

# Academic Regulations

## Preamble

The Regulations of Heriot-Watt University are an important set of documents that support and help to put into effect the Charter, Statutes and Ordinances, which provide the primary governance and regulatory framework for the University. This document therefore provides a full set of working Regulations that ensures compliance with the Charter, Statutes and Ordinances.

The process of review and modernisation continues, and the Senate shall consider and approve further modifications to the Regulations as and when it identifies a need to do so.

The Regulations provide the regulatory framework for academic policy and process (covering important areas such as admission to academic programmes, examinations and student discipline).

### Some notes to assist users of the Regulations:

In terms of structure, the University has historically maintained separate Regulations for different Programmes of Study, with new Regulations being introduced as new Programmes of Study had been introduced. Since the 2021/22 academic year, the intention behind the new structure of the Regulations is to bring these Regulations together into the main processes and student learner journey points, collating what is the same and identifying what is different.

The reader should view these Regulations as primarily self-contained around the process. The approach to using the Regulations is that all general information pertaining to all levels of Programmes of Study is contained at the beginning of each Regulation and any additional and specific information pertaining to a particular Programme of Study will be contained in the paragraphs thereafter, identified with the appropriate headings. If no heading exists, this indicates that there is nothing more than the general paragraphs to apply.

What is different in this new set of Regulations is that all regulatory matters pertaining to Admissions; Courses, Programmes and Assessment; Academic Decision Making Boards; Progression; and Awards have been brought together in single Regulations in a consistent format and removing variations. The headings used for each Regulation reflect the content therein, e.g. for information on the composition and purpose of an Academic Decision Making Board, a member of staff would use Regulation A6 Academic Decision Making Board, which outlines all information on composition and purpose. Where a member of staff or a student is looking for information on the criteria for making awards, or decisions that can be taken by an Award Board, all information is contained within Regulation A7 Awards.

Finally, readers may note references in the Regulations to the 'Heriot-Watt Group'. This term carries the same meaning as set out in the University's Ordinances and means those entities associated with the University whether by ownership of shares or otherwise which the Court determines should form part of the Heriot-Watt Group for the purposes of the Charter and Statutes, and which are listed in the Ordinances as amended from time to time.

Regulations recently approved by the Senate	Date of approval
<p>The Senate approved the following new Regulations:</p> <p>Regulation A4, Regulation A5, Regulation A6, Regulation A7</p>	<p>16 June 2022/ 21 September 2022</p>

# ACADEMIC REGULATIONS

Session 2022/23



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# REGULATION A1

## Definitions and Interpretation



1. The Regulations will be interpreted benevolently and in every case most favourably to the University and the promotion of the Objects. The provisions of the Regulations shall not be construed to conflict with any applicable national law, current or future enacted.
2. In the event of any conflict or inconsistency between the Regulations and the Ordinances, the Charter or the Statutes, the provisions of the Ordinances, the Charter and the Statutes shall take precedence. No provision of the Regulations shall be inconsistent with the Ordinances, the Charter or the Statutes.
3. In the event of any conflict or inconsistency between the Regulations and policy, process or guidelines, the provisions of these Regulations shall take precedence.
4. Unless the context requires otherwise, any terms used in these Regulations but not defined herein shall have the meanings ascribed to them in the Charter, Statutes and the Ordinances, in particular in Section A – Ordinance 1 (<https://www.hw.ac.uk/documents/ordinances.pdf>).
5. For the purposes of the Regulations, the following terms shall have the following meanings:
  - 5.1. **“Academic Appeal”** is a formal request by a Student for the review of a decision on progression, assessment or academic award made by a board of examiners, or the University, or by any member of the Heriot-Watt Group.
  - 5.2. **“Approved Course”** means a Course approved on behalf of Senate.
  - 5.3. **“Course Assessment Board”** means a board of examiners convened for the express purpose of confirming marks and grades for courses across all locations and modes of delivery, as further prescribed in paragraph 4 of Regulation A5, Academic Decision Making Boards.
  - 5.4. **“Assessment Material”** means any component part of an assessment leading to any percentage of the final mark for a course.
  - 5.5. **“Award Board”** means a board of examiners convened for the express purpose of making Award decisions for all programmes, as further prescribed in paragraph 6 of Regulation A5, Academic Decision Making Boards.
  - 5.6. **“Compulsory Course”** means a course of study required by the Malaysian Government
  - 5.7. **“Course”** means a series of teaching and learning events leading to the award of credit which form part of a Programme of Study, and is further prescribed in Regulation A4, Courses, Programmes and Assessment, paragraph 2.
  - 5.8. **“Discipline”** is the term used for the cognate subject areas within Primary Academic Units.
  - 5.9. **“Enrolment”** means the process of joining a Programme of Study. Once enrolled, a candidate/applicant will be a Student. Students will enrol at the start of their first academic year/stage of study and re-enrol at the start of each subsequent academic year/stage of study.
  - 5.10. **“First Degree”** is an undergraduate degree leading to the awards listed in Regulation A7, Awards, paragraph 5.1.

- 5.11. **“First Degree of Master”** is an integrated undergraduate degree leading to the award of Master listed in Regulation A7, Awards, paragraph 5.1.
- 5.12. **“Fresh Start”** means that a Student has enrolled on stage one of a Programme of Study having already enrolled on and completed or partly completed stage one of another Programme of Study.
- 5.13. **“Graduand”** shall mean a person who is eligible for the award of a degree in terms of paragraph 2.1 or paragraph 2.2 of Ordinance P2.
- 5.14. **“Higher Degree of Doctor”** is a research degree leading to the award of Doctor.
- 5.15. **“Higher Degree of Master”** is a postgraduate degree leading to the award of Master.
- 5.16. **“Honorary Graduand”** shall mean a person who is eligible for the award of a degree in terms of paragraph 2.4 of Ordinance P2.
- 5.17. **“Industrial Placement”** means a period of accredited work-based learning which is a mandatory component of a Programme of Study.
- 5.18. **“Industrial Training”** or **“Industrial Experience”** means a period of accredited work-based learning which is additional to a Programme of Study and leads to the award of a certificate or a diploma.
- 5.19. **“Library”** is deemed to include all parts of the University’s library services, including all learning resources, whether digital or print, physical or online, and spaces, wherever those services are provided and overseen in an official capacity by Information Services and wherever situated on University campuses.
- 5.20. **“Management Committee”** is a committee properly established by the relevant Participating Organisations to oversee the provision of joint or collaborative Programmes of Study.
- 5.21. **“Misconduct”** means, in the broadest sense, improper behaviour or interference with the proper functioning of activities or property of the University or any member of the Heriot-Watt Group or of those who work for, study at or are visiting the University or any member of the Heriot-Watt Group, or any other action which otherwise damages the University or any member of the Heriot-Watt Group. Misconduct will be further categorised into academic Misconduct and non-academic Misconduct of which the types will be identified in the Student Discipline Policy and Procedures.
- 5.22. **“Mitigating Circumstances Board”** means a board of Academic Staff convened to review and make recommendations on how mitigating circumstances have affected individual Student performance, as further prescribed in paragraph 3 of Regulation A5, Academic Decision Making Boards.
- 5.23. **“Participating Organisations”** - In relation to joint Programmes of Study, if more than one university, institution or organisation is involved in providing a Programme of Study, at any level, those other universities, institutions or organisations participating in a joint venture are referred to as the Participating Organisations.
- 5.24. **“Pre-requisite”** means a Course that needs to be completed and passed before continuing to the next stage.

- 5.25. **"Programme of Study"** is defined in Ordinance P7 and means 'a programme of study shall be either a course of instruction leading to examinations and assessment or supervised research or a combination of the two which is approved by the Senate and which leads to the award of a University degree, diploma, or other qualification', and is further prescribed in Regulation A4, Courses, Programmes and Assessment, paragraph 3.
- 5.26. **"Progression Board"** means a board of examiners convened for the express purpose of making recommendations of progression for each student on a programme, as further prescribed in paragraph 5 of Regulation A5, Academic Decision Making Boards.
- 5.27. **"Qualifying Courses"** are courses taken from levels 9, 10 or 11, identified in the programme structure, used for the express purpose of the calculation of the honours degree classification or the first degree of Master classification.
- 5.28. **"Registration" or "Course Registration"** means the process of registering a Student for approved Courses of a Programme of Study.
- 5.29. **"SCQF"** means the Scottish Credit and Qualifications Framework.
- 5.30. **"Student ID card"** means the card issued by the University to enrolled Students which serves as official Student ID and library card.
- 5.31. **"Synoptically Assessed Courses"** are two Courses offered in the same stage either in different semesters or in the same semester and at the same level that may be linked by Primary Academic Units offering the Courses, especially where the material covered is continuous from one Course to the next.
- 5.32. **"University Studies Committee"** is a standing sub-committee of the University Committee for Quality and Standards, established to undertake consideration and approval of the academic conditions associated with the establishing, modifying, or withdrawing of undergraduate and postgraduate taught courses, programmes and disciplines.
6. In this Regulation, the term **"Head of Primary Academic Unit"** shall be read as **"Head of Primary Academic Unit or their nominee"**.
- 6.1. For the majority of cases, a Student will be attached to a Primary Academic Unit. For the purposes of the Regulations, if a Student is not attached to a Primary Academic Unit, they should take 'Head of Primary Academic Unit' to mean 'the Vice Principal for the Campus on which they are studying'.
7. All existing Regulations and Ordinances shall continue in full force and effect and shall not be amended by virtue of these Regulations until the particular Regulation has been specifically amended, repealed or replaced.
8. Unless the context requires otherwise, words in the singular shall include the plural and words in the plural shall include the singular.
9. In construing the Regulations, the rule known as the *ejusdem generis* rule shall not apply nor shall any similar rule or approach to the construction of the Charter. Accordingly, general words introduced or followed by the word "other" or "including" or "in particular" shall not be given a restrictive meaning because they are followed or preceded (as the case may be) by particular examples intended to fall within the meaning of the general words.

<b>Regulation A1</b>	
<b>Effective Date 1 September 2021</b>	
<b>Approved by:</b> Senate	16 June 2021
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

**1. Enrolment**

- 1.1** A person shall enrol as a Student of the University at the start of each academic year.
- 1.2** Initial enrolment shall deem a person to be a Student of the University for the full period of their Programme of Study. Students must register for Courses, at the start of each subsequent Academic Year, in order to be eligible for those Courses.
- 1.3** A person admitted to a Programme of Study shall complete a declaration at the commencement of the programme, and normally at the commencement of each subsequent academic year, that they understand that every Student is required to abide by the Charter, the Statutes, the Ordinances and the Regulations of the University.
- 1.4** Upon enrolment a Student shall be liable for the payment of the prescribed fees.
- 1.5** A Student shall not normally be entitled to enrol for more than one Programme of Study concurrently.
- 1.6** Notwithstanding the provisions of paragraph 1.5 of this Regulation, a Student may be permitted to enrol for a second Programme of Study by the Head of their Primary Academic Unit and in consultation with the Head of the Primary Academic Unit offering the second Programme of Study and a Dean. If the Head(s) of Primary Academic Unit(s) and the Dean permit a Student to enrol for a second Programme of Study, they shall make a recommendation to the University Studies Committee or Research Degrees Committee, as appropriate, and shall confirm, in writing, that:
- 1.6.1** the Student has demonstrated the capacity to complete both Programmes of Study within the period of study prescribed for each.
- 1.6.2** the attendance and the performance of the Student shall not be adversely affected on either Programme of Study.
- 1.6.3** the Student has confirmed that the prescribed fees can be paid for both Programmes of Study.
- 1.7** If a Student has been permitted to enrol for a second Programme of Study in terms of paragraph 1.6 of this Regulation, they shall complete a declaration for that programme.

**2. Student ID Card**

- 2.1** Upon enrolment a Student shall receive a Student ID card.
- 2.2** At first enrolment a Student shall supply one passport-type photograph of themselves to the Academic Registry.
- 2.3** A Student may be required to show their current Student ID card to an authorised person on the following occasions:
- 2.3.1** at an examination
- 2.3.2** on collecting a grant, student loan or other payment
- 2.3.3** on any other occasion for good cause
- 2.4** A Student ID card may also be used as evidence of membership of the Student Union and may be required to be shown in this connection.
- 2.5** A Student who loses their Student ID card must report such loss in person to the Academic Registry and obtain a replacement Student ID card for which a charge is payable. The charge shall be such as determined by the Academic Registry.

**3. Discipline**

- 3.1** In accordance with clause 4.3.1 of Article 4 of the Charter, clause (xi) of paragraph 2 of Statute 5 and Ordinance E4, the Senate is responsible for regulating the discipline of

the Students. Detailed administration of alleged breaches of discipline is set forth in Regulation A13: *Student Discipline*, copies of which are available to view on the University website: <https://www.hw.ac.uk/documents/regulations.pdf>

#### 4. Conduct

- 4.1 Every Student is required at all times to be of good behaviour, to have regard to the good name of the University and members of the Heriot-Watt Group and at all times to abide by the University's Ordinances, Regulations, policies, procedures and rules. Students shall not engage in misconduct. It is the responsibility of each Student to acquaint himself or herself with the University's Ordinances, Regulations, policies, procedures and rules, including any made by other institutions or organisations which the Student attends as part of a University course or Programme of Study.
- 4.2 The Officers of the University, the Academic Staff and other persons authorised for the purpose shall have authority and it shall be their duty to check disorderly or improper conduct as defined in the Ordinances and Regulations, including but not exclusively in the premises, or grounds, or systems of the University or of any member of the Heriot-Watt Group.

#### 5. Health and Safety

- 5.1 A Student shall familiarise themselves with the health and safety policies and procedures of the University and those of the relevant Primary Academic Units and shall observe those policies and procedures: <https://hw.ac.uk/documents/health-safety-policy.pdf>
- 5.2 Smoking is prohibited in all University premises except in such areas specifically designated.

#### 6. Change of Name

- 6.1 A Student shall notify the Student Service Centre in the Registry and Academic Support of any change of their name or style.

#### 7. Change of Address

- 7.1 It is the responsibility of the Student to ensure that their home and term-time addresses are correct on the online student record system. Any changes shall be notified to the Student Service Centre in Registry and Academic Support.

#### 8. Email Address

- 8.1 The University frequently communicates with all Students using electronic mail and in such cases shall use only the authorised University electronic mail address which has been issued to each Student.

#### 9. Lost Property

- 9.1 It shall be the responsibility of a Student to exercise reasonable care in respect of their personal property.
- 9.2 The University and members of the Heriot-Watt Group do not accept liability for property that may be lost or stolen on their premises or grounds.

Regulation A2	
Effective Date 1 September 2021	
Approved by: Senate	22 April 2021
Consultation via: Ordinances and Regulations Committee University Committee for Quality and Standards	

## REGULATION A3 Admission



1. This Regulation is made in pursuance of Statute 5, Paragraph 2 and Ordinance P1.
2. **General Requirements for Admission**
  - 2.1 The following General Requirements for Admission apply to all Programmes of Study, irrespective of mode of study or location, unless an alternative is specifically stated in the programme documentation.
  - 2.2 The Head of a Primary Academic Unit may appoint an appropriate senior member or members of Staff to act on their behalf on any matter specified in this Regulation. In the remainder of this Regulation, Head of Primary Academic Unit shall be read as the Head of Primary Academic Unit or their nominee.
  - 2.3 The Head of a Primary Academic Unit shall have the authority to admit or refuse admission to an applicant for admission to a Programme of Study in their Primary Academic Unit.
  - 2.4 The applicant must have informed the University of any relevant criminal convictions as directed during the application process and have complied with the University Policy on Admission of Ex-Offenders as Students.
  - 2.5 An applicant whose native language is not English will be required to show by examination or by means of documentary or other evidence that he or she possesses sufficient competence in the use of the English language to enable them to carry out the work of the proposed Programme of Study and profit by the instruction provided.
  - 2.6 A Head of a Primary Academic Unit may impose additional requirements for admission which may include passes in named subjects, passes at specified grades, an interview and/or a portfolio of work.
  - 2.7 On admission, an applicant may be exempted by the Head of their Primary Academic Unit from one or more courses, subject to the restrictions on the application of the recognition of prior learning, as specified in the programme structures. The University's policy on exemptions is addressed from paragraph 11, of this Regulation.
  - 2.8 Applicants who will be under the age of 16 at the point of enrolment will be asked to consult with the Academic Registrar or their nominee, at the point of acceptance of the offer, on support and checks that may need to be put in place for the safety and wellbeing of the Student.
  - 2.9 Any enrolled Student who has made a false statement in the admission process shall be liable to have their enrolment declared void by the Academic Registrar. Any such decision shall have been preceded by an opportunity for the Student to submit representations.
  - 2.10 An applicant for admission to a Programme of Study shall apply on the prescribed form.
  - 2.11 To be eligible for any award as provided for in Regulation A7, Awards, a candidate shall be enrolled as a Student of the University at the approved level.
  - 2.12 Participating Universities may, where appropriate, establish a relevant Management Committee which shall be responsible for administering the Programme of Study in compliance with the Regulations.
    - 2.12.1 Participating Universities shall nominate a lead institution, referred to as the Lead University. The Lead University shall be responsible for administering the Programme of Study.
    - 2.12.2 Each of the Participating Universities shall appoint a Director for each joint Programme of Study, who shall be responsible for co-ordination. In the case of Heriot-Watt, the responsibility for doing so rests with the relevant Primary Academic Unit.



