

# Academic Regulations

## Undergraduate

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## Regulations for undergraduate programmes 2016/17

### Introduction

1. These regulations are the most important part of the University's information for undergraduate students. They set out requirements and expectations for the University's undergraduate programmes. They should be read together with the specific requirements for the student's programme of study, and the following University policies, procedures and guidance:

Academic Appeals Procedure  
Code of Student Discipline: Academic Misconduct  
Assessment Policy  
Examination Rules for Candidates  
Fitness to Study Policy  
Policy for Recognition of Prior Learning  
Mitigating Circumstances Procedures  
Guide to the Grade Point Average

2. These regulations apply to all undergraduate programmes of study unless an exception is specifically highlighted. Further information will be available to students in handbooks, the University website and the virtual learning environment, but in all cases these regulations take precedence.
3. Any cases for waiver or exception from these regulations will be considered by Senate, which may delegate authority to the Vice-Principal (Academic).

### Admission and registration

4. Students who are admitted to the University must complete registration prior to the start of term 1. Students are not entitled to attend classes until registration has been completed, and in all cases students must have completed registration and started attending classes no later than the end of week 2 of term.
5. Students must register at the start of each subsequent academic year of their programme, unless suspension of studies for the full academic year has been approved in advance.
6. The University reserves the right to withdraw the registration of students who have failed to disclose relevant information, or who have presented misleading or false information, in applying for a programme of study. The University also reserves the right to decline or withdraw the registration of students who do not hold the appropriate immigration status, or who fail to comply with the conditions of their visa.

### Recognition of prior learning

7. A student may be awarded credit in recognition of academic or vocational study completed elsewhere, or of equivalent experiential learning. Credit may

be awarded in relation to a specific module or as general credit. Further details are available in the **Policy for Recognition of Prior Learning**.

8. Requests for accreditation of prior learning will normally be made before the start of the programme of study, so that an appropriate entry point and any variation to the standard programme can be agreed. Exceptionally, accreditation of prior learning in relation to a specific module may be considered within the first three weeks of the term in which that module is delivered.
9. The maximum amount of credit that can be counted towards the award of a Bachelor's degree, Honours degree or integrated Master's degree is 240, unless the student is admitted under a specific articulation agreement that permits a higher amount. The maximum amount of credit that can be counted towards a Diploma in Higher Education is 120. No credit may be counted towards a Certificate in Higher Education.

### Programmes of study

10. The undergraduate awards of the University are:

Certificate of Higher Education	CertHE
Diploma of Higher Education	DipHE
Bachelor of Arts	BA
Bachelor of Engineering	BEng
Bachelor of Laws	LLB
Bachelor of Science	BSc
Bachelor of Arts with Honours	BA (Hons)
Bachelor of Engineering with Honours	BEng (Hons)
Bachelor of Laws with Honours	LLB (Hons)
Bachelor of Science with Honours	BSc (Hons)
Master of Engineering	MEng
Graduate Certificate	Grad Cert
Graduate Diploma	Grad Dip

11. At the point of first registration, each student is registered for a specific programme of study, or as a student completing modules for credit only. The requirements for each stage of each programme of study are set out in the 'Programme Structures' section of OASIS.
12. A student seeking to change programme should complete the Programme Transfer Form available on OASIS. Programme transfers are at the discretion of the University and decisions will take into account the student's qualifications on entry, modules taken and grades achieved, availability of places and any programme-specific requirements.

### Mode of attendance, suspension and duration of study

13. A full-time student will study 120 credits in each academic session. Any student studying fewer than 120 credits will be part-time, except in cases where a student is studying 100 credits and has been granted recognition of prior learning for the remaining 20 credits. A student following an accelerated degree programme will study 180 credits over 3 terms in year 2 and in year 3.
14. A student may apply to transfer from full-time to part-time, or vice-versa, by writing to the Registrar. Approval to change will depend on the appropriateness of the proposed mode of study for the student's programme and visa status.
15. A student may apply to suspend study for a period of up to 12 months by writing to the Registrar. Normally only one suspension will be granted during a student's period of study.
16. After the end of week 3 of a term, suspension for that term will only be considered in cases where the student has extenuating circumstances supported by evidence. Suspension for a term cannot be considered after the end of week 10 of that term.
17. In certain circumstances, suspension may not be possible, for example where a stage of a programme is running in its current form for the last time.
18. Where suspension is granted, a return to study date will be agreed. The student must register and resume their studies on that date; otherwise they will be withdrawn from study.
19. The maximum period of study, not including any approved suspension, for each award is:

Award	Full-Time (max years)	Part-Time(max years)
CertHE	2	3
DipHE	3	5
Bachelor's degree	5	7
Honours degree	6	9
Integrated Master's degree	7	10
Graduate Certificate/Diploma	2	3

20. Where a student transfers between full-time and part-time modes of study the maximum period of enrolment will be calculated on a pro-rata basis. This does not apply in cases where a student is required to register part-time in order to repeat failed modules.
21. The maximum period of study will be reduced by one year full-time or two years part time for every 120 credits granted in recognition of prior learning.

## Modules, engagement and assessment

22. Undergraduate programmes are made up of modules, which each carry 20 Scottish Credit and Qualifications Framework (SCQF) credits. Some placement or project modules carry 40 or 60 SCQF credits. A programme stage will contain modules totalling 120 SCQF credits.
23. A student seeking to change modules should complete and submit a module change form not later than the end of week 3 of term. Beyond that date, a student's module registrations are fixed and fees will be payable.
24. Students are expected to engage with the learning opportunities offered to them by the University, but also to study independently, taking responsibility for their own learning.
25. Exceptionally, Teaching & Learning Committee may approve a minimum attendance or participation requirement in order to pass a module. Such requirements will be made explicit in the module descriptor.
26. Each module is assessed by one or more units of assessment. Each unit of assessment is given a percentage weighting in the calculation of the module grade.
27. In order to be awarded credit for a module, a student must meet the learning outcomes by completing all units of assessment for the module. If the student has failed to submit or attend for a unit of assessment, they will be unable to pass the module overall.
28. Where coursework, including a dissertation or project, is handed in late and there are no valid mitigating circumstances, the work will be accepted for grading up to two days after the due date. Late coursework will be adjusted on a sliding scale with one grade deducted (e.g. from B to C+) for each day late for the first two days, after which the grade awarded will be NS.
29. Students should ensure they are familiar with the **Academic Deceit Policy** and the **Examination Rules for Candidates**.
30. Exceptionally, Teaching & Learning Committee may specify that a pass grade must be achieved in a particular unit of assessment in order to pass a module. Such requirements will be made explicit in the module descriptor.
31. Student performance in each assessment and in each module will be assessed and recorded using the criteria and grades described below. Grades will be confirmed by an Assessment Board following the end of each term.

Literal grade	Grade point	Evaluative descriptor	ECTS
A+	4.5	<p>Excellent overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates an excellent grasp of the subject matter.</li> <li>• Excellent capacity for original and creative enquiry.</li> <li>• Excellent ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Excellent communication skills.</li> </ul> <p>In addition, exceptional in at least one of the above.</p>	A

A	4	<p>Excellent overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates an excellent grasp of the subject matter.</li> <li>• Excellent capacity for original and creative enquiry.</li> <li>• Excellent ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Excellent communication skills.</li> </ul>	A
B+	3.5	<p>Very good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a very good grasp of the subject matter.</li> <li>• Very good capacity for original and creative enquiry.</li> <li>• Very good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Very good communication skills.</li> </ul> <p>In addition, excellent in at least one of the above but overall performance deemed to be very good.</p>	B
B	3	<p>Very good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a very good grasp of the subject matter.</li> <li>• Very good capacity for original and creative enquiry.</li> <li>• Very good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Very good communication skills.</li> </ul>	B
C+	2.5	<p>Good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a good grasp of the subject matter.</li> <li>• Good capacity for original and creative enquiry.</li> <li>• Good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Good communication skills</li> </ul> <p>In addition, very good in at least one of the above but overall performance deemed to be good.</p>	C
C	2	<p>Good overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a good grasp of the subject matter.</li> <li>• Good capacity for original and creative enquiry.</li> <li>• Good ability to critically evaluate, analyse, synthesise and integrate complex information.</li> <li>• Good communication skills</li> </ul>	C
D+	1.5	<p>Satisfactory overall.</p> <ul style="list-style-type: none"> <li>• Demonstrates a satisfactory grasp of the subject matter but limited grasp in some areas</li> <li>• Satisfactory capacity for original and creative enquiry.</li> <li>• Satisfactory ability to critically evaluate, analyse, synthesise and integrate information.</li> <li>• Satisfactory communication skills</li> </ul>	D
D	1	<p>Adequate.</p> <p>Achievement of all threshold standards but grasp of some subject areas and graduate attribute development may be more limited.</p>	D
MF	0.5	<p>Marginal fail.</p> <p>Performance just below the threshold standard. A reasonable expectation that a pass is achievable by reassessment without the need to repeat the module.</p>	FX

F	0	Performance well below the threshold level. Some limited evidence of achievement of the outcomes.	F
NS		No assessments submitted or no evidence of achievement of the outcomes.	

