

Policy on the Management of Combined Studies Programmes

June 2021

Annex to the University's Global Academic
Management Structures for Learning and
Teaching

| | |
|------------------------|--|
| Approving authority: | University Committee for Quality and Standards |
| Consultation via: | Directors of Study for Combined Studies |
| Approval date: | 16 June 2021, Senate |
| Effective date: | 1 September 2021 |
| Review period: | Biennially from date of approval |
| Responsible Executive: | Directors of Study for Combined Studies |

HERIOT-WATT UNIVERSITY
POLICY ON THE MANAGEMENT OF COMBINED STUDIES PROGRAMMES

1. This document provides the policy framework for Primary Academic Units, which should be used for the management of Combined Studies Programmes of Study.
2. The policy applies to the management of all Combined Studies Programmes of Study.
3. Responsibility for the degree of Bachelor (BSc or BA) in Combined Studies (hereinafter referred to as “the degree”) shall rest with the Primary Academic Units of the University.

4. Directors of Studies for Combined Studies

- 4.1 There shall be a Director of Studies for Combined Studies in each Primary Academic Unit offering the degree.
- 4.2 The appointment of the Directors of Studies for Combined Studies shall be made by the Primary Academic Units from among the Academic Staff of the University.
- 4.3 In respect of their duties and responsibilities for Combined Studies the Directors of Studies for Combined Studies shall be responsible to the Head of Primary Academic Unit or their nominee.

5. Duties and Responsibilities of Directors of Studies for Combined Studies

- 5.1 The Directors of Studies for Combined Studies shall have the following duties and responsibilities in addition to other duties and responsibilities conferred on them from time to time by the Primary Academic Unit:
 - 5.1.1 to be responsible for the Programmes of Study leading to the award of the degree;
 - 5.1.2 to admit Students to the Programmes of Study leading to the award of the degree, including the transfer of Students from other programmes in the University;
 - 5.1.3 to provide a corporate identity for Students registered for the degree;
 - 5.1.4 to provide guidance and advice to candidates for the degree;
 - 5.1.5 to offer in consultation with the Senate remedial and other classes aimed at improving access to the degree.
- 5.2 The Directors of Studies shall report on Combined Studies matters through the appropriate undergraduate committee in each of the Primary Academic Units offering the degree.

6. Combined Studies Co-ordination Group

- 6.1 There shall be a Combined Studies Co-ordination Group which shall consist of the Directors of Studies for Combined Studies.

6.2 The Co-ordination Group have the following powers and functions in addition to any other powers and functions which the Primary Academic Unit may from time to time determine:

- 6.2.1 to formulate and propose academic policy relating to the degree to the appropriate Primary Academic Unit undergraduate committee;
- 6.2.2 to monitor the entry standards and progress rates of candidates registered for the degree;
- 6.2.3 to provide opportunity for free expression of opinion on any matter affecting Combined Studies;
- 6.2.4 to discuss any matter referred to it by the Primary Academic Unit and to convey its views and its recommendations thereon to the Primary Academic Unit.

7. Policy Version and History

| Version No | Date of Approval | Consultation | Approving Authority | Brief Description of Amendment |
|------------|------------------------|---|------------------------------|--|
| V. 1 | 16 June 2021 Senate | Associate Directors of Combined Studies; UCQS | UCQS on behalf of the Senate | This is a new Policy. The terms of the policy were taken from a previous Regulation 33 (Combined Studies) of the University. |