### **3. Foundation Programmes**

- 3.1 In respect of this paragraph 3, the Provosts of the respective campuses may appoint an appropriate senior member or members of Staff to act on their behalf on any matter. In this regard, the Provost shall be read as the Provost or their nominee.
- 3.2 Notwithstanding paragraph 2.2 of this Regulation, the relevant Provost shall have the authority to admit or refuse admission of an applicant to a Foundation Programme.
- 3.3 Qualifications accepted for admission to a Foundation programme are laid out in the University's publications and on the website.
- 3.4 An applicant shall hold entry tariffs that are consistent with local recruitment conditions, noting that the minimum entry level students can be admitted with is commensurate with SCQF Level 5.
- 3.5 An applicant for entry to a Foundation programme shall have satisfied the requirements for admission and shall be enrolled as a Student.
- 3.6 Students studying on a Foundation Programme may apply for admission to a First Degree Programme of Study through a Primary Academic Unit in the normal manner and in accordance with paragraph 5 of this Regulation.

### **4. Certificates and Diplomas of Higher Education**

- 4.1 This paragraph 4 is concerned with Certificates and Diplomas of Higher Education which apply to taught Programmes of Study.
- 4.2 A candidate for the Certificate or the Diploma of Higher Education shall have satisfied the requirements for entry to one of the following:
  - 4.2.1 A Programme of Study leading to the award of a First Degree
  - 4.2.2 A Programme of Study leading to the award of a Certificate or Diploma of Higher Education.
- 4.3 Admittance to Certificates and Diplomas in Industrial Training or Industrial Experience which apply to a period of accredited work-based learning require a Student to be admitted to a First Degree of which that Certificate or Diploma is a core element.

### **5. First Degrees and First Degrees of Master**

- 5.1 This paragraph 5 applies to the following First Degrees and First Degrees of Master which may be awarded by the University:
  - 5.1.1 The degree of Bachelor of Science (BSc)
  - 5.1.2 The degree of Bachelor of Engineering (BEng)
  - 5.1.3 The degree of Bachelor of Arts (BA)
  - 5.1.4 The degree of Bachelor of Business Administration (BBA)
  - 5.1.5 The degree of Bachelor of Architecture (BArch)
  - 5.1.6 The degree of Master of Arts (MA)
  - 5.1.7 The degree of Master of Chemistry (MChem)
  - 5.1.8 The degree of Master of Physics (MPhys)
  - 5.1.9 The degree of Master of Engineering (MEng)
  - 5.1.10 The degree of Masters of Biology (MBiol)
  - 5.1.11 The degree of Masters of Mathematics (MMath)
- 5.2 An applicant for admission to a Programme of Study leading to a First Degree or First Degree of Master shall apply in accordance with the procedures specified in the respective location.
  - 5.2.1 An applicant for admission to a UK campus shall apply in accordance with the procedures specified by the Universities and Colleges Admissions Service (UCAS) or, where appropriate, by the Direct Applicant route.
  - 5.2.2 An applicant for admission to our international campuses shall apply in accordance with the local procedures by the Direct Applicant route.

- 5.3 To be eligible for admission an applicant shall hold the minimum entry qualifications that are compliant with applicable legislation, and shall normally hold at least one of the following qualifications:
- 5.3.1 A minimum of 80 UCAS tariff points, normally composed of passes at Scottish Qualifications Authority (SQA) Higher or Advanced Higher or GCE A Level or equivalent
  - 5.3.2 English at SQA National 5 Grade C or above or GCSE Grade C/Grade 4 or an equivalent qualification in the English language
  - 5.3.3 An appropriate access qualification
  - 5.3.4 An approved overseas qualification
  - 5.3.5 Any other qualification as approved by the Senate

## **6. Postgraduate Certificates and Graduate Certificates**

- 6.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
- 6.1.1 A degree of any University, or other institution of higher education approved by the Senate for the purpose
  - 6.1.2 Any other qualifications and/or experience deemed by the Senate to be acceptable for the purpose

## **7. Postgraduate Diplomas and Graduate Diplomas**

- 7.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
- 7.1.1 A degree of any University, or other institution of higher education approved by the Senate for the purpose
  - 7.1.2 Membership of a professional institution in a cognate discipline that normally requires a degree for entry
  - 7.1.3 Qualification equivalent to SCQF level 9 suitable for entry into 4<sup>th</sup> year of a cognate undergraduate degree plus 1 year relevant post qualification experience
  - 7.1.4 HND or equivalent certificated qualification equivalent to that suitable for entry into 3<sup>rd</sup> year of a cognate undergraduate degree plus four (4) years relevant post qualification experience
  - 7.1.5 HNC or equivalent certificated qualification equivalent to that suitable for entry into 2<sup>nd</sup> year of a cognate undergraduate degree plus six (6) years relevant post qualification experience
  - 7.1.6 Eight (8) years relevant experience at a suitable level
  - 7.1.7 Any other qualification and/or experience deemed by the Senate to be acceptable for this purpose

## **8. Higher Degree of Master – All Modes of Study**

- 8.1. This paragraph 8 relates to the following Programmes of Study:
- 8.1.1. Programmes of Study which comprise a series of taught courses and for which the following Higher Degrees of Master may be awarded by the University:
    - 8.1.1.1. Higher Degree of Master of Science (MSc)
    - 8.1.1.2. Higher Degree of Master of Design (MDes)
    - 8.1.1.3. Higher Degree of Master of Business Administration (MBA) and associated specialisms (see also paragraph 8.4)
    - 8.1.1.4. Higher Degree of Master of Architecture (MArch)
    - 8.1.1.5. Higher Degree of Master of Landscape Architecture (MLA)
    - 8.1.1.6. Higher Degree of Master of Arts (MA)
    - 8.1.1.7. Higher Degree of Master of Research (MRes) where the research project forms a maximum of 50% of total credits
    - 8.1.1.8. Higher Degree of Executive Master of Science (Executive MSc)
  - 8.1.2. Programmes of Study offered through online learning leading to the following awards of the University:

- 8.1.2.1. Higher Degree of Master of Science (MSc)
- 8.1.2.2. Higher Degree of Master of Arts (MA)
- 8.1.2.3. Higher Degree of Master of Business Administration (MBA)
- 8.1.3. Programmes of Study offered through research leading to the following awards of the University:
  - 8.1.3.1. Master of Philosophy (MPhil)
  - 8.1.3.2. Master of Science (MSc)
  - 8.1.3.3. Master of Design (MDes)
- 8.2. To be eligible for admission to any of the programmes identified in paragraph 8.1 of this Regulation, an applicant shall hold at least one of the following qualifications:
  - 8.2.1. A degree with first or second class honours of any University, or other institution of higher education approved by the Senate for this purpose.
  - 8.2.2. Membership of a professional institution in a cognate discipline that normally requires an honours degree for entry.
  - 8.2.3. Passes at an appropriate transfer mark in Postgraduate Diploma examinations, as detailed in the programme specification.
  - 8.2.4. Successful completion of cognate Postgraduate Certificate.
  - 8.2.5. Any other passes in final examinations, qualification and/or experience deemed by the Senate to be acceptable for this purpose.
- 8.3. An applicant may, in addition to the qualifications in 8.2 of this Regulation, be required to:
  - 8.3.1. Attend an admissions interview;
  - 8.3.2. Provide references.
- 8.4. In respect of paragraph 8.1.1.3 of this Regulation only, to be eligible to study full-time or part-time on-campus for the Master of Business Administration (MBA), an applicant shall:
  - 8.4.1. Satisfy the requirements of paragraph 2.11;
  - 8.4.2. Hold at least one of the qualifications in paragraph 8.2; and
  - 8.4.3. Possess a minimum of two years' appropriate work experience.

In addition, an on-campus applicant may be required to satisfy the requirements of paragraph 8.3.
- 8.5. In respect of paragraph 8.1.3 of this Regulation only (Programmes of Study offered through research), an applicant may also be eligible for admission where they hold passes in the courses equivalent to thirty credits, as explicitly defined in the structure for the respective Programme of Study, as approved by the Senate. In addition, such an applicant may be required to satisfy the requirements of paragraph 8.3.
- 8.6. In relation to paragraph 8.1.3 of this Regulation, it is noted that, with respect to the responsibilities for all Higher Degrees of Master that are research degree programmes and Higher Degrees of Doctor, the Senate has delegated authority to the University Committee for Research and Innovation.

## **9. Higher Degrees of Doctor by Programme, Research and Publication**

- 9.1 This paragraph 9 relates to the following Programmes of Study:
  - 9.1.1 Higher Degree of Doctor of Philosophy (PhD) (paragraph 9.3)
  - 9.1.2 Higher Degree of Doctor of Engineering (EngD) (paragraph 9.4)
  - 9.1.3 Higher Degree of Doctor of Business Administration (DBA) (paragraph 9.5)
  - 9.1.4 Higher Degree of Doctor of Philosophy (PhD) by Published Research (paragraph 9.6)
  - 9.1.5 Higher Degree of Doctor of Engineering (DEng) (paragraph 9.7);
  - 9.1.6 Higher Degree of Doctor of Science (DSc) (paragraph 9.7); and
  - 9.1.7 Higher Degree of Doctor of Letters (DLitt) (paragraph 9.7).
- 9.2 In relation to this paragraph 9, it is noted that, with respect to the responsibilities for all Higher Degrees of Master that are research degree programmes and Higher Degrees of Doctor, the Senate has delegated authority to the University Committee for Research and Innovation.

- 9.3 To be eligible for admission to the Higher Degree of Doctor of Philosophy (PhD), an applicant shall hold at least one of the following qualifications:
- 9.3.1 A degree with first or second class honours of any University, or other institution of higher education approved by the Senate for this purpose; or
  - 9.3.2 Any other qualification as approved by the Senate.
- 9.4 To be eligible for admission to the Higher Degree of Doctor of Engineering (EngD), an applicant shall meet the requirements of paragraph 9.3.1 or hold any other qualification, or any other qualification together with professional or industrial experience, deemed by the Senate on the advice of the Management Committee to be acceptable for this purpose.
- 9.5 To be eligible for admission to the Higher Degree of Doctor of Business Administration (DBA) an applicant shall satisfy the requirements of paragraph 9.3 and in addition shall normally have at least five years' relevant business experience.
- 9.6 To be eligible for admission to the Higher Degree of Doctor of Philosophy (PhD) by Published Research, an applicant shall satisfy the requirements of paragraph 9.3 and in addition shall:
- 9.6.1 Have published or exhibited research work or other work, such as a portfolio, exhibition documentation, photographs, designs or similar work which presents the results of original research and scholarship,
  - 9.6.2 Satisfy at least one of the following conditions:
    - 9.6.2.1 To have been a member of Staff for at least three years and actively engaged in research for at least five years;
    - 9.6.2.2 To have undertaken collaborative research in conjunction with a member of Staff of the University for at least five years;
    - 9.6.2.3 To be a graduate of the University and to have been actively engaged in research, which may include practice-led research in the visual arts, for at least five years; or
    - 9.6.2.4 To satisfy any other condition deemed by the Senate to be acceptable for this purpose.
- 9.7 To be eligible for admission to a Higher Degree of Doctor of Engineering (DEng), Doctor of Science (DSc) or Doctor of Letters (DLitt) a candidate shall satisfy at least one of the following conditions:
- 9.7.1 Have held a first degree of the University for at least six years;
  - 9.7.2 Have held a higher degree of Master of the University for at least five years;
  - 9.7.3 Have held a Doctoral degree of the University for at least four years;
  - 9.7.4 Be a graduate of at least six years' standing of a University approved by the Senate for this purpose and have been a full-time member of the Academic Staff of the University for at least three years; or
  - 9.7.5 Hold any other qualification deemed by the Senate to be acceptable for this purpose.

## **10. Re-admittance to a Programme of Study**

- 10.1 A former Student may exceptionally be re-admitted as a Student where previously they have withdrawn in one of the following circumstances:
- 10.1.1 Withdrawal for health or personal circumstances;
  - 10.1.2 Withdrawal due to ineligibility to progress; or
  - 10.1.3 Withdrawal after completing a stage of study.
- 10.2 In the case of a former Student applying for re-admittance to complete a Programme of Study, the following criteria shall apply:
- 10.2.1 A period of no more than four years should have elapsed;
  - 10.2.2 The University will rescind any prior exit award;
  - 10.2.3 The entry point would be deemed to be the beginning of the academic level at which the former Student withdrew; and
  - 10.2.4 Re-admittance would be at the discretion of the Head of the Primary Academic Unit.

- 10.3 In the case of a former Student who is re-admitted, paragraph 3.1 of Ordinance P2 (Requirements for Degrees, Diplomas and Certificates) shall apply. Paragraph 3.1 of Ordinance P2 states that periods of study shall include any period during which a Student was enrolled as a Student.
- 10.4 In the case of a former Student wishing to return following a break in studies greater than four years, this Student must meet the standard entry requirements for the Programme of Study.

## 11. Recognition of Prior Learning

### 11.1 General

- 11.1.1 Paragraphs 11.1 to 11.6 below are made in pursuance of Ordinance P1 and Ordinance P2 and will be further detailed in policy and procedures for Recognition of Prior Learning (RPL) and Credit Transfer:  
<https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/learning-and-teaching-policies.htm>.
- 11.1.2 The Senate may permit admission in accordance with Ordinance P1, paragraph 4.
- 11.1.3 Recognition of prior learning is a matter of academic judgement about the nature of an applicant's prior achievement, not a mechanistic or automatic process of credit transfer. Such a judgement is at the discretion of the Senate. The Senate is not obliged to recognise all, or indeed any, of an applicant's prior learning.
- 11.1.4 Two forms of prior learning may be recognised:
- 11.1.4.1 Recognition of Prior Certificated Learning (RPCL): the recognition of prior learning which has been previously assessed and/or accredited by an appropriate awarding body
  - 11.1.4.2 Recognition of Prior Experiential Learning (RPEL): the process of assessing and then credit-rating learning which has its source in some experience which occurred prior to the point of entering the current Programme of Study

### 11.2 Applications for Admission to a Programme via Recognition of Prior Learning

- 11.2.1 An applicant who has prior certificated and/or experiential learning which is recognised as being equivalent to a Programme of Study's stipulated entry qualifications may be admitted to the start of the Programme of Study based on such prior learning.
- 11.2.2 An applicant whose prior certificated and/or experiential learning meets or exceeds the stipulated entry qualifications for that stage may be admitted to an intermediate stage of a Programme of Study.
- 11.2.3 Credits awarded for previous stages of a Programme of Study shall be recorded on the applicant's record on enrolment as a Student.
- 11.2.4 The processes for admission to the start or subsequent stage of a Programme of Study based on recognition of prior learning will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

### 11.3 Applications for Exemption from Courses

- 11.3.1 An applicant who has submitted an application for admission to a Programme of Study based on prior learning may also apply for exemption from specific courses. Exemptions from courses shall be based on either prior certificated learning or prior experiential learning.
- 11.3.2 In the case of undergraduate Programmes of Study, any course exemptions based on prior experiential learning shall require approval by the Head of the Primary Academic Unit.
- 11.3.3 In the case of postgraduate taught Programmes of Study or the taught component of research degrees, any course exemptions based on prior experiential learning shall require approval by the Head of the Primary Academic Unit.
- 11.3.4 Credits awarded for course exemptions shall be recorded on the applicant's record on enrolment as a Student.
- 11.3.5 The processes for course exemptions will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

#### 11.4 Awarding Credit and Allocating Levels

11.4.1 The processes of credit-rating and allocating levels to prior learning will be undertaken in accordance with the SCQF.

11.4.2 The processes for credit-rating and allocating levels to prior learning will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

#### 11.5 Restrictions on Prior Learning

11.5.1 The minimum criteria for First Degree Programmes of Study are that at least 50% of the credits required for the stage at which a Student enters a Programme of Study, must be completed as part of the Programme of Study in order to qualify for the award associated with that stage.

11.5.2 The minimum criteria applicable to postgraduate and graduate Programmes of Study and research degrees with a taught component are as follows:

11.5.2.1 At least 50% of the credits from taught courses leading to an award for each graduate and postgraduate Programme of Study must be completed in order to qualify for that award.

11.5.2.2 At least 50% of the credits associated with the taught component of a research degree must be completed in order to be deemed to have successfully completed the taught element.

11.5.3 Credits from an award already held by an applicant can contribute to a higher award, but cannot be used towards another award of equivalent or lower level in the same discipline. This restriction shall be made explicit to applicants at the point of enquiry. The "equivalent award in the same discipline" restriction will be prescribed in the Procedures on Recognition of Prior Learning and Credit Transfer.

11.5.4 Where a Student has been admitted to the final year of an award, failure to complete the requirements for that stage of award, will result in no award.

#### 11.6 Approval Procedures

11.6.1 In the case of all Programmes of Study (undergraduate, graduate and postgraduate taught and research degrees with a taught component), the appropriate Programme Director of Studies shall make a recommendation, for approval, to the Head of the Primary Academic Unit, regarding the number and level of credits to be awarded through the recognition of prior learning. The Programme Director of Studies shall inform the applicant of the decision of the Head of the Primary Academic Unit.

11.6.2 The processes subsequent to approval of prior learning will be specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

<b>Regulation A3</b>	
<b>Effective Date 1 September 2021</b>	
<b>Approved by:</b> Senate	<i>22 April 2021</i> <i>27 January 2022</i>
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

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# REGULATION A4

## Courses, Programmes and Assessment



### 1. Introduction

- 1.1 This Regulation is made in pursuance of:
- 1.1.1 clauses 4.2.1 and 4.2.4 of Article 4 and clauses 20.1.1, 20.1.2 and 20.1.5 of Article 20 of the University's Charter;
  - 1.1.2 paragraph 2 iii of Statute 5; and
  - 1.1.3 Ordinances P2 and P7.
- 1.2 This Regulation applies to all Programmes of Study or parts thereof.

### 2. Courses

- 2.1 Unless reference is made to specific Programmes of Study, the following paragraph 2 of this Regulation shall relate to Courses on all Programmes of Study.
- 2.2 A course shall consist of a specified number of hours of Student effort, which may include, but is not limited to, the following activities, as appropriate:
- 2.2.1 timetabled hours for lectures, asynchronous lectures, tutorials, seminars, workshops, laboratories, studio work and remote delivery.
  - 2.2.2 project work, dissertations
  - 2.2.3 private study supervised or otherwise
  - 2.2.4 all course assessment, including written examinations
  - 2.2.5 residential periods of lectures, supervised tutorials, seminars, workshops, laboratories or studio work
  - 2.2.6 self-paced learning materials
  - 2.2.7 generic, transferable skills training
  - 2.2.8 research skills training
- 2.3 All courses will be specified in a programme structure and shall include learning outcomes, assessment, notional Student effort hours and associated credit for courses and shall be approved by the Senate.
- 2.4 A full-time Student shall normally be required to register for and to attend courses leading to 60 credits per semester.
- 2.4.1 Notwithstanding the provisions of paragraphs 2.4, 2.8 and 2.11, a full-time Student may be permitted by the Head of their Primary Academic Unit, in consultation with the Head of the Primary Academic Unit offering the course and a Dean, to register for and attend up to a maximum of an additional 20 credits per semester.
- 2.5 A Student shall normally be permitted to register for a course only when the pre-requisites for that course have been successfully completed.
- 2.6 A Student who has successfully completed a course shall be awarded the credits. A Student who is deemed by the examiners to have achieved a performance at Grade F, which is below the minimum acceptable level for the award of credits, shall receive no credits.
- |   |           |   |   |
|---|-----------|---|---|
| A | Excellent | Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedure. | Learner has passed the course and can continue study in the subject |
| B | Very Good | Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding.                                      |   |

C	Good	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding.	
D	Satisfactory	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure.	
E	Adequate	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations.	Learner is awarded credits, but cannot continue study in the subject where the course is a pre-requisite
F	Inadequate	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions.	Learner is not awarded credits

**2.7** A Student shall not receive credit more than once for any course or set of courses.

**2.8** Normally a course shall start at the beginning of a semester and finish at the end of the same semester.

**2.8.1** Two courses offered in the same stage either in different semesters or in the same semester and at the same level may be linked by Primary Academic Units offering the courses, especially where the material covered is continuous from one course to the next. Courses linked in this way shall be referred to as synoptically assessed courses.

**2.8.2** Notwithstanding paragraph 2.8 a course may extend beyond a semester for the purposes of field work and teaching practice as specified and recorded in the programme structures and approved by the Senate.

**2.9** Project/Dissertation courses shall normally be at least 30 credits.

**2.10** The Head of the Primary Academic Unit shall allocate a 'level' to each course offered by the Primary Academic Unit. Except with the approval of the Senate, the level shall be determined by the definition of level adopted by the SCQF, namely with reference to:

**2.10.1** the complexity and depth of knowledge and understanding

**2.10.2** links to academic or professional practice

**2.10.3** the degree of integration, independence and creativity required

**2.10.4** the range and sophistication of application/practice

**2.10.5** the role(s) taken in relation to other learners in carrying out tasks

**2.11** A Head of a Primary Academic Unit may prescribe up to two lower level pre-requisite courses for any level 8, 9, 10 and 11 course.

**2.12** No pre-requisite courses shall be prescribed for any course taken as part of a Programme of Study leading to the award of:

**2.12.1** Graduate certificate and diploma;

**2.12.2** Postgraduate certificate and diploma; and

**2.12.3** Higher Degree of Master

**2.13** Where a choice of courses is available in a Programme of Study, the inclusion of a course in a list of approved courses shall not imply the availability of a place on the course.



## **2.14 Industrial Placement**

**2.14.1** For Programmes of Study which have a period of Industrial Placement, the placement shall be described by a designated course with a credit rating equivalent to the number and level of the courses which it replaces. A Student who has successfully achieved all of the learning outcomes and completed the period of Industrial Placement shall receive the requisite number of credits, up to a maximum of 60 credits.

## **2.15 Industrial Training or Industrial Experience**

**2.15.1** A period of Industrial Training or Industrial Experience leading to the award of a certificate or diploma, as further detailed in Regulation A7, Awards, paragraph 4.4, shall be a designated course equivalent to at least one stage of a Programme of Study, that is 1200 Student effort hours (120 SCQF credits).

## **2.16 Programmes of Study with a Period of Study Abroad**

**2.16.1** For Programmes of Study which require a period of study abroad:

2.16.1.1 A period of study equivalent to one semester shall be defined by a course designated as 60 credits, at the appropriate level;

2.16.1.2 A period of study equivalent to a whole year shall have a course designated as 120 credits, at the appropriate level;

2.16.1.3 Notwithstanding paragraphs 2.16.1.1 and 2.16.1.2, a period of study forming part of a stage of study shall have a course designated to the equivalent credit rating.

## **2.17 Compulsory Courses**

### **2.17.1 Malaysia**

- Compulsory Courses (Malaysia), also known as compulsory subjects, are courses of study required by the Government of Malaysia.
- They are studied by all Students enrolled on an undergraduate Programme of Study in Malaysia. However, Students who transfer to the Malaysia Campus for up to a maximum of one academic year do not need to take these courses.
- The objectives, learning outcomes, curriculum and other matters are specified by either the Ministry of Education or other agencies or institutions and are subject to change by the Ministry of Education.
- Students are required to pass these courses but these do not contribute credits to the degree award.
- The courses carry Ministry of Education credit but do not carry Heriot-Watt University credits.
- The courses shall be managed from Malaysia with the ultimate responsibility resting with the Deputy Vice-Principal (Malaysia).
- In respect of Compulsory Courses, the Academic Council (Malaysia) can act with the same delegated authority as the University Studies Committee.

## **3. Programmes**

**3.1** The following paragraph 3 of this Regulation is made in pursuance of Ordinance P7.

**3.2** Unless reference is made to specific Programmes of Study, the following paragraph 3 of this Regulation shall relate to all Programmes of Study.

**3.3** A Student shall pursue, for the prescribed period, a Programme of Study approved by the Senate.

**3.4** A Programme of Study shall:

**3.4.1** Be as prescribed in the programme structures; and

**3.4.2** Consist of stages and courses, except as otherwise approved by the Senate.

- 3.5** Criteria for pass, progression and credits shall be as specified in the structures for each programme. The University Studies Committee may approve criteria above the minimum standards referred to in Regulation A6, Progression, paragraph 3.
- 3.6** Unless otherwise approved by the Senate, all Programmes of Study leading to the award of First Degree with honours, First Degree of Master or Higher Degree of Master shall contain a project/ dissertation equivalent to at least 30 credits at SCQF Level 9, 10 or 11, as appropriate.
- 3.7** Each stage of full-time study within a Programme of Study shall consist of 120 SCQF credits, except a Programme of Study for Higher Degrees of Master (Taught) which shall consist of 180 SCQF credits.
- 3.8** A stage shall have been successfully completed when all 120 SCQF credits comprising the stage have been successfully completed.
- 3.9** A stage of a Programme of Study which is comprised entirely of synoptically assessed courses shall require approval of the University Studies Committee.
- 3.10** A Programme of Study may be offered by one or more Primary Academic Units, and may be a single subject degree or span two disciplines.
- 3.10.1** A Programme of Study which spans two disciplines may be offered as either 'Discipline A and Discipline B' where the number of credits is broadly equal in both disciplines or as 'Discipline A with Discipline B' where the number of credits is greater in Discipline A and Discipline B accounts for at least 25% of the total number of credits.
- 3.11 Degree Entry Programme (Dubai)**
- 3.11.1** The Degree Entry Programme shall be modularised with all courses being stated at either SCQF level 6 or 7. The Programme of Study will comprise not less than 100 and not more than 120 SCQF credits, as shall be approved by the University Studies Committee.
- 3.11.2** The Degree Entry Programme will comprise a combination of courses intended to prepare Students for study at Heriot-Watt University and will include:
- General courses intended to broaden the education of the Students.
  - Specialist courses intended to prepare Students for their specific degree programme.
  - English language skills (written, aural and oral).
  - General study skills including cultural orientation.
- 3.12 Certificate and Diplomas in Industrial Training or Industrial Experience**
- 3.12.1** A Student on the certificate or diploma shall be required to obtain for themselves a period of Industrial Training or Industrial Experience deemed suitable by the Head of the Primary Academic Unit. The Head of the Primary Academic Unit shall ensure that, in approving a proposed period of Industrial Training or Industrial Experience, the following criteria have been met:
- the type of learning experience gained during the period of Industrial Training or Industrial Experience shall be such as to enable the Student to achieve the learning outcomes specified for the award of the certificate or diploma.
  - there are appropriate opportunities in place for the monitoring and evaluation of the Student's progress during the period of Industrial Training or Industrial Experience.
  - the environment in which the Student undertakes the period of Industrial Training or Industrial Experience shall comply with the University's health and safety requirements.
- A Student who fails to find suitable Industrial Training or Industrial Experience will not be able to proceed with the certificate or diploma.

- The Head of the Primary Academic Unit shall determine whether a Student who is undertaking a period of Industrial Training or Industrial Experience shall be liable to pay a fee in order to cover costs, such as those incurred through assessment of learning and site visits by members of Staff.

### **3.13 Degree of Bachelor in Combined Studies**

**3.13.1** Credits may be obtained from courses offered within all Primary Academic Units of the University. A Student shall follow a Programme of Study selected from courses, as approved by Associate Director of Combined Studies.

### **3.14 Higher Degrees of Master (Taught)**

**3.14.1** The Programme of Study shall be composed of a number of courses totalling at least 180 SCQF credits, including a 60 credit project or dissertation at SCQF level 11, which, notwithstanding paragraphs 2.9 and 3.6, shall normally be rated at 60 credits.

**3.14.2** The Head of the Primary Academic Unit shall allocate a supervisor for each Student undertaking a Programme of Study involving supervised research work culminating in the submission of a dissertation or supervised research and practical work culminating in the submission of practical work for assessment.

## **4. Mode of Study**

**4.1** A Programme of Study may be offered either for full-time study or for part-time study and on-campus or online learning or for mixed-mode study.

**4.1.1** For the purpose of this Regulation, mixed-mode study shall be any combination of full-time and part-time, and/or on-campus and online learning.

**4.1.2** For online learning and mixed-mode study the programme structures shall specify the proportion of full-time study below which the Student will be categorised as part-time (normally, part-time is defined as 50% or less of the Programme of Study).

**4.2** A candidate may be accepted for a Programme of Study off-campus with an Approved Learning Partner or Collaborative Partner.

## **5. Period of Study**

**5.1** A Programme of Study shall be completed within the maximum period prescribed for that Programme of Study in Ordinance P2 - Requirements for Degrees, Diplomas and Certificates. In exceptional circumstances, the Senate may extend the period.

## **6. Attendance and Performance**

**6.1** A Student admitted to a Programme of Study shall attend each course in their Programme of Study and perform satisfactorily the work of each course and all the assessments prescribed for the particular Programme of Study.

**6.2** A student must comply with all aspects of the University's policy on Student Attendance, as detailed at: <https://www.hw.ac.uk/students/doc/studentattendancepolicy.pdf>.

**6.3** The Senate has empowered the Primary Academic Units to make a decision on its behalf, in terms of compulsory withdrawal from the University, as detailed in the University's 'Procedures for Compulsory Withdrawal': <https://www.hw.ac.uk/uk/students/doc/compulsorywithdrawal.pdf>.

## **7. Temporary Suspension of Studies**

**7.1** The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of the following paragraphs.

- 7.2** In exceptional circumstances, during the course of the academic year, a Student may be permitted to suspend studies temporarily for a specified period of time. When granting such permission the Primary Academic Unit shall specify the examination opportunities which shall be available to the Student on the resumption of studies.
- 7.3** A Student who has satisfied the requirements of progress and who wishes to defer progression may apply during the last semester of the Student's current stage of study to the Primary Academic Unit for permission to defer proceeding for one academic year in the first instance.

## **8. Voluntary Withdrawal**

- 8.1** A Student who intends to withdraw from their Programme of Study shall comply with the following procedure:
- 8.1.1** They shall notify the Head of their Primary Academic Unit of their intention to withdraw and shall state the date of withdrawal, which date of withdrawal must be after the date of notification.
  - 8.1.2** They shall notify the Student Records Officer in Registry and Academic Support in writing that they intend to withdraw and shall state the date of and reason for withdrawal.
  - 8.1.3** They shall, on withdrawal, surrender their current Student ID card to the Student Records Officer in Registry and Academic Support.
- 8.2** The Student Records Officer in Registry and Academic Support shall notify the relevant funding authority of a Student who has withdrawn from their Programme of Study.

## **9. Transfer**

- 9.1** The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of this paragraph 9.
- 9.2** A Student pursuing a Programme of Study may transfer to another Programme of Study normally at the same level.
- 9.3** Any such transfer shall require the permission of the Head of the Primary Academic Unit responsible for each of the Programmes of Study. A Student may appeal to the Senate against the withholding of permission by the Head of the Primary Academic Unit responsible for the programme from which transfer is sought.
- 9.4** The Head of the Primary Academic Unit responsible for the programme to which the Student is transferring shall determine the conditions of transfer, including consideration of prerequisites. A Student may appeal to the Senate against the withholding of permission by the Head of the Primary Academic Unit responsible for the programme to which transfer is sought: <https://www.hw.ac.uk/uk/students/doc/compulsorywithdrawal.pdf>.
- 9.5** Alternatively, a Student shall have the option of taking a "fresh start", namely enrolling at the commencement of stage one of an alternative programme. It is the Student's responsibility to ensure they are clear about the funding implications of taking this option.
- 9.5.1** With the exception of Combined Studies, any credits obtained prior to enrolling on stage one of a Programme of Study shall be discounted for the purpose of transfer only.
- 9.6** Transfer will normally be expected to occur at the beginning of a stage and after successful completion of the previous stage and will be subject to Regulation A6, Progression, paragraph 2.1.
- 9.6.1** Notwithstanding paragraph 9.6 transfer from mixed-mode study to full-time study on campus may only occur at the end of a stage and with the permission of the Heads of the Primary Academic Units in which the Student has been, and wishes to continue,

studying.

#### **9.6.2 Degree of Bachelor in Combined Studies**

- Before transfer into the second stage of the Programme of Study for the ordinary degree a Student shall have satisfactorily completed a minimum of 75 credits.
- Before transfer into the second stage of the Programme of Study for the honours degree a Student shall have satisfactorily completed a minimum of 90 credits.
- Before transfer into the third stage of the Programme of Study for the ordinary degree, a Student shall have satisfactorily completed a minimum of 195 credits with at least 30 SCQF Level 8 credits and shall be eligible to enrol on a Programme of Study leading to the degree.
- Before transfer into the third stage of the Programme of Study for the honours degree, a Student shall have satisfactorily completed a minimum of 210 credits with at least 60 SCQF Level 8 credits and shall have the prerequisites for at least 60 credits at SCQF Level 9.
- Before transfer into the fourth stage of study for the honours degree, a Student shall have qualified for the ordinary degree in Combined Studies including at least 60 credits at SCQF Level 9 and shall be eligible to enrol on a Programme of Study leading to the degree.

#### **9.6.3 Postgraduate Certificates**

- A Student for a postgraduate certificate may with the permission of the Head of their Primary Academic Unit become a Student for an alternative award.

#### **9.6.4 Postgraduate Diplomas**

- A Student for a postgraduate diploma may with the permission of the Head of their Primary Academic Unit become a Student for an appropriate Higher Degree of Master.
- Any transfer from a postgraduate diploma to a Higher Degree of Master shall be made before the dissertation is submitted. In the case of a part-time Student the application shall normally be made at the end of the first year of the Programme of Study.

### **10. Forms and Timing of Assessment**

- 10.1** This paragraph 10 is made in pursuance of Statute 5 paragraph 2 and applies to assessments and examinations in on-campus Programmes of Study. Arrangements for off-campus examinations and assessments are covered in a set of procedures and guidance notes, copies of which are available from the University's website at <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>.
- 10.2** Unless otherwise stated, this paragraph 10 applies to all Programmes of Study.
- 10.3** Each Programme of Study shall comprise a combination of both written and other forms of assessment.
- 10.3.1** Where written examination is the sole method of assessment for a Programme of Study this shall require approval of the University Studies Committee.
- 10.4** All courses in a stage shall be first assessed by the end of the stage.
- 10.5** Assessment shall occur during or at the end of a single course. Synoptic assessment shall occur during or at the end of a set of synoptically assessed courses.

- 10.6** The forms of assessment used to evaluate Student performance in a course shall be specified in a course descriptor.
- 10.6.1** Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment will be stated in the course descriptor.
- 10.7** Each course shall feature formative assessment to enable Students to evaluate the extent of their learning. Such assessment shall not necessarily contribute to the final course grades.
- 10.7.1** The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.
- 10.8** A Student shall attend for oral examination if the examiners so require.
- 10.9** Final examinations shall be in English or in such other languages as may be approved from time to time by the Senate on the recommendation of the Head of a Primary Academic Unit.
- 10.10** Final examinations are conducted under standard University Regulations and procedures, as approved by Senate.
- 10.11** Students normally have a maximum of two opportunities, one first attempt and one re-assessment opportunity, for each assessment. In exceptional circumstances, any further opportunities may be approved by a Board of Examiners.
- 10.11.1** Exceptionally, in the case of Postgraduate Certificates and Graduate Certificates, Postgraduate Diplomas and Graduate Diplomas and Higher Degrees of Master (Taught), opportunities are specified in Regulation A6, Progression, paragraph 2.3.3.1.
- 10.11.2 Higher Degrees of Master of Business Administration**
- Each course shall normally be examined by a final examination. A mark of at least 50% is required for successful completion of such a course.
  - In exceptional circumstances, a Student may be permitted additional examination attempts subject to the approval of the Head of the Primary Academic Unit.
- 10.11.3 Higher Degrees of Master (Heriot-Watt Online)**
- There shall be three diets of examinations per year.
  - Other than a project or dissertation, each course shall be examined by a final examination or a combination of both written and other forms of assessment. A Grade of at least D is required for successful completion of such a course.
- 10.12 Examinations Officer**
- 10.12.1** There shall be an Examinations Officer who shall be appointed by the University from the members of the University's professional services Staff.
- 10.12.2** The responsibilities of the Examinations Officer shall include the implementation of guidelines, policies and procedures for examination and assessment, and will include examination results and the appointment of invigilators.
- 10.13 Diets of Examinations**
- 10.13.1** There shall be a diet of examinations at the end of each semester.
- 10.13.2** There will be a Resit opportunity.
- 10.13.3** The semester diets of examinations will be held in the final two to four weeks of a semester, and will be publicised on the University website.

## **10.14 Eligibility for Assessments and Examinations**

**10.14.1** A Student registered on a course shall be eligible to undertake an examination at the end of the semester in which it is taught, unless otherwise explicitly stated in the programme structure or unless otherwise specified below:

- If the Student fails to satisfy the requirements for attendance or performance, or both, the Head of the Primary Academic Unit for the Programme of Study and, if different, the Head of the Primary Academic Unit offering the particular course may resolve jointly that the Student shall not be allowed to present themselves for examination in that course either at the next ensuing diet of degree examinations or at any subsequent diet of examinations and shall inform the Student accordingly.
- Where a Student has been given permission by the Head of their Primary Academic Unit to carry one or more courses, that Student is required to register for the examinations being carried and to pay the prescribed examination fee by the prescribed date. A carried course is one that a Student is allowed to carry forward into a subsequent year having previously failed. The carried course cannot be a pre-requisite for the subsequent level.
- A Student for an examination at the Resit opportunity is required to register and to pay the prescribed examination fee by the prescribed date.
- A Student who is presenting themselves for an examination and who is not attending the relevant course(s) is required to register and to pay the prescribed examination fee by the prescribed date.
- In the case of Higher Degrees of Master (Heriot-Watt Online), Students will select when they are ready to present themselves for assessment, including reassessment, within a six diet period of registering for the course, and must indicate their intention to sit the assessment within the prescribed registration period for a particular diet. There will be no further opportunities to register for the assessment.
- In the case of Higher Degrees of Master of Business Administration (MBA), a Student wishing to be examined shall give notice in the prescribed format.

**10.14.2** A late application may be accepted on payment of an additional prescribed late fee up to and including the seventh day after the prescribed date.

## **10.15 Timetables for Examinations**

**10.15.1** The University shall prepare timetables of degree examinations in a timely manner, in accordance with the Timetabling Policy.

**10.15.2** It shall be the responsibility of the Student to familiarise themselves with all policies and procedures relating to examinations, and to familiarise themselves with the date, the time, and the location of all relevant examinations.

## **10.16 Student Conduct at Examinations and Assessments**

**10.16.1** The University has in place a number of policies and procedures relating to examination and assessment conduct, available at:  
<https://www.hw.ac.uk/uk/students/studies/examinations/exam-conduct-id-checks.htm>.

**10.16.2** It shall be the responsibility of the Student to familiarise themselves with the University's policies and procedures relating to academic misconduct.

**10.16.3** A Student who disregards any of the University's policies and procedures relating to

academic misconduct, may be liable to disciplinary action.

#### **10.17 Attendance at Examinations and Assessments**

**10.17.1** A Student shall attend all examinations prescribed for their Programme of Study.

**10.17.2** A Student who is prevented through illness or other sufficient cause from taking an examination shall submit to the Head of their Primary Academic Unit a certificate issued by a registered medical practitioner or other appropriate evidence.

#### **10.18 Invigilation**

**10.18.1** The duties of all invigilators shall be as indicated by the Examinations Officer as agreed by Senate and shall be set out in the Examinations Invigilators Handbook, available at: <https://www.hw.ac.uk/uk/services/docs/learning-teaching/policies/invigilators-handbook.pdf>.

#### **10.19 Reasonable Adjustments for Students who have a Disability**

**10.19.1** The University has in place a policy and procedures for making alternative examination and assessment arrangements for Students who have a disability. Students who are seeking alternative examination or assessment arrangements should contact the University's Student Welfare Services in the first instance.

**10.19.2** The University's policy and procedures for Students with a disability are available for consultation in Student Welfare Services or on the University's website at <https://www.hw.ac.uk/uk/students/health-wellbeing.htm>.

<b>Regulation A4</b>	
<b>Effective Date 21 September 2022</b>	
<b>Approved by:</b> Senate	<i>16 June 2022</i> <i>21 September 2022</i>
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

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# REGULATION A5

## Academic Decision Making Boards

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### 1. Introduction

- 1.1. This Regulation is made in pursuance of Statute 5, clause 2 iii and Ordinance P2.

### 2. Boards of Examiners

- 2.1. The Boards of Examiners defined in this Regulation A5 shall be called the Course Assessment Boards, the Progression Boards and the Award Boards. Their terms of reference and composition shall be as detailed in paragraphs 4 to 6 below.

### 3. Mitigating Circumstances Boards

- 3.1. A Student shall notify the Head of their Primary Academic Unit of any illness or other mitigating circumstance which may have adversely affected their performance and which they would like the examiners to take into account in making their decision.
- 3.2. A Mitigating Circumstances Board must be constituted and held prior to any relevant Progression or Award Board.
- 3.3. A Mitigating Circumstances Board shall consist of the following members:
- 3.3.1. The Chair who shall be the Director of Academic Quality of the Primary Academic Unit or their nominee; and
- 3.3.2. At least two other members of the Academic Staff from the Primary Academic Unit.
- 3.4. A Mitigating Circumstances Board shall determine the impact of mitigating circumstances affecting one or more students and shall:
- 3.4.1. agree on the extent of the impact; and
- 3.4.2. make recommendations on mitigating action to be taken to the relevant Progression and Award Board,
- all as in accordance with the University's Mitigating Circumstances Policy.
- 3.5. A Mitigating Circumstances Board must record its recommendations to be considered by the relevant Progression and Award Board.

### 4. The Course Assessment Board

- 4.1. For each semester there shall be a Course Assessment Board which shall meet after the appropriate diet of examinations and shall confirm the results of the course assessments, across all locations and modes of delivery.
- 4.2. Course Assessment Boards shall normally be held before and separately from Progression and Award Boards.
- 4.3. The Course Assessment Board shall return an appropriate decision in the form of marks and grades, as detailed in Regulation A7, Awards, paragraph 2.4.4, for each Student.
- 4.4. The Course Assessment Board shall consist of the following members:
- 4.4.1. The Head of the Primary Academic Unit, as Chair;
- 4.4.1.1. For the appointment of a nominee as Chair, the Head of the Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions; and

- 4.4.2. The members of Academic Staff involved in the teaching and assessment of the courses being reviewed.
- 4.5. The Course Assessment Board shall make decisions based on a report from each Course which report shall include:
- 4.5.1. The marks and grades for all Students;
  - 4.5.2. Commentary on Student performance;
  - 4.5.3. Commentary on any unusual results and whether these are fair and accurate or whether an adjustment is recommended;
  - 4.5.4. Recommended adjustment of grades (i.e. unusual mapping of marks to grades) or of marks (i.e. raw marks to final marks);
  - 4.5.5. Justification for recommended altered marks/grades and proposed action;
  - 4.5.6. Proposed action for Students whose performance has not met expectations;
  - 4.5.7. Support or other arrangements to be provided prior to reassessment;
  - 4.5.8. Commentary on any other aspect of the course as relevant to the Course Assessment Board.
  - 4.5.9. The Course Assessment Board shall only consider mitigating circumstances in relation to circumstances affecting whole classes or cohorts of students. See Regulation A10 Authorities in Exceptional Circumstances. After consideration, the Course Assessment Board shall apply any agreed outcomes and shall record its justification for any adjustments to grades or reassessment requirements.
- 4.6. In relation to adjustment of marks and/or grades, the Course Assessment Board shall take one of the following decisions:
- 4.6.1. Approve the recommendation of the course team that no adjustment is required; or
  - 4.6.2. Approve the recommendation of the course team that an adjustment is required and approve the scale of adjustment recommended by the course team; or
  - 4.6.3. Approve the recommendation of the course team that an adjustment is required but reject the scale of adjustment recommended by the course team and, further, agree and approve the adjustment to be made; or
  - 4.6.4. Reject the recommendation of the course team that no adjustment is required and agree and approve the adjustment to be made.
- 4.7. In relation to decisions made by the Course Assessment Board under paragraphs 4.6.3 and 4.6.4 of this Regulation, the Course Assessment Board shall not delegate the decision for ratification to the course team.
- 4.8. In relation to decisions made by the Course Assessment Board under paragraphs 4.6.2, 4.6.3 and 4.6.4 above, the Course Assessment Board shall agree action to be taken to mitigate against future adjustments, e.g. in marking, type of assessment, teaching approaches, syllabus.
- 4.9. The Course Assessment Board shall record its justification in its minutes for decisions made under paragraphs 4.6.2, 4.6.3 and 4.6.4 above.
- 4.9.1. Further guidance on consideration and actions for unusual results can be found in the Undergraduate and Postgraduate Assessment Procedures, paragraph 1.4 <https://www.hw.ac.uk/uk/services/docs/academic-registry/examdoc1.pdf>.
- 4.10. On any matter requiring a vote, all members of the Course Assessment Board shall be entitled to vote at meetings of the Course Assessment Board. The Chair shall have a deliberative vote and a casting vote.
- 4.11. The Course Assessment Board shall be responsible for the preparation of a report for consideration by the Progression or Award Board, as appropriate. The Course Assessment Board report shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures*, available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>).

## 5. The Progression Board

- 5.1. For each Programme of Study there shall be a Progression Board which shall meet at the appropriate point in the academic year when progression decisions are required.

- 5.2. The Progression Board shall consider the requirements for progression in conjunction with the decisions of the Course Assessment Board, and, with respect to each Student, across all locations and modes of delivery, shall make one of the recommendations outlined in Regulation A6, Progression, paragraph 4.
- 5.3. The Progression Board shall consist of the following members:
  - 5.3.1. The Chair who shall be the Head of the Primary Academic Unit.
    - 5.3.1.1. For the appointment of a nominee as Chair, the Head of the Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
  - 5.3.2. The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the courses comprising a particular stage of a programme, nominated by the Course Leader
    - 5.3.2.1. In the case of Combined Studies, the members of Academic Staff involved in teaching shall be represented by the appropriate Associate Director of Studies.
  - 5.3.3. The Examinations Officer of the Primary Academic Unit.
  - 5.3.4. Such other members as the Senate may from time to time determine.
- 5.4. The data considered by the Progression Board must be complete, in a single, consistent format and ranked in order of average score.
  - 5.4.1. Exceptionally for combined studies the Data shall be presented in a consistent format by Primary Academic Unit and alphabetically.
- 5.5. The Progression Board shall:
  - 5.5.1. Confirm the grades determined by the Course Assessment Boards;
  - 5.5.2. Only in exceptional circumstances, adjust these grades, per the *Guidelines on Examination Procedures* referred to in Paragraph 4.9 of this Regulation and record its justification for any adjustments to course grades;
  - 5.5.3. Consider the recommendations of the Mitigating Circumstances Board in relation to the students' final outcomes. After consideration, the Progression Board shall apply any agreed outcomes and shall record its justification for any adjustments to the progression or exit awards.
- 5.6. The quorum for a meeting of a Progression Board shall be three members of the Board or one third of its membership, whichever is the larger number.
- 5.7. In the case of exit awards the Progression Board may act with the authority of an Award Board, provided that the Board is constituted in terms of paragraph 6.3 of this Regulation.
- 5.8. On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the Progression Board. The Chair shall have a deliberative vote and a casting vote.

## 6. The Award Board

- 6.1. For each Programme of Study there shall normally be an Award Board which shall meet after the end of the programme for each cohort of students.
- 6.2. The Award Board shall consider the requirements for award, as set out in Regulation A7, Awards, in conjunction with the outcomes of the Course Assessment Board, and shall make recommendations for an award with respect to each Student, as defined in Regulation A7, Awards, paragraphs:
  - 6.2.1. Foundation certificates – paragraph 3.3;
  - 6.2.2. Undergraduate Certificates and Diplomas – paragraphs 4.4.4 or 4.4.6;
  - 6.2.3. First Degrees and First Degrees of Master – paragraph 5.6;

- 6.2.4. Postgraduate Certificates and Graduate Certificates – paragraph 6.3;
  - 6.2.5. Postgraduate Diplomas and Graduate Diplomas - paragraph 7.3; and
  - 6.2.6. Higher Degrees of Master – paragraph 8.6.
- 6.3. The Award Board shall consist of the following members:
- 6.3.1. The Chair who shall be the Head of the Primary Academic Unit.
    - 6.3.1.1. For the appointment of a nominee as Chair, the Head of the Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions;
  - 6.3.2. Notwithstanding 6.3.1 of this Regulation, for Foundation Programmes in Malaysia or Dubai, the Chair shall be the Vice Principal of that campus or their nominee;
  - 6.3.3. The External Examiner(s);
  - 6.3.4. The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each course comprising a relevant stage of a programme, nominated by the course co-ordinator.
    - 6.3.4.1. In the case of Combined Studies, the members of Academic Staff involved in teaching shall be represented by the appropriate Associate Director of Studies.
    - 6.3.4.2. In the case of the Master of Business Administration (MBA), the members of Academic Staff involved in teaching shall be represented by the appropriate internal examiner.
  - 6.3.5. The Examinations Officer of the Primary Academic Unit;
  - 6.3.6. Such other members as the Senate may from time to time determine.
  - 6.3.7. One of the Deans, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff)
    - 6.3.7.1. The Dean, Associate Dean or nominee of the Dean will be an observer at the Award Board.
    - 6.3.7.2. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Award Board.
- 6.4. The data considered by the Award Board must be complete, in a single, consistent format and ranked in order of average score.
- 6.4.1. Exceptionally for combined studies the Data shall be presented in a consistent format by Primary Academic Unit and alphabetically.
- 6.5. The Award Board shall:
- 6.5.1. Confirm the grades determined by the Course Assessment Boards;
  - 6.5.2. Only in exceptional circumstances, adjust these grades, per the *Guidelines on Examination Procedures* referred to in paragraph 4.9 of this Regulation and shall record its justification for any adjustments to course grades;
  - 6.5.3. Consider the recommendations of the Mitigating Circumstances Board in relation to the students' final outcomes. After consideration, the Award Board shall record its justification for any adjustments to the award outcome.
- 6.6. The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.
- 6.7. The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree.
- 6.7.1. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting.
  - 6.7.2. In the absence of the External Examiner, a Dean or their nominee must be present at the meeting.
- 6.8. On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

- 6.9. The Senate may accept any or all of the recommendations of the Award Board.
- 6.10. The Senate shall authorise or refuse to authorise the award of the relevant award to a candidate.

<b>Regulation A5</b>	
<b>Effective Date 21 September 2022</b>	
<b>Approved by:</b> Senate	<i>16 June 2022</i> <i>21 September 2022</i>
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

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# REGULATION A6

## Progression



### 1. Introduction

- 1.1. This Regulation is made in pursuance of Ordinance P2.
- 1.2. This Regulation applies to all taught Programmes of Study leading to an award.

### 2. General

#### 2.1. Course Progression

- 2.1.1. To pass a course a minimum of Grade D is required.
- 2.1.2. To gain credits for a course a minimum of Grade E is required.
- 2.1.3. In order to proceed, a minimum of Grade D is required in all courses which are pre-requisites for subsequent courses and in all courses designated as requiring a minimum of Grade D in the structure of each Programme of Study.
- 2.1.4. In courses which are neither pre-requisites nor designated as requiring a minimum of Grade D, a minimum of Grade E is required to gain the credits for each such course.
- 2.1.5. A Student who does not satisfy the requirements for progression shall be advised by their Primary Academic Unit of available opportunities for further study. As stated in Regulation A4, Courses, Programmes and Assessment, paragraph 3.5, criteria for pass, progression and credits shall be as specified in the structures for each Programme of Study.
- 2.1.6. Notwithstanding paragraph 2.1.5 of this Regulation, a Student who fails to satisfy the requirements for progression and where there are no available opportunities for further study shall normally be required to withdraw from their Programme of Study.
- 2.1.7. A Student may appeal to the Senate against any decision affecting progression made by the Progression Board using the approved appeals process.

*The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of this paragraph 2.1.*

#### 2.2. Assessment: Marks and Grades

- 2.2.1. Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 2.2.2. The Course Assessment Board shall decide which, if any, of the synoptically assessed courses have been successfully completed.
- 2.2.3. The Course Assessment Board shall determine a grade in the range of A-F for Student performance in each course.
- 2.2.4. The Course Assessment Board shall return decisions in the form of grades. The following guidelines may be used by examiners for the mapping of marks onto grades:

A	Excellent	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedure.	Learner has passed the course and can continue study in the subject.
B	Very Good	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a	

wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding.

C	Good	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding.	
D	Satisfactory	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure.	
E	Adequate	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations.	Learner is awarded credits, but cannot continue study in the subject where the course is a pre-requisite
F	Inadequate	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions.	Learner is not awarded credits.

2.2.5. No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions on performance in a course are based on marks then adjustment of those marks is permitted (see *Guidelines on Examination Procedures*, available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>).

### 2.3. Re-assessment

2.3.1. A Student who has been awarded a Grade A, Grade B or Grade C at the first assessment opportunity in a course shall not be entitled to a further assessment or re-assessment in order to obtain a higher grade, unless otherwise approved in the programme structure.

2.3.1.1. Exceptionally for the Malaysia Foundation Programme a Student obtaining a Grade B or Grade C may be allowed re-assessment opportunity in order to gain entry to the degree programme. A Student who has been awarded a Grade D or below is entitled to one reassessment opportunity in that Course.

2.3.1.2. A Student who has been awarded a Grade D in a course may be re-assessed in that course in order to proceed to the Higher Degree of Master.

2.3.2. A Student who has been awarded a Grade E or a Grade F in a course may be re-assessed in that course. The format of the re-assessment shall be as specified in the course descriptor (or equivalent) or, in exceptional circumstances, by the Primary Academic Unit or the appropriate examiner.

2.3.3. Normally, a Student shall be permitted only one re-assessment opportunity to be taken at the next available opportunity following the first assessment of the course

2.3.3.1. In the case of Postgraduate Certificates and Graduate Certificates, Postgraduate Diplomas and Graduate Diplomas and Higher Degrees of Master (Taught), a Student shall be permitted one re-assessment opportunity in a maximum of three taught courses, each of which shall be taken within a period not exceeding twelve months. The opportunity for re-assessment in four or more taught courses shall be at the discretion of the Progression Board or shall be as specified in the structures for each Programme of Study.

2.3.4. Grades awarded in both first assessment and re-assessment shall be taken into

consideration by the Progression Board in making recommendations for progression or award.

- 2.3.5. The Progression Board has discretion to make the following decisions with regard to re-assessment:
  - 2.3.5.1. In the case of First Degrees, the Progression Board may permit a Student to be re-assessed in any qualifying course not taken in the final stage in order to gain credits for the course, provided that the mark or grade obtained in the first assessment of any such course is used in determining the classification of the degree to be awarded.
  - 2.3.5.2. In the case of Higher Degrees, a Student may be permitted, at the discretion of the Progression Board, to be re-assessed in the dissertation, project or other supervised research component of the course of study.
- 2.3.6. In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking, completing or fulfilling the requirements of an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Progression Board.

#### **2.4. Repeat**

- 2.4.1. Where a Student has failed the re-assessment of a course, they may be permitted, at the discretion of the Head of the Primary Academic Unit, one opportunity to repeat, in attendance, courses awarded Grade E or Grade F. The appropriate fee should be paid by the student.
  - 2.4.1.1. Notwithstanding paragraph 2.4.1 above, for the Higher Degree of Masters, a Student may also be permitted, at the discretion of the Head of the Primary Academic Unit, one opportunity to repeat courses awarded Grade D at re-assessment.
- 2.4.2. All conditions and requirements specified in the course descriptor, including one opportunity for re- assessment, shall apply to the repeated course.

#### **2.5. Discretionary Award of Credits**

- 2.5.1. In the case of Graduate Certificates, Graduate Diplomas, Postgraduate Certificates, Postgraduate Diplomas and Higher Degrees of Master, the discretionary award of credits shall not be used as a means to facilitate the progression of a candidate through a Programme of Study.
- 2.5.2. If the Progression Board is applying discretionary credits as a means to facilitate progression on First Degrees, the Board shall ensure that:
  - 2.5.2.1. the candidate shall have taken all re-assessment opportunities in the course(s) in question and shall have gained a Grade F in the re-assessment;
  - 2.5.2.2. the candidate shall have satisfied the specified criteria for progression;
  - 2.5.2.3. the discretionary credits shall not be applied to courses which are pre-requisites;
  - 2.5.2.4. the candidate shall be given the opportunity to take alternative courses in order to minimise the possibility of having insufficient credits for the award of a degree.
  - 2.5.2.5. The standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
  - 2.5.2.6. The justification for allocating discretionary credits shall be recorded in the minutes of the Progression Board.

#### **2.6. Progression Boards and Exit Awards**

- 2.6.1. In the case of exit awards the Progression Board may act with the authority of an Award Board, provided that the Board is constituted in terms of Regulation A5, Academic Decision Making Boards, paragraph 6.3.



## **2.7. Office Bearers**

- 2.7.1. Notwithstanding the provisions of paragraph 2.1 of this Regulation an office-bearer whose post has been designated as sabbatical within the Student representative bodies and who is deemed by the Board of Examiners not to have successfully completed a course in the year of election shall not be examined or assessed at any of the assessment diets during the period of office. The office-bearer shall be permitted a re-assessment opportunity at the first available assessment diet immediately following the period of office.

## **3. Minimum Standards for Progression**

- 3.1. The University Studies Committee may approve criteria above the minimum standards specified in this paragraph 3.

- 3.2. Criteria for pass, progression and credits, for each of the following Programmes of Study, shall be as specified in the structures for that programme:

- 3.2.1. Undergraduate Certificates of Higher Education;
- 3.2.2. Undergraduate Diplomas of Higher Education;
- 3.2.3. Certificates and Diplomas in Industrial Training or Industrial Experience;
- 3.2.4. Graduate Certificates;
- 3.2.5. Graduate Diplomas;
- 3.2.6. Postgraduate Certificates; and
- 3.2.7. Postgraduate Diplomas.

### **3.3. First Degrees**

- 3.3.1. Subject to paragraph 3.1 above, a Student shall obtain the following minimum number of SCQF credits in order to progress to a subsequent stage of study:

- 3.3.1.1. From stage one to stage two a Student shall have obtained at least 90 credits;
- 3.3.1.2. From stage two to stage three a Student shall have obtained at least a total of 210 credits;
- 3.3.1.3. From stage three to stage four a Student shall have obtained at least a total of 330 credits;
- 3.3.1.4. From stage four to stage five a Student shall have obtained at least a total of 450 credits.

- 3.3.2. Progress requirements for each Programme of Study, specified in terms of a minimum number of credits at specified SCQF levels shall be as specified in the structures for that Programme of Study.

### **3.4. Degree of Bachelor in Combined Studies Ordinary**

- 3.4.1. To proceed to a subsequent level of the Programme of Study leading to an ordinary degree a full-time Student shall have satisfied the examiners and shall have obtained credits as detailed below in each stage of the Programme of Study:

- 3.4.1.1. From stage 1 to stage 2, a minimum of 75 credits. Where a Student has taken a 'fresh start', as defined in Regulation A1, Definitions, paragraph 4.11, credits obtained prior to the fresh start shall be discounted for this purpose;
- 3.4.1.2. From stage 2 to stage 3, a minimum of 195 credits including at least 60 SCQF Level 8 and shall be eligible to register for a Programme of Study leading to the degree.

### **3.5. Degree of Bachelor in Combined Studies Honours**

- 3.5.1. In order to proceed to a subsequent stage of the Programme of Study leading to the degree with honours a full-time Student shall have satisfied the examiners and have obtained credits as detailed below in each stage of the Programme of Study.

- 3.5.2. In addition to the requirements set out for each stage of a First Degree at paragraph

3.3 above, a Student on a Combined Studies honours degree must additionally meet the following requirements:

- 3.5.2.1. from stage 1 to stage 2, where a Student has taken a 'fresh start', as defined in Regulation A1, Definitions and interpretation, paragraph 5.12, credits obtained prior to the fresh start shall be discounted for this purpose;
- 3.5.2.2. from stage 2 to stage 3, at least 60 credits must be from SCQF Level 8;
- 3.5.2.3. from stage 3 to stage 4, a Student shall have satisfied the criteria for the award of an ordinary degree, as specified in Regulation A7, Awards, paragraph 5.4.1 and shall have at least 60 SCQF Level 9 credits and should have at least 315 credits.

### **3.6. Higher Degrees of Master (Taught)**

- 3.6.1. To progress from the taught stage to the dissertation stage of a Higher Degree of Master, a minimum of Grade C is normally required in all courses.

## **4. Decisions of the Progression Board**

- 4.1. The Progression Board, shall recommend to the Senate in respect of each Student one of the following decisions:
  - 4.1.1. Proceed to next year of study/part of programme; or
  - 4.1.2. Proceed to next year of study – transfer to different programme; or
  - 4.1.3. Continue in the same year/part of programme; or
  - 4.1.4. Continue in same year – Reassessment may be required; or
  - 4.1.5. Continue in same year with reassessment/resubmission; or
  - 4.1.6. Continue in same year – no progression decision; or
  - 4.1.7. Cannot continue – reassessment/resubmission required before next Academic Year; or
  - 4.1.8. Confirmation of results – no progression decision; or
  - 4.1.9. Reassessment required for award; or
  - 4.1.10. Deferred decision – reassessment/resubmission required; or
  - 4.1.11. Deferred decision – awaiting outcome of University Discipline Committee; or
  - 4.1.12. Continue to dissertation/project; or
  - 4.1.13. Decision pending further consideration of additional assessment information.
- 4.2. The Progression Board, at its meeting following a resit opportunity, shall recommend to the Senate in respect of each Student one of the following decisions:
  - 4.2.1. Proceed to next year of study/part of programme; or
  - 4.2.2. Proceed to next year of study with attend or re-attend courses; or
  - 4.2.3. Proceed to next year of study with reassessment/resubmission in next Academic Year; or
  - 4.2.4. Proceed to next year of study – transfer to different programme; or
  - 4.2.5. Cannot Proceed – Repeat/Re-attend programme or courses; or
  - 4.2.6. Continue in same year – continued affiliation; or
  - 4.2.7. Continue to dissertation in the next Academic Year; or
  - 4.2.8. Cannot continue on current programme; or
  - 4.2.9. Cannot continue – reassessment/resubmission required before next Academic Year; or
  - 4.2.10. Confirmation of results – no progression decision; or
  - 4.2.11. Deferred decision – awaiting outcome of University Discipline Committee; or
  - 4.2.12. Decision pending further consideration of additional assessment information.
- 4.3. In cases where a student has withdrawn from their Programme of Study, the Progression Board should consider whether such students are eligible for an exit award and input the appropriate award decision code.

## **5. Temporary Suspension of Studies**

- 5.1. A candidate who has satisfied the requirements for progress but who wishes to suspend their studies shall follow the procedures outlined in the Temporary Suspension of Studies Policy.

**6. Transfer**

- 6.1. Any Student wishing to transfer from one Programme of Study to another shall comply with the relevant requirements for transfer set out in Regulation A4, Courses, Programmes and Assessment, paragraph 9.

**7. Publication of Results**

- 7.1. Assessment and re-assessment results shall be communicated by Registry and Academic Support to Students in an online format after each Semester and on the completion of each stage.
- 7.2. Assessment and re-assessment results shall contain details of all courses taken, grades, credits, number of assessment opportunities and progression or award decisions.

<b>Regulation A6</b>	
<b>Effective Date 21 September 2022</b>	
<b>Approved by:</b> Senate	<i>21 September 2022</i>
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

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# REGULATION A7

## Awards



### 1. Introduction

- 1.2. This Regulation is made in pursuance of Statute 5, clause 2 iv and Ordinance P2.
- 1.3. This Regulation applies to all Programmes of Study leading to an award

### 2. General

#### 2.1. Enrolment

- 2.1.1. A candidate for any award shall be enrolled as a Student.

#### 2.2. External Examiners – Taught Programmes

- 2.2.1. For each subject or group of subjects within a Programme of Study there shall be at least one External Examiner.
- 2.2.2. An External Examiner shall be appointed by the Senate.
- 2.2.3. An External Examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.
- 2.2.4. A code of practice relating to the appointment and role of external examiners for taught courses is available the University's website at <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>.
- 2.2.5. At the end of every academic year, an External Examiner shall submit a written report to the Principal or their nominee.
- 2.2.6. All courses in any stage of a Programme of Study leading to the classification of a First Degree honours award or a Higher Degree of Master award shall have assessment materials reviewed by the external examiner. For courses that have multiple assessments, appropriate and sufficient number of assessment components must be reviewed by the external examiner prior to the Award Board.
  - 2.2.6.1. Such assessed material as is specified in the University's Handbook on External Examining for Taught Programmes (Undergraduate and Postgraduate) shall be available for the external examiner at or before a meeting of the Award Board.
  - 2.2.6.2. Exceptionally, a Combined Studies external examiner would not undertake the activities noted in paragraph 2.2.6 and 2.2.6.1, as these would be undertaken by the external examiner responsible for the original Programme of Study of which the Course forms a part thereof.
- 2.2.7. Assessment of courses other than those referred to in paragraph 2.2.6 may be externally moderated at the discretion of the Primary Academic Unit offering the course.
- 2.2.8. For each Primary Academic Unit, a Chief External Examiner will be appointed by the Senate. The Chief External Examiner will provide oversight of the effectiveness of moderation procedures and versions of programme where there are disparities, areas of concern or good practice.
  - 2.2.8.1. In the case of external examiners for Combined Studies, paragraph 2.2.8 does not apply.

### 2.2.9. Compulsory Courses (Malaysia)

- 2.2.9.1. One or more External Examiners shall be appointed by the Academic Council for the Compulsory Courses to assure academic standards and to provide external oversight of the programme.
- 2.2.9.2. Nominations from the Head of Compulsory Courses shall be approved by the Academic Council which shall determine the number of examiners required.

### 2.3. Boards of Examiners

- 2.3.1. Boards of Examiners shall be constituted and operate as defined in Regulation A5, Academic Decision Making Boards.
- 2.3.2. In the case of exit awards the Progression Board may act with the authority of an Award Board, provided that the Board is constituted in terms of Regulation A5, Academic Decision Making Boards, paragraph 6.3.

### 2.4. Assessment: Marks, Grades

- 2.4.1. Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 2.4.2. The Course Assessment Board shall decide which of the synoptically assessed courses have been successfully completed.
- 2.4.3. The Course Assessment Board shall ratify the mark and determine a grade in the range of A-F for Student performance in each course.
- 2.4.4. The Course Assessment Board shall return decisions in the form of grades. The following table shall be used by examiners for the mapping of marks onto grades:

A	Excellent	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedure.	
B	Very Good	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding.	
C	Good	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding.	Learner has passed the course.
D	Satisfactory	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure.	
E	Adequate	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations.	Learner is awarded credit
F	Inadequate	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions.	Learner is not awarded credit.

*Note: Grade 'E' is not sufficient as a pass to obtain credit on Foundation Programmes*

- 2.4.5. Where decisions on performance in a course are based on marks then adjustment of those marks is permitted (see *Guidelines on Examination*

*Procedures*, available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>). No adjustment of marks shall be made in relation to making decisions based on grades.

- 2.4.6. Assessment results shall contain details of all courses taken, grades, credits and progression or award decisions.
- 2.4.7. All Students who have completed the Compulsory Courses (Malaysia) will have it noted on a transcript from the University that they have completed the Compulsory Courses.

## 2.5. **Discretionary Credits for Awards**

- 2.5.1. A Student who has not achieved the minimum number of credits necessary to qualify for consideration of the award of a degree in accordance with the scheme detailed in paragraph 5.4.1 of this Regulation may be awarded the requisite credits at the discretion of the Award Board, as appropriate.
- 2.5.2. The Award Board shall have the discretion to award credits, up to a maximum over the course of the entire programme, for the relevant awards as follows:
  - 2.5.2.1. In the case of First Degrees, normally up to 30 credits over the course of the entire programme of study;
  - 2.5.2.2. In the case of Combined Studies up to 45 credits in the case of Combined Studies degrees at the point of award;
  - 2.5.2.3. In the case of the Higher Degree of Master, normally up to 20 credits.
- 2.5.3. The discretionary award of credits shall not be applied to a dissertation, project or any other supervised research work.
- 2.5.4. If the Board is applying discretionary credits in terms of paragraph 2.5.2 above, the Board shall assure itself that:
  - 2.5.4.1. Any discretionary credit previously applied for the purposes of progression, as set out under paragraph 2.5 of Regulation A6, Progression have been taken into account.
  - 2.5.4.2. The standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
  - 2.5.4.3. The Student shall have taken all the assessment opportunities in the course in question and have obtained a grade F in the assessment(s). In exceptional circumstances, if a student is prevented by illness or other sufficient cause from preventing themselves for, completing, or fulfilling the requirements of, examinations which form part of a Programme of Study leading to an award, the Award Board may consider applying discretionary credits, assuring itself that the above criteria has been met.
  - 2.5.4.4. The justification for allocating discretionary credits shall be recorded in the minutes of the Award Board.

## 2.6. **Consideration of Prior Learning**

- 2.6.1. The minimum criteria for First Degree Programmes of Study are that at least 50% of the credits required for the stage at which a Student enters a Programme of Study, must be completed as part of the Programme of Study in order to qualify for the award associated with that stage.
- 2.6.2. The minimum criteria applicable to postgraduate and graduate Programmes of Study and research degrees with a taught component are as follows:
  - 2.6.2.1. At least 50% of the credits leading to an award for each graduate and postgraduate Programme of Study must be completed in order to qualify for that award.
  - 2.6.2.2. At least 50% of the credits associated with the taught component of a research degree must be completed in order to be deemed to have successfully completed the taught element.
- 2.6.3. Recognition of Prior Learning credits from an award already held by a Student can contribute to a higher award but cannot be used towards another award of

equivalent or lower level in the same discipline.

*The above paragraphs 2.6.1 to 2.6.3 mirror the requirements for applicants contained in Regulation A3, Admission, paragraph 11.5.*

- 2.6.4. As specified in Regulation A3, Admissions, paragraph 11.5.4, where a Student has been admitted to the final year of an award, failure to complete the requirements for that stage of award will result in no award.

## 2.7. **Publication of Results**

- 2.7.1. The names of the persons who are authorised to receive an award shall be published in accordance with data protection legislation and current procedures.
- 2.7.2. If a Student chooses to exercise their right, in terms of the Data Protection Act 2018, to have their name omitted from any published list of awards, they shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.
- 2.7.3. Award outcomes shall be communicated by Registry and Academic Support to Students in the form of a results letter and a transcript after the completion of the Programme of Study.

## 2.8. **Award**

- 2.8.1. A Student who has complied with all academic conditions for an approved award and other financial and disciplinary conditions of the University shall be entitled to receive the award.
- 2.8.2. A person upon whom an award has been conferred shall receive a certificate to that effect. The Academic Registrar shall approve the form of words on each certificate and shall maintain a record of all certificate templates.
- 2.8.3. Awards shall be sealed with the Common Seal of the University and shall be signed by the Principal and Vice-Chancellor and by the Secretary of the University
- 2.8.4. In accordance with Regulation A11, Academic Dress, Congregations and Ceremonial Processions, an award is conferred at a Congregation of the University.
- 2.8.5. Intermediate awards shall not be conferred at a Congregation of the University.

## 2.9. **Posthumous Awards**

- 2.9.1. Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

*The University's policy on posthumous awards is available on the University's website at: [https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous\\_awards.pdf](https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf).*

## 3. **Foundation Programmes**

- 3.1. Students completing a Foundation Programme at the appropriate level with a minimum of Grade D in all courses shall be deemed to have satisfactorily completed the programme.
- 3.2. Satisfactory completion of a Foundation Programme shall lead to the award of:
- 3.2.1. a Foundation Certificate of Higher Education SCQF Level 7; or
- 3.2.2. a Foundation Certificate, Certificate of Completion.

## 3.3. **Recommendations of the Award Board**

- 3.3.1. The Award Board shall recommend to the Senate in respect of each Student:

- 3.3.1.1. That the certificate be awarded; or
- 3.3.1.2. That the certificate be awarded and exceptionally that a Student with Grade B, Grade C or Grade D in any course, be permitted a re-assessment opportunity, only where a higher grade is required to permit the Student to be admitted to a degree programme; or
- 3.3.1.3. That the certificate be not awarded and shall also further recommend one or more of the following, subject to paragraph 3 of Ordinance P2, as appropriate:
  - 3.3.1.3.1. That the Student be allowed one further examination in the course(s) within a period not exceeding twelve months in which case the examiners shall state the nature and extent of the examination;
  - 3.3.1.3.2. That the Student be not allowed a further examination;
  - 3.3.1.3.3. That the Student be allowed one opportunity to repeat the course(s);
  - 3.3.1.3.4. That the Student be not allowed to repeat the course(s).
- 3.3.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from presenting themselves for, completing, or fulfilling the requirements of, the examinations which form part of a Programme of Study leading to the award of a certificate, the Award Board may recommend either:
  - 3.3.2.1. That the Student be allowed to present themselves at a specified time in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
  - 3.3.2.2. That the certificate be awarded; or
  - 3.3.2.3. That the certificate be not awarded.

#### **4. Undergraduate Certificates and Diplomas**

- 4.1. Undergraduate Certificates and Diplomas of Higher Education are available as:
  - 4.1.1. Exit awards to Students who withdraw from or do not complete their Programme of Study and meet the criteria in paragraph 4.2 or paragraph 4.3; or
  - 4.1.2. Final awards to Students who are enrolled on a Programme of Study leading to the award of a Certificate or Diploma of Higher Education.
- 4.2. **Award Criteria for the Certificate of Higher Education**
  - 4.2.1. The award of Certificate of Higher Education shall normally require a minimum of Grade D in pre-requisites and in courses designated as requiring a minimum of Grade D. The Progression Board may recommend the award of Certificate of Higher Education as an exit award to a Student who has achieved Grade E or lower in a course which required a minimum of Grade D or was originally taken as a pre-requisite for a higher award. The Progression Board shall record its justification for any such award.
  - 4.2.2. A Certificate of Higher Education shall be awarded to a Student who has obtained 120 SCQF credits for approved courses taken, of which at least 90 shall be at Level 7 or above in the SCQF.
- 4.3. **Award Criteria for the Diploma of Higher Education**
  - 4.3.1. The award of Diploma of Higher Education shall normally require a minimum of Grade D in pre-requisites and in courses designated as requiring a minimum of Grade D. The Progression Board may recommend the award of Diploma of Higher Education as an exit award to a Student who has achieved Grade E or lower in a course which required a minimum of Grade D or was originally taken as a pre-requisite for a higher award. The Progression Board shall record its justification for any such award.
  - 4.3.2. A person who has been exempted, on the basis of recognised prior learning, from the first stage of an undergraduate Programme of Study shall have gained 120 credits from approved courses taken in the second or later stage of study.



- 4.3.3. A Diploma of Higher Education shall be awarded to a Student who has obtained 240 SCQF credits for approved courses taken, of which at least 90 shall be at Level 8 or above in the SCQF.

**4.4. Certificates and Diplomas in Industrial Training or Industrial Experience**

- 4.4.1. The following paragraphs shall apply to the type of work experience or training which is an optional or additional component to a main First Degree and for which a separate award of certificate or diploma is made, and which is not required to be completed successfully in order to qualify for the main degree award.

- 4.4.2. The credits associated with successful completion of the work experience or training shall contribute exclusively to the awards of:

- 4.4.2.1. Certificate in Industrial Training; or
- 4.4.2.2. Certificate in Industrial Experience; or
- 4.4.2.3. Diploma in Industrial Training; or
- 4.4.2.4. Diploma in Industrial Experience,

and shall not count towards the total credit requirements of the degree award. The title of the award shall be appropriate to the Programme of Study and shall be as approved by the Senate.

**4.4.3. Requirements for Award - Certificate in Industrial Training or Industrial Experience**

- 4.4.3.1. The period of Industrial Training or Industrial Experience for a Certificate shall normally be undertaken after completion of stage one of a programme of study.
- 4.4.3.2. Successful completion of a period of Industrial Training or Industrial Experience leading to the award of the Certificate shall be equivalent to 120 SCQF credits at a level that is at least SCQF Level 7.
- 4.4.3.3. A Student shall be required to obtain all credits associated with the period of Industrial Training or Industrial Experience in order to be eligible for the Certificate.

**4.4.4. Recommendations of the Award Board - Certificate in Industrial Training or Industrial Experience**

- 4.4.4.1. The Award Board may recommend in respect of each Student of a certificate either:

- 4.4.4.1.1.** that the certificate be awarded; or
- 4.4.4.1.2.** that the certificate be not awarded.

- 4.4.4.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from completing the period of Industrial Training or Industrial Experience or the work which is to be assessed for the certificate, the Award Board may recommend either:

- 4.4.4.2.1.** that the certificate be awarded; or
- 4.4.4.2.2.** that the certificate be not awarded.

- 4.4.4.3. If the Award Board has recommended that the certificate should not be awarded to a Student, this recommendation shall not be taken into consideration in making a decision regarding the Student's progression to the next stage of the First Degree on which the Student is enrolled.

**4.4.5. Requirements for Award - Diploma in Industrial Training or Industrial Experience**

- 4.4.5.1. The period of Industrial Training or Industrial Experience for a Diploma shall normally be undertaken after completion of stage one and stage two of a Programme of Study.

- 4.4.5.2. Successful completion of a period of Industrial Training or Industrial Experience leading to the award of the Diploma shall be equivalent to 120 SCQF credits, of which at least 90 shall be at SCQF Level 8.
- 4.4.5.3. A Student shall be required to obtain all credits associated with the period of Industrial Training or Industrial Experience in order to be eligible for the diploma.
- 4.4.6. **Recommendations of the Award Board - Diploma in Industrial Training or Industrial Experience**
  - 4.4.6.1. The Award Board may recommend in respect of each Student of a diploma either:
    - 4.4.6.1.1.** that the diploma be awarded; or
    - 4.4.6.1.2.** that the diploma be not awarded.
  - 4.4.6.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from completing period of Industrial Training or Industrial Experience or the work which is to be assessed for the diploma, the Award Board may recommend either:
    - 4.4.6.2.1.** that the diploma be awarded; or
    - 4.4.6.2.2.** that the diploma be not awarded.
  - 4.4.6.3. If the Award Board has recommended that the diploma should not be awarded to a Student, this recommendation shall not be taken into consideration in making a decision regarding the Student's progression to the next stage of the First Degree on which the Student is enrolled.

## 5. First Degrees and First Degrees of Master

- 5.1. This paragraph 5 applies to the following First Degrees and First Degrees of Master which may be awarded by the University:
  - 5.1.1. the degree of Bachelor of Science (BSc);
  - 5.1.2. the degree of Bachelor of Engineering (BEng);
  - 5.1.3. the degree of Bachelor of Arts (BA);
  - 5.1.4. the degree of Bachelor of Business Administration (BBA);
  - 5.1.5. the degree of Bachelor of Architecture (BArch);
  - 5.1.6. the degree of Master of Arts (MA);
  - 5.1.7. the degree of Master of Chemistry (MChem);
  - 5.1.8. the degree of Master of Physics (MPhys);
  - 5.1.9. the degree of Master of Engineering (MEng);
  - 5.1.10. the degree of Master of Biology (MBiol);
  - 5.1.11. The degree of Master of Mathematics (MMath).
- 5.2. First Degrees pursued by the Graduate Apprenticeship route may be awarded with the prefix "Graduate Apprenticeship" where the University is contractually obligated so to do.
- 5.3. An award title of "Degree of Bachelor/Master of ... in ... with Industrial Training" describes a Programme of Study where the work placement is mandatory and credits from such contribute to the total credit requirements of the degree award. No separate award shall be made for the work placement. A Student shall be required to have successfully completed the specified activities of the work placement and to have gained the associated credits in order to proceed to the next stage and, in due course, to qualify for consideration for the award.
- 5.4. **Requirements for Award**
  - 5.4.1. In order to qualify for consideration of the award of either an ordinary degree or a degree with honours or a First Degree of Master, a Student shall satisfy the credit and level requirements as detailed below:

Award	Credits	Level Requirements
First Degree of Master (MEng, MPhys, MChem, MBiol, MMath)	600	A minimum of 120 credits at SCQF Level 11
Honours (including MA)	480	A minimum of 180 credits at SCQF Levels 9 and 10, with at least 90 at SCQF Level 10
Bachelor (Ordinary, General)	360	A minimum of 60 credits at SCQF Level 9

5.4.2. Each programme structure for a Programme of Study shall state into which of the above categories the Programme of Study shall be placed and the credit and level requirements necessary to qualify for consideration of the award in accordance with the scheme detailed in paragraph 5.4.1. The University Studies Committee may approve criteria above the minimum standards specified in paragraph 5.4.1.

#### 5.5. Award Criteria

5.5.1. In addition to the credit and levels requirements specified in paragraph 5.4.1, a Student shall satisfy the award criteria as detailed below:

***For students enrolling for the first time during or before 2018/19:***

First Degree of Master with distinction	Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade C	
First Degree of Master	Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D	
Honours	• First Class	Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade D
	• Second Class (upper division) (2.1)	Either overall performance in qualifying courses at Grade B, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade B and none less than Grade D
	• Second Class (low division) (2.2)	Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D
	• Third Class	Either overall performance in qualifying courses at Grade D, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade D
Bachelors (Ordinary, General)	Normally a minimum of Grade D in pre-requisites and in courses designated as requiring a Grade D minimum	

**For students enrolling for the first time during or after 2019/20:**

First Degree of Master and Honours	• First Class	Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade D
	• Second Class (upper division) (2.1)	Either overall performance in qualifying courses at Grade B, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade B and none less than Grade D
	• Second Class (lower division) (2.2)	Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D
	• Third Class	Either overall performance in qualifying courses at Grade D, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade D
Bachelors (Ordinary, General)	Normally a minimum of Grade D in pre-requisites and in courses designated as requiring a Grade D minimum	

5.5.2. The specific criteria for each award and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study. The University Studies Committee may approve criteria above the minimum standards specified in paragraph 5.4.1.

5.5.3. The Award Board may, in exceptional circumstances, recommend:

5.5.3.1. the award of masters or honours in the case of a Student who has achieved a Grade E or Grade F in a qualifying course. The Award Board shall record its justification for any such award;

5.5.3.2. Subject to the conditions set out in paragraph 5.9.1.1, the award of an ordinary degree to a Student who has achieved a Grade E or Grade F in a course which was originally taken as a qualifying course for a Programme of Study leading to the award of First Degree of Master or First Degree with honours. The Award Board shall record its justification for any such award.

**5.6. Recommendations of the Award Board**

**For students enrolling for the first time during or after 2019/20:**

5.6.1. The Award Board for the classified First Degree of Master shall recommend to the Senate in respect of each candidate either:

5.6.1.1. that the degree be awarded with honours of the first class; or

5.6.1.2. that the degree be awarded with honours of the second class (upper division) or honours of the second class (lower division); or

5.6.1.3. that the degree be awarded with honours of the third class; or

5.6.1.4. that exceptionally the candidate be awarded an appropriate degree of Bachelor; or

5.6.1.5. that the degree be not awarded.

**For students enrolling for the first time during or before 2018/19:**

5.6.2. The Award Board for the unclassified First Degree of Master awarded as a first degree shall recommend to the Senate in respect of each candidate either:

- 5.6.2.1. that the degree be awarded with distinction;
- 5.6.2.2. that the degree be awarded;
- 5.6.2.3. that exceptionally the candidate be awarded an appropriate degree of Bachelor; or
- 5.6.2.4. that the degree be not awarded.

5.6.3. The Award Board for the classified First Degrees, as specified in paragraphs 5.1.1 to 5.1.6, shall recommend to the Senate in respect of each Student either:

- 5.6.3.1. that the degree be awarded with honours of the first class; or
- 5.6.3.2. that the degree be awarded with honours of the second class (upper division) or honours of the second class (lower division); or
- 5.6.3.3. that the degree be awarded with honours of the third class; or
- 5.6.3.4. that the degree be awarded as an ordinary degree; or
- 5.6.3.5. that the degree be not awarded.

5.6.4. In exceptional circumstances if a Student is prevented by illness or other sufficient cause from attending, completing, or fulfilling the requirements of, the degree examinations which form part of the final assessment for a Programme of Study leading to the award of a degree of bachelor with honours or to the award of the First Degree of Master the Award Board may recommend either:

- 5.6.4.1. that the Student be allowed to be examined at a specified time in all of the examinations previously not attended or completed; or
- 5.6.4.2. that the Student be allowed to continue with their study; or
- 5.6.4.3. that the degree be awarded in accordance with paragraphs 5.6.1, 5.6.2 or 5.6.3, as appropriate; or
- 5.6.4.4. that the degree be not awarded; or
- 5.6.4.5. that the Student be required to withdraw from their Programme of Study.

5.6.5. The Award Board shall recommend to the Senate in respect of each Student of an ordinary degree either:

- 5.6.5.1. that the degree be awarded; or
- 5.6.5.2. that the degree be awarded with distinction; or
- 5.6.5.3. that the degree be not awarded.

5.6.6. In exceptional circumstances if a Student of an ordinary degree is prevented by illness or other sufficient cause from attending, completing, or fulfilling the requirements of, the final degree examinations the Award Board may recommend either:

- 5.6.6.1. That the Student be allowed to be examined at a specified time in all of the examination previously not attended or completed; or
- 5.6.6.2. that the degree be awarded; or
- 5.6.6.3. exceptionally, that the degree be awarded with distinction; or
- 5.6.6.4. that the degree be not awarded; or
- 5.6.6.5. that the Student be required to withdraw from their Programme of Study.