32. Credit will be awarded for a module where a student has achieved a grade of A+, A, B+, B, C+, C, D+ or D. MF, F and NS are fail grades and no credit will be awarded.
33. Where a student has a grade of NS for any unit of assessment, they will receive an overall module grade of NS and no reassessment will be available to them in that module. This applies also to dissertations and projects.
34. A minimum grade of MF must be achieved in each unit of assessment, and a minimum of D overall, in order to receive a passing grade for a module.
35. Where a student receives an overall module grade of MF or F, or a grade of F in a unit of assessment, reassessment will be available to them, once only, in each unit of assessment in which they do not yet have a passing grade. Where the fail grade is in a final dissertation or project, one resubmission will be permitted.
36. There is no limit to the number of modules in which a student can be reassessed.
37. The highest module grade that can be awarded following reassessment is D. A student who has undertaken reassessment cannot be awarded a lower grade than that achieved at the first attempt.
38. A student cannot be reassessed in a unit of assessment, or in a module, in which they already have a passing grade.

### Progression

39. Student progression will be considered at the end of each term, including the summer term for Accelerated Degree students. The main progression point will be at the end of each stage of study. However, interim progression decisions may be taken where a student has failed to engage or does not have the academic prerequisites to continue. Students who have received grades of NS in all modules in a term will normally be required to withdraw.
40. The Student Progress Panel oversees student progression. A student has the right to appeal against a decision of the Student Progress Panel, in line with the **Academic Appeals Procedure**.
41. Standard progression at the end of a stage of full-time study is completion of 120 credits with passing grades. Such students will be eligible to proceed to the next stage of the degree programme. Students progressing from stage 3 of the BEng/MEng programme require passing grades in 120 credits in stage 3, with a stage GPA of at least C+.
42. Students who have passed 100 credits of a stage will be permitted to proceed to the next stage, but will be required to take the failed module, or an agreed substitute module, in the next academic year as a carried module, unless the



failed module is a prerequisite that must be passed in order to progress to the next stage.

43. Students who have passed at least 60 credits, but fewer than 100 credits of a stage, or who have failed a prerequisite module, will be required, if eligible, to undertake repeat study in the following year in order to retake the modules in which they have not achieved a passing grade, or to take agreed substitute modules.
44. Students who have passed fewer than 60 credits of a stage will normally be required to withdraw from study.
45. Those following a degree programme on a part-time basis will progress from one stage to the next on the same basis as above, will be expected to pass at least half the credit for which they have registered in each academic year, and must be able to complete within the maximum period of study.

### Repeat study

46. Where a student is permitted to repeat a module or modules in the next academic year, they must participate fully and complete all assessments. No previous attempts at assessment may be carried forward. The grade achieved will not be capped if it is achieved at the first assessment diet. The module(s) must be passed for the student to progress; otherwise they will be required to withdraw.
47. A student will be permitted to repeat a stage once only. To be eligible to progress after a repeated stage, the student must have passed the stage requirements in full; otherwise they will be required to withdraw.
48. No student will be permitted to repeat more than two stages of study. If a student fails to progress from a stage on a third occasion, they will be required to withdraw.
49. A student may not take the same module (or a module and an agreed substitute for that module) in more than two academic sessions.

### Short-term absence and mitigating circumstances

50. Where a student is absent from study due to illness for a period of 7 days or fewer, they should notify the University by completing a self-certification of absence on OASIS. It is possible to request an extension of up to 7 days for coursework using this process. For any other absence when an assessment is due, a student may apply for an extension or deferral of assessment as described in the **Mitigating Circumstances Procedures**. Self-certification must be submitted on the first day of illness; deferral requests not later than the due date for the assignment; any other claim as soon as possible, and within 10 days of the assessment date.
51. Where a student has completed an assessment, but believes their performance has been affected by serious mitigating circumstances, the student should notify Registry in writing, with supporting evidence, within 10 days of the assessment date. The evidence may take the form of a statement

from an adviser or counsellor in Student Services, or from the Students' Association Advice and Welfare Co-ordinator. The Assessment Board has discretion to set aside the attempt and allow a fresh attempt at the assessment.

