Matters Arising. It was reported that while the proposed start date would represent a new entry point for an online programme at the University, this could be supported by University Systems and support services, notably ESC.
6. There are ongoing discussions within the University around flexibility of start dates, and the Committee were asked to see any approval for this programme as not setting a precedent for other requests, but rather as an opportunity for those involved to further assess the implications of diversifying start dates in order to contribute to the on-going discussions in this area.
7. Since no formal paper on this matter was presented to APRC at its meeting on 23rd March, it was agreed that final approval would be sought through a paper which could be presented at an E-business meeting which was expected to occur in the coming weeks.

Resource implications

8. The choice of March and September as start dates for each iteration of this 33 month programme has been considered by the School to align with resource planning and staff workload, while the subsequent discussion have addressed concerns over implications for Systems and support services.

Risk management

9. The discussions undertaken have helped confirm that the programme can be supported within existing support arrangements.

Responding to the Climate Emergency & Sustainable Development Goals

10. There are no direct impacts on the climate emergency and sustainable development goals.

Equality & diversity

11. The online and part time nature of this new programme will promote and encourage greater diversity of applicants and entrants to the MBA and ensures an equality of opportunity previously unavailable to many with caring commitments or other barriers from full time on campus offerings

Communication, implementation and evaluation of the impact of any action agreed

12. The School will be notified of the APRC decision by the CAHSS College Office and will ensure that student and staff feedback on the design, delivery and assessment of the programme is carefully evaluated especially in the first 12 months

Author

Presenter

N/A

Freedom of Information

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