**5.7. Award of Ordinary Degree**

5.7.1. The full-time programme for an ordinary degree shall be of either three or four stages in duration.

5.7.2. Unless otherwise stated in the programme structure for the degree, a Student of an ordinary degree shall have two opportunities to pass each course, including any qualifying courses initially taken as part of the assessment for a degree with honours.

5.7.3. In terms of the provisions of paragraph 5.4.1, a Programme of Study for an

ordinary degree shall contain at least 60 credits SCQF Level 9.

**5.8. Qualifying courses in First Degrees with Honours and First Degrees of Master**

- 5.8.1. For the First Degree with honours, qualifying courses will be all courses in stage 4 and specified courses from stage 3 as identified in the programme structure.
- 5.8.2. For the First Degree of Master, all courses in the final stage shall be deemed qualifying courses and qualifying courses from stage 4 and 3 shall be specified in the programme structure.
- 5.8.3. The minimum number of qualifying courses shall be the equivalent of 120 credits and this minimum shall include all courses taken in the final stage of study.
- 5.8.4. Only one attempt will be allowed for the assessment (or examination) of each qualifying course taken in the final stage for the First Degree of Master or First Degree with honours, and such assessment or examination shall be undertaken at one of the times specified in Regulation A4, Courses, Programmes and Assessment, paragraph 10.13.

**5.9. First Degrees and First Degrees of Master Exit and Intermediate**

- 5.9.1. A Student who is enrolled on a Programme of Study leading to the award of First Degree of Master or First Degree with honours shall be eligible to apply to receive one of the following exit awards, provided that they have achieved the minimum requirements, as specified in the paragraphs below:
  - 5.9.1.1. Ordinary degree – provided the Student has obtained a total of 360 SCQF credits with a minimum of 60 credits at SCQF Level 9. A Student who has been exempted from Courses or stages, on the basis of recognised prior learning, shall be required to gain a minimum of 120 credits whilst studying at Heriot-Watt University; or
  - 5.9.1.2. Diploma of Higher Education – provided the Student has obtained 240 SCQF credits for approved courses taken, of which at least 90 shall be at Level 8 or above. A Student who has been exempted from Courses or stages, on the basis of recognised prior learning, shall be required to gain a minimum of 120 credits whilst studying at Heriot-Watt University Full Award Criteria for the Diploma of Higher Education are noted at paragraph 4.3 of this Regulation.; or
  - 5.9.1.3. Certificate of Higher Education – provided the Student has obtained 120 SCQF credits for approved courses taken, of which at least 90 shall be at Level 7 or above. Full Award Criteria for the Certificate of Higher Education are noted at paragraph 4.2 of this Regulation.
- 5.9.2. In exceptional circumstances, an exit award may be approved by a Progression Board where the Award Board for that academic year has already taken place and delaying the decision to the next Award Board would delay the award by more than 6 months. The requirements of paragraph 5.9.1 must be met and the decision to award an exit qualification must be ratified by the relevant External Examiner.
- 5.9.3. A Student who wishes to receive an intermediate award shall normally make an application for the appropriate award described by paragraphs 5.9.1.1, 5.9.1.2 or 5.9.1.3 on the prescribed form and pay the prescribed fee.

**5.10. Combined Studies**

**5.10.1. Requirements for the Degree with Honours**

- 5.10.1.1. To be considered for the award of the Degree with Honours, a Student shall have:
  - 5.10.1.1.1. Obtained a total of at least 480 SCQF credits, including at least 90 credits at SCQF level 10; and
  - 5.10.1.1.2. In their final year: (a) completed courses from at least two disciplines; and (b) obtained at least 120 credits of

qualifying courses.

5.10.1.2. In addition to the conditions of paragraph 5.10.1.1:

5.10.1.2.1. For the award of the Degree with Honours (Discipline 1 with Discipline 2), a Student shall have obtained at least 90 SCQF credits in discipline 1 and 30 SCQF credits in discipline 2 across all qualifying courses and obtained at least 60 SCQF credits at level 10; or

5.10.1.2.2. For the award of the Degree with Honours (Discipline 1 and Discipline 2), obtained at least 60 SCQF credits at level 10 in both disciplines.

5.10.1.3. Students may be awarded up to 45 discretionary credits to meet the 480 credit requirement.

#### 5.10.2. Requirements for Ordinary Degree

5.10.2.1. To be considered for the award of ordinary degree, a Student shall have:

5.10.2.1.1. Obtained at least 360 credits, including: (a) at least 60 credits at SCQF level 9; and (b) no more than 210 credits from SCQF level 7; and

5.10.2.1.2. Obtained at least 60 credits of SCQF level 9 courses at grade D or better.

5.10.2.2. Students may be awarded up to 45 discretionary credits to meet the 360 credit requirement.

#### 5.10.3. Combined Studies General Ordinary Degree

5.10.3.1. For the purposes of identifying a Combined Studies named General Ordinary Degree, the appropriate term for the disciplines shall be defined by the relevant Primary Academic Unit as follows:

5.10.3.1.1. Bachelor of Science Combined Studies General Degree  
([name of Primary Academic Unit]);

5.10.3.1.2. Bachelor of Arts Combined Studies General Degree  
([name of Primary Academic Unit]).

#### 5.11. Award of Honours after Graduation

5.11.1. A Student who has complied with all of the conditions for the award of an ordinary degree and whose award has been conferred at a Congregation may be permitted by the Head of their Primary Academic Unit to enrol on the final stage of a Programme of Study leading to the award of a degree with honours in the subject concerned, provided that a period of normally not more than four years has elapsed since the satisfactory completion of the examinations for the award of an ordinary degree.

5.11.2. Such a Student satisfying the examiners for the award of honours shall receive a certificate stating that the programme has been successfully completed for the award of honours after graduation.

### 6. Graduate Certificates and Postgraduate Certificates

6.1. This paragraph 6 applies to the following certificates which may be awarded by the University:

6.1.1. Award of Graduate Certificate (GCert);

6.1.2. Award of Postgraduate Certificate (PGCert).

#### 6.2. Requirements for Award

6.2.1. The award of a graduate certificate shall require a minimum of 60 SCQF credits, all of which shall be at Level 9 or above in the SCQF.

6.2.2. The award of a postgraduate certificate shall require a minimum of 60 SCQF

credits, of which at least 40 credits shall be at Level 11 in the SCQF.

- 6.2.3. The award of a certificate shall require an overall performance in qualifying course at Grade D or equivalent average percentage mark, or the majority of qualifying courses at Grade D and no course at less than Grade E.
- 6.2.4. The specific criteria for the award of a certificate and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study.
- 6.2.5. The University Studies Committee may approve criteria above the minimum standards specified in paragraphs 6.2.1 to 6.2.3 above.

### 6.3. **Recommendations of the Award Board**

- 6.3.1. The Award Board shall recommend to the Senate in respect of each Student:
  - 6.3.1.1. That the certificate be awarded; or
  - 6.3.1.2. That the certificate be not awarded and shall also further recommend one or more of the following, as appropriate:
    - 6.3.1.2.1. That the Student be allowed one further examination in the course(s) within a period not exceeding twelve months in which case the examiners shall state the nature and extent of the examination;
    - 6.3.1.2.2. That the Student be not allowed a further examination;
    - 6.3.1.2.3. That the Student be allowed one opportunity to repeat the course(s);
    - 6.3.1.2.4. That the Student be not allowed to repeat the course(s).
- 6.3.2. In exceptional circumstances if a Student is prevented by illness or other sufficient either from presenting themselves for, completing, or fulfilling the requirements of, the examinations which form part of a Programme of Study leading to the award of a certificate, the Award Board may recommend either:
  - 6.3.2.1. That the Student be allowed to present themselves at a specified time in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
  - 6.3.2.2. That the certificate be awarded; or
  - 6.3.2.3. That the certificate be not awarded.

## 7. **Graduate Diplomas and Postgraduate Diplomas**

- 7.1. This paragraph 7 applies to the following diplomas which may be awarded by the University:
  - 7.1.1. the Graduate Diploma (GDip);
  - 7.1.2. the Diploma of Heriot-Watt University (Dip H-WU);
  - 7.1.3. the Postgraduate Diploma (PG Dip)
  - 7.1.4. such other diplomas as the Senate may from time to time authorise.
- 7.2. **Requirements for Award**
  - 7.2.1. The award of a graduate diploma shall require a minimum of 120 SCQF credits, all of which shall be at Level 9 or above in the SCQF.
  - 7.2.2. The award of a postgraduate diploma shall require a minimum of 120 SCQF credits, of which at least 90 credits shall be at Level 11 in the SCQF.
  - 7.2.3. The award of a diploma shall require an overall performance in qualifying courses at Grade D or equivalent average percentage mark, or the majority of qualifying courses at Grade D and no course at less than Grade E.
  - 7.2.4. The award of a diploma with merit shall require an overall performance in qualifying courses at Grade B or equivalent average percentage mark, or the majority of qualifying courses at Grade B and no course at less than Grade C.
  - 7.2.5. The award of a diploma with distinction shall require an overall performance in qualifying courses at Grade A or equivalent average percentage mark, or the



majority of qualifying courses at Grade A and no course at less than Grade C.

- 7.2.6. The specific criteria for the award of diploma, diploma with merit and diploma with distinction and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study.
- 7.2.7. The University Studies Committee may approve criteria above the minimum standards specified in paragraphs 7.2.1 to 7.2.4 above.

### **7.3. Recommendations of the Award Board**

- 7.3.1. The Award Board shall recommend to the Senate in respect of each Student either:
  - 7.3.1.1. That the diploma be awarded; or
  - 7.3.1.2. That the diploma be awarded with merit (only for Students enrolling for the first time during, or after August 2020); or
  - 7.3.1.3. That the diploma be awarded with distinction; or
  - 7.3.1.4. That the diploma be not awarded, and shall also further recommend one or more of the following, as appropriate:
    - 7.3.1.4.1. That the Student be not allowed to present themselves for further examination;
    - 7.3.1.4.2. That the Student be allowed to present themselves for one further examination in the course(s) within a period not exceeding twelve months in which case the examiners shall state the form of the examination;
    - 7.3.1.4.3. That the Student be allowed one opportunity to repeat the course(s);
    - 7.3.1.4.4. That the Student be not allowed to repeat the course(s).
  - 7.3.1.5. Exceptionally, if a Student has exhausted all opportunities and provided that the Student has satisfied the relevant requirements of paragraph 6.2, that:
    - 7.3.1.5.1. the graduate certificate be awarded; or
    - 7.3.1.5.2. the postgraduate certificate be awarded.
- 7.3.2. In exceptional circumstances if a Student is prevented by illness or other sufficient cause either from presenting themselves for, completing, or fulfilling the requirements of, the examinations which form part of a Programme of Study leading to the award of a diploma, the Award Board may recommend either:
  - 7.3.2.1. That the Student be allowed to present themselves at a specified time in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
  - 7.3.2.2. That the diploma be awarded; or
  - 7.3.2.3. That the diploma be not awarded

## **8. Higher Degree of Master**

- 8.1. This Regulation is made in pursuance of Ordinance P2 and shall apply to Higher Degrees of Master which comprise one of the following:
  - 8.1.1. a programme of instruction leading to assessments and examinations;
  - 8.1.2. supervised research work culminating in the submission of a dissertation together with a programme of instruction leading to assessments and examinations;
  - 8.1.3. supervised research and practical work culminating in the submission of practical work for assessment together with a programme of instruction leading to assessments and examinations.
- 8.2. For Programmes of Study which comprise a series of taught courses, the following Higher Degrees of Master may be awarded by the University:
  - 8.2.1. Master of Science (MSc);
  - 8.2.2. Master of Design (MDes);
  - 8.2.3. Master of Business Administration (MBA) and associated specialisms;

- 8.2.4. Master of Architecture (MArch);
- 8.2.5. Master of Landscape Architecture (MLA);
- 8.2.6. Master of Arts (MA);
- 8.2.7. Executive Master of Science (Executive MSc);
- 8.3. Distinctive features of any Executive Master of Science (Executive MSc) programme shall be the inclusion of taught components that explicitly build upon experiential learning and the completion of a work-related project. This work-related project replaces the research dissertation but assesses the same learning outcomes as the research dissertation.
- 8.4. The title of the award shall be as specified in paragraph 8.2; the phrases 'taught' or 'taught Masters' shall not be incorporated into the title of the award.
- 8.5. **Requirements for Award**
- 8.5.1. The award of a Higher Degree of Master shall require a minimum of 180 SCQF credits, of which at least 150 credits shall be at Level 11 in the SCQF.
- 8.5.2. In addition to the credit and levels requirements specified in paragraph 8.5.1 of this Regulation, a Student shall satisfy the award criteria as detailed below:

Higher Degree of Masters with distinction	The project/dissertation at Grade A and no course at less than Grade C and: <ul style="list-style-type: none"> <li>• Overall performance in qualifying courses at Grade A; or</li> <li>• Equivalent average percentage mark; or</li> <li>• The majority of qualifying courses at Grade A.</li> </ul>
Higher Degree of Masters with merit	The project/dissertation at Grade B and no course at less than Grade C and: <ul style="list-style-type: none"> <li>• Overall performance in qualifying courses at Grade B; or</li> <li>• Equivalent average percentage mark; or</li> <li>• The majority of qualifying courses at Grade B.</li> </ul>
Higher Degree of Masters	The project/dissertation at Grade C and no course at less than Grade D and: <ul style="list-style-type: none"> <li>• Overall performance in qualifying courses at Grade C; or</li> <li>• Equivalent average percentage mark; or</li> <li>• The majority of qualifying courses at Grade C.</li> </ul>

- 8.5.3. The Award Board may, in exceptional circumstances, recommend an award in the case of a Student who has achieved a Grade E or Grade F in a qualifying course. The Award Board shall record its justification for any such award.
- 8.5.4. The specific criteria for the award of a Higher Degree of Master, Master with Merit and Master with distinction and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study.
- 8.5.5. The Higher Degree of Master with distinction can only be awarded to Students who have not had any resit attempts.
- 8.5.6. The University Studies Committee may approve criteria above the minimum standards specified in paragraphs 8.5.2 above.
- 8.6. **Recommendations of the Award Board**
- 8.6.1. Grades awarded in both first assessment and re-assessment shall be taken into consideration by the Award Board in making recommendations for awards.
- 8.6.2. For Students undertaking a Programme of Study as specified in paragraph 8.1, the Award Board shall recommend to the Senate in respect of each Student one of the following:
- 8.6.2.1. That the degree be awarded with distinction; or
- 8.6.2.2. That the degree be awarded with Merit (only for students enrolling for the first time during, or after 2019/20); or

- 8.6.2.3. That the degree be awarded; or
- 8.6.2.4. That the degree be not awarded and, in which case, it shall further recommend one or more of the following, as appropriate:
  - 8.6.2.4.1. The Student be not allowed to submit their dissertation or final project in a revised form;
  - 8.6.2.4.2. That the Student be allowed to submit their dissertation or final project in a revised form within a specified period of twelve months the decision of the Senate thereon in which case the examiners shall state specifically the reasons for and the extent of the revision required.
- 8.6.2.5. Exceptionally, if a Student has exhausted all opportunities:
  - 8.6.2.5.1. Provided that the Student has satisfied the requirements of paragraph 6.2, that the postgraduate certificate be awarded; or
  - 8.6.2.5.2. Provided that the Student has satisfied the requirements of paragraph 7.2, that the postgraduate diploma be awarded.
- 8.6.3. In exceptional circumstances if a Student pursuing a Programme of Study in terms of paragraph 8.1.2 or 8.1.3 is prevented by illness or other sufficient cause from presenting themselves for, completing, or fulfilling the requirements of, the degree examinations which form part of the final assessment for the Programme of Study leading to the award of Higher Degree of Master, the Award Board may recommend:
  - 8.6.3.1. That the Student be allowed to present themselves at a specified time for examination in any or all of the examinations which they were prevented by illness or other sufficient cause from completing; or
  - 8.6.3.2. That the degree be awarded; or
  - 8.6.3.3. That the degree be not awarded.

#### 8.7. Higher Degree of Master Exit and Intermediate Awards

- 8.7.1. A Student who is enrolled on a Programme of Study leading to the award of Higher Degree of Master shall be eligible to apply to receive one of the following exit awards, provided that they have achieved the minimum requirements, as specified in the paragraphs below:
  - 8.7.1.1. Postgraduate Diploma – provided the Student has obtained a minimum of 120 SCQF credits, of which at least 90 credits shall be at Level 11 in the SCQF; or
  - 8.7.1.2. Postgraduate Certificate - provided the Student has obtained a minimum of 60 SCQF credits, of which at least 40 credits shall be at Level 11 in the SCQF.
- 8.7.2. In exceptional circumstances, an exit award may be approved by a Progression Board where the Award Board for that academic year has already taken place and delaying the decision until the next Award Board would delay the award by more than 6 months. The requirements of paragraph 8.7.1 must be met and the decision to award an exit qualification must be ratified by the relevant External Examiner.
- 8.7.3. A Student who wishes to receive an intermediate award shall normally make an application for the appropriate award described by paragraphs 8.7.1.1 or 8.7.1.2 on the prescribed form and pay the prescribed fee.

<b>Regulation A7</b>	
<b>Effective Date 21 September 2022</b>	
<b>Approved by:</b> Senate	21 September 2022
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

## 1. Introduction

- 1.1 This Regulation is made in pursuance of Ordinance P2.
- 1.2 This Regulation applies to the following Higher Degrees of Master, which may be awarded by the University:
  - 1.2.1. Master of Philosophy (MPhil);
  - 1.2.2. Master of Science (MSc);
  - 1.2.3. Master of Design (MDes).
- 1.3 This Regulation applies to the following Higher Degree of Doctor, which may be awarded by the University:
  - 1.3.1. Degree of Doctor of Philosophy (PhD);
  - 1.3.2. Degree of Doctor of Philosophy (PhD) (by published research);
  - 1.3.3. Degree of Doctor of Business Administration (DBA);
  - 1.3.4. Degree of Doctor of Engineering (EngD);
  - 1.3.5. Degree of Doctor of Science (DSc);
  - 1.3.6. Degree of Doctor of Engineering (DEng); and
  - 1.3.7. Degree of Doctor of Letters (DLitt).
- 1.4 The Research Degrees Committee shall be responsible for the annual review and updating of the [Heriot-Watt Postgraduate Research Degree Candidate Code of Practice](#), in accordance with Ordinance P2, Requirements for Degrees, Diplomas and Certificates, and Regulations A2 General, A3 Admission and this Regulation A8 Research Degrees, and QAA guidance [UK Quality Code, Advice And Guidance: Research Degrees](#).
- 1.5 Requirements for admission to research degrees are prescribed in Regulation A3, Admission, paragraph 9. The procedural requirements for admission are detailed in the PGR Code of Practice. Requirements for enrolment are prescribed in Regulation A2, General, paragraph 1.
- 1.6 The Senate delegations of authority pertaining to this Regulation are specified in the [Senate Statement of Primary Responsibilities and Delegations](#). Hereinafter, reference to the Senate should be read as the appropriate delegated authority.

## 2 Programme Requirements for all Research Degrees

- 2.1 A candidate shall pursue a Programme of Study approved by the Senate and shall present themselves for such examinations and at such times as the Examiners may require.
- 2.2 A candidate shall submit an outline proposal of the subject of research which shall be submitted to the Senate for approval, normally when the candidate first enrolls for the degree.
- 2.3 The final title of the thesis shall be submitted to the Senate for approval not less than one month before the submission of the thesis.
- 2.4 Unless otherwise specified below, a Programme of Study shall comprise either:
  - 2.4.1 Supervised research work culminating in the submission of a thesis; or
  - 2.4.2 Supervised practice-led research culminating in the submission of a thesis consisting of a portfolio of work and a critical review; or
  - 2.4.3 In the case of Higher Degrees of Doctor only, supervised research work culminating in the submission of a thesis, which shall form approximately 75% of the Programme of Study and assessed coursework and attendance at lectures and colloquia as directed by the supervisor(s), amounting to approximately 25% of the Programme of Study.
- 2.5 Each Research Degree Candidate will assess their own training needs and create a Personal Development Plan. Details for the creation and review of Personal Development Plans shall be

set out in the PGR Code of Practice.

## **2.6 Specific Programme Requirements for the Higher Degree of Master (Research)**

- 2.6.1 The title of the award shall be as specified in paragraphs 1.2.1 to 1.2.3; the phrases 'research' or 'research Masters' shall not be incorporated into the title of the award.
- 2.6.2 A candidate pursuing a Programme of Study leading to one of the Higher Degrees of Master (Research) awards shall be required to complete a minimum of 100 notional Student effort hours of generic, transferable skills training.
- 2.6.3 Additional requirements for courses offered as part of a Higher Degrees of Master (Research) shall be as specified in Regulation A4, Courses Programmes and Assessment, paragraphs 2.3, 2.6, 2.7, 2.8.1, 2.10, 2.12 and 3.9.
- 2.6.4 All taught courses in a Higher Degree of Master (Research) must comply with Regulation A5, Academic Decision-Making Boards, paragraph 4 and Regulation A7, Awards.

## **2.7 Specific Programme Requirements for the Doctor of Business Administration (DBA)**

- 2.7.1 The Programme of Study shall comprise:
  - 2.7.1.1 completion of a Programme of Study consisting of examined Edinburgh Business School courses which aim to provide the theory, knowledge and techniques necessary to underpin the applied research in the thesis. This may comprise standard approved specialist MSc programmes or, for suitably qualified candidates, a specific combination of courses from the Edinburgh Business School provision, Students are subject to the standard assessment Regulations governing Edinburgh Business School courses; and
  - 2.7.1.2 supervised research leading to the submission of a thesis.
- 2.7.2 Exceptionally, subject to the approval of the Senate, a candidate who has met the requirements of 2.7.1.1 may be admitted directly on to the supervised research element.
- 2.7.3 In order to be permitted to submit a thesis (as provided for in Paragraph 9 of this Regulation), a candidate shall have completed satisfactorily 220 credits at Masters level, SCQF Level 11, which may include credit for prior qualifications.

## **2.8 Specific Programme Requirements for the Doctor of Philosophy (PhD) by Published Research**

- 2.8.1 In the case of the Higher Degree of Doctor of Philosophy (PhD) by Published Research:
  - 2.8.1.1 A candidate shall be accepted as a part-time Student.
  - 2.8.1.2 A candidate shall normally present their thesis of published research within twelve months of the first date of enrolment for the degree.

## **3 Periods of Study**

- 3.1 A Programme of Study shall be completed within the minimum and maximum period prescribed for that Programme of Study in Ordinance P2 - Requirements for Degrees, Diplomas and Certificates. In exceptional circumstances the Senate may extend the period.

## **4 Attendance and Performance**

- 4.1 A Student admitted to a research degree Programme of Study shall attend and perform satisfactorily the work and all the assessments prescribed for the particular Programme of Study.

- 4.2 A Student must comply with all aspects of the University's [Policy on Student Attendance](#).
- 4.3 The Senate has empowered the Primary Academic Units to make a decision on its behalf, in terms of compulsory withdrawal from the University, as detailed in the University's [Procedures for Compulsory Withdrawal](#).

## 5 Temporary Suspensions of Study

- 5.1 The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of the following paragraphs.
- 5.2 In exceptional circumstances, on the recommendation of the Head of a Primary Academic Unit, during the course of the academic year, a Student may be permitted to suspend studies temporarily for a specified period of time and on such conditions as the Research Degrees Committee shall prescribe.
- 5.3 Procedures for Temporary Suspensions of Study shall be set out in the University's [guidelines for Temporary Suspension of Studies](#).

## 6 Voluntary Withdrawals

- 6.1 A Student who intends to withdraw from their Programme of Study shall comply with the following procedure:
- 6.1.1 They shall notify the Head of their Primary Academic Unit of their intention to withdraw and shall state the date of withdrawal, which must be after the date of notification.
  - 6.1.2 They shall notify the Student Records Officer in Registry and Academic Support in writing that they intend to withdraw and shall state the date of and reason for withdrawal.
  - 6.1.3 They shall, on withdrawal, surrender their current Student ID card to the Student Records Officer in Registry and Academic Support.
- 6.2 The Student Records Officer in Registry and Academic Support, where relevant, shall notify the relevant funding authority of a Student who has withdrawn from their Programme of Study.

## 7 Transfer

- 7.1 A candidate for the Higher Degree of Doctor may, on the recommendation of their supervisors and the Head of their Primary Academic Unit, apply to the Senate, at any time before submitting their thesis, for permission to become a candidate for a Higher Degree of Master.
- 7.1.1 Notwithstanding the provisions of paragraph 7.1, in exceptional circumstances the Head of the Primary Academic Unit of a candidate for a Higher Degree, after receiving advice from the candidate's supervisor(s), may recommend to the Senate, at any time before the submission of the thesis, that the candidate becomes a candidate for a Higher Degree of Master.
- 7.2 A candidate pursuing a Higher Degree of Master may, on the recommendation of their supervisors and the Head of their Primary Academic Unit and after at least six months of study, apply to the Senate for permission to become a candidate for the Higher Degree of Doctor. If the Senate grants permission to a candidate for a Higher Degree of Master to become a candidate for the Higher Degree of Doctor, the Senate shall determine:
- 7.2.1 what recognition can be given to the period which the applicant has completed for the Higher Degree of Master towards the fulfilment of the requirements for Higher Degree of Doctor.
  - 7.2.2 the amount of work done for the Higher Degree of Master prior to the transfer which may be incorporated into the thesis submitted for the Higher Degree of Doctor.

## 8 Supervisors

- 8.1 Supervision of a candidate for a higher degree by research shall be provided only by members of the Academic Staff of the University or of Heriot-Watt University Malaysia and by Approved Supervisors.
- 8.2 The Senate shall appoint for each candidate a primary and a secondary supervisor of whom at least one shall be a member of the Academic Staff. Normally the primary supervisor shall be a member of the Academic Staff.
- 8.3 Additional supervisors may be appointed where such an appointment is deemed to be necessary.
- 8.4 The Head of Primary Academic Unit shall be responsible for making recommendations to the Research Degrees Committee for the appointment of Supervisors and Approved Supervisors, but may delegate authority for such to the Director of Research in the Primary Academic Unit or to another nominee approved by the Chair of the Research Degrees Committee.
- 8.5 Details relating to the appointment of Supervisors and Approved Supervisors, their duties and responsibilities are set out in the [PGR Code of Practice](#).
- 8.6 The Head of Primary Academic Unit (or their nominee) shall ensure that Supervisors and Approved Supervisors are appraised of the University's Postgraduate Research Degree Code of Practice and of the need for compliance with the expectations and responsibilities detailed therein.

### 8.7 Approved Supervisors

- 8.7.1 This Section is made in pursuance of Paragraph 2 of Statute V by which the Senate is empowered to promote research within the University.
- 8.7.2 With regard to supervision of a candidate for a higher degree by research, Approved Supervisors shall be such persons as may be approved by the Research Degrees Committee, following completion of an approval process which shall be approved by the Research Degrees Committee.
- 8.7.3 An Approved Supervisor shall:
- 8.7.3.1 Be a member of the Staff of the University or of Heriot-Watt University Malaysia other than a member of the Academic Staff; or
  - 8.7.3.2 Be a member of the Academic Staff of another University approved for this purpose; or
  - 8.7.3.3 Have professional or industrial experience deemed by the University to be acceptable for this purpose.

## 9 Thesis

- 9.1 All candidates will be required to submit a thesis, as prescribed in the PGR Code of Practice and as further described in Guidelines on Submission and Format of Thesis. <https://www.hw.ac.uk/uk/students/doc/guidelinesonsubmissionandformatofthesis.pdf>
- 9.2 The thesis shall form a contribution to the knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.
- 9.3 **Additional Specific Requirements for Higher Degrees by Published Research**
- 9.3.1 The following paragraphs relate to the following Higher Degrees of Doctor:
- 9.3.1.1 Degree of Doctor of Science (DSc);
  - 9.3.1.2 Degree of Doctor of Engineering (DEng);
  - 9.3.1.3 Degree of Doctor of Letters (DLitt); and
  - 9.3.1.4 Degree of Doctor of Philosophy (PhD) (by published research).

- 9.3.2 The thesis of published research shall normally consist of peer reviewed published work which presents the results of original research and scholarship and is currently in the public domain.
- 9.3.3 The thesis shall only include peer reviewed work that is published or accepted for publication prior to the first date of registration for the degree.
- 9.3.4 In addition to the published work specified in terms of paragraphs 9.3.5.1 and 9.3.5.3, a candidate shall submit a critical review of the published research which shall be in the range of 10,000 to 25,000 words.
- 9.3.5 The critical review shall:
  - 9.3.5.1 include a summary of the aims, objectives, methodology, results and conclusions of the submitted work.
  - 9.3.5.2 indicate how the publications form a coherent body of work as a whole.
  - 9.3.5.3 demonstrate the candidate's significant contribution to the expansion of knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.
- 9.3.6 Each candidate will be limited to one degree award under this Regulation.

## 10 Oral Examination

- 10.1 In the case of a Higher Degree of Doctor, an oral examination shall always take place unless dispensed with in terms of paragraph 10.2.
- 10.2 The Examiners may dispense with the oral examination only where:
  - 10.2.1 the Examiners judge the thesis to be of exceptionally high merit; or
  - 10.2.2 the Examiners consider the candidate would be unfairly disadvantaged in undertaking the examination due to serious illness, disability or incapacity.
- 10.3 In the case of a Higher Degree of Master, a candidate shall present themselves for oral examination if the Examiners so require.
- 10.4 Alterations to the scheduled date and/or venue of an oral examination may be allowed where a Student is deemed to be temporarily unable to attend the scheduled examination for reasons of illness or other sufficient cause.

## 11 Appointment of Examiners

- 11.1 The Senate shall appoint for each candidate one or more External Examiners and one or more Internal Examiners who shall be the Examiners and shall submit a report or reports to the Senate.
- 11.2 If the candidate is a member of Staff, the Senate shall appoint at least two External Examiners.
- 11.3 A candidate's nominated Supervisors shall not be appointed as Internal Examiner.
- 11.4 The recommendation for the appointment of External Examiner(s) for the degree shall be initiated by the supervisor(s) of the candidate and signed by the Head of the candidate's Primary Academic Unit. The recommendation shall be made to the Academic Registry on the appropriate form.
- 11.5 Further requirements for the appointment of Examiners and their role, duties and responsibilities shall be set out in the [Handbook on Examining for Research Degrees](#).
- 11.6 In the case of candidates who are pursuing a Programme of Study with a taught element, the Senate shall appoint one or more External Examiners to examine the taught components of that Programme of Study.



## 12 Recommendations of the Examiners

- 12.1 The Examiners shall state whether in their view the submission satisfies the requirements for the degree and shall recommend to the Senate whether the degree should be awarded.
- 12.2 The Senate may accept any or all of the recommendations of the Examiners.
- 12.3 A candidate has a right to appeal, as set out in the [Student Academic Appeal Policy and Procedures](#).
- 12.4 **Recommendations of the Examiners for Higher Degrees of Doctor**
- 12.4.1 The Examiners shall recommend to the Senate either:
- 12.4.1.1 that the degree be awarded; or
  - 12.4.1.2 that the degree be not awarded; or
  - 12.4.1.3 that the degree be awarded subject to minor corrections being made to the thesis, dissertation, portfolio and/or critical review to the satisfaction of the Internal Examiner(s), within a period of three months (full-time);
  - 12.4.1.4 that the degree be awarded subject to more substantial thesis revisions being made to the satisfaction of the Internal Examiner(s) within a period of six months (full-time).
- 12.4.2 If the Examiners recommend that the degree be not awarded, they shall further recommend one or more of the following:
- 12.4.2.1 that the candidate be allowed to resubmit their thesis, dissertation, portfolio and/or critical review in a revised form for further examination within a specified period not exceeding twenty-four months from the decision of the Senate thereon, in which case the Examiners shall state specifically the reasons for and the extent of the revision required; or
  - 12.4.2.2 that the candidate be allowed to present themselves for a further examination within a period not exceeding six months in which case the Examiners shall state the form of the examination; or
  - 12.4.2.3 that the candidate be not allowed to resubmit their thesis dissertation, portfolio and/or critical review in a revised form, or to present themselves for further examination; or
  - 12.4.2.4 that exceptionally the candidate be allowed to resubmit their thesis, dissertation, portfolio and/or critical review for a Higher Degree:
    - 12.4.2.4.1 Master of Philosophy (MPhil); or
    - 12.4.2.4.2 Master of Design (MDes); or
    - 12.4.2.4.3 Master of Science (MSc).
- 12.4.3 The Examiners for each candidate who has been allowed to resubmit their thesis, dissertation, portfolio and/or critical review in a revised form in terms of paragraph 12.4.2.1 shall recommend only one of the following regarding the resubmitted thesis:
- 12.4.3.1 that the degree be awarded; or
  - 12.4.3.2 that the degree be not awarded; or
  - 12.4.3.3 that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner(s); or
  - 12.4.3.4 that exceptionally the candidate be allowed to resubmit their thesis, dissertation, portfolio and/or critical review for a Higher Degree:
    - 12.4.3.4.1 Master of Philosophy (MPhil); or
    - 12.4.3.4.2 Master of Design (MDes); or
    - 12.4.3.4.3 Master of Science (MSc).
- 12.4.4 If the Examiners recommend that the degree be not awarded in terms of paragraph 12.4.3.2, they shall not be entitled to recommend a further resubmission of the thesis, dissertation, portfolio and/or critical review. In exceptional circumstances, the Senate may permit a further resubmission.
- 12.4.5 In terms of paragraph 12.4.3.4, a candidate for the Higher Degree of Doctor who has been allowed to resubmit their thesis, dissertation, portfolio and/or critical review for a Higher Degree of Master, the following conditions shall apply:

- 12.4.5.1 The Examiners for the Higher Degree of Doctor shall be the Examiners for the Higher Degree of Master and shall submit a report or reports to the Senate.
- 12.4.5.2 The candidate shall present themselves for oral examination if the Examiners so require.
- 12.4.5.3 The Examiners shall recommend to the Senate either that