52. Applications for extension and deferral are overseen by the Student Progress Panel.
53. Where deferral of an assessment has been approved, a grade of 'IN' (incomplete) will be recorded, and assessment should be completed by the end of the reassessment period.

## Awards

54. Each undergraduate award has a minimum credit requirement that must be met in full. No condonement or compensation of failed modules is permitted.
55. For the award of the Certificate in Higher Education, students require passes in 120 credits.
56. For the award of the Diploma in Higher Education, students require passes in 240 credits, with at least 100 at level 8.
57. For the award of a Bachelor's Degree with a specific title, students require passes in 360 credits, fulfilling the requirements specified in stages 1-3 of the programme structure for that title.
58. For the award of an Honours Degree with a specific title, students require passes in 480 credits, fulfilling the requirements of the programme structure for that title in full.
59. For the award of an integrated Master's Degree, students require passes in 600 credits, fulfilling the requirements of the programme in full.
60. Where a student has passes in 360 credits but does not fulfil the requirements of a specific Bachelor's degree title, they may be awarded a BA or BSc in General Studies provided they have passed at least 60 credits at level 9.
61. Where a student has passes in 480 credits but does not fulfil the requirements of a specific Honours degree title, they may be awarded a BA with Honours or BSc with Honours in General Studies provided they have passed at least 100 credits at level 9 and 100 credits at level 10.
62. For the award of the Graduate Certificate, students require passes in 60 credits at level 9.
63. For the award of the Graduate Diploma, students require passes in 120 credits at level 9.
64. The Certificate of Higher Education, Diploma of Higher Education, Bachelor's Degree, Graduate Certificate, Graduate Diploma and integrated Master's Degree may be awarded with Distinction or with Merit.
65. A grade point average will be calculated to determine eligibility for an award with Distinction or Merit. For the Certificate in Higher Education, it will be based on the grades achieved in stage 1; for the Diploma in Higher Education, on the grades achieved in stage 2; for the Bachelor's degree, on the grades achieved in stage 3; for the Master of Engineering, on the grades achieved in

stages 4 and 5; and for the Graduate Certificate and Graduate Diploma, on the grades achieved in all modules taken. Failed modules will be included in the GPA calculation.

66. An award will be made with distinction where a student has an overall grade point average of at least 3.75.
67. An award will be made with Merit where a student has an overall grade point average of at least 2.75.
68. Any of the University's undergraduate awards may be awarded posthumously. A posthumous award will be calculated based on credit attained.
69. Where a student has been prevented from completing sufficient assessment due to severe illness or other exceptional circumstances, the School may recommend to Senate that an Aegrotat award is made. An Aegrotat award does not carry a classification, merit or distinction.

### Classification of Honours degrees

70. Degree classification will be determined based on a weighted grade point average of the grades achieved in the modules taken in stages 3 and 4 (normally 240 credits in total). Failed modules will be included in the GPA calculation. Modules taken in 2013/14 or earlier will not normally count towards the Honours classification, as these were assessed under a different grading scheme.
71. The calculated Grade point average corresponds to an Honours classification as detailed in the table below:

Grade point average	Honours degree classification
3.75 - 4.50	1 <sup>st</sup>
2.75 - 3.74	2(i)
1.75 - 2.74	2(ii)
1.74 or lower	3 <sup>rd</sup>

72. A degree classification will be calculated for each student who meets the credit requirements for an Honours degree in full. A student who has not met the credit requirements is not eligible for the award of the Honours degree, regardless of grade point average.

### Readmission

73. Readmission to the University is at the discretion of the Registrar, in consultation with the School in which the applicant seeks to study. The applicant's previous academic record will be taken into account.
74. Where an applicant was previously required to withdraw from study, the application for readmission will be considered by the Student Progress Panel.
75. Where readmission is approved, the previous academic record will stand in full, and the regulations in force at the point of readmission will apply. If an academic award had previously been granted, the student will be required to surrender that award before a higher award may be granted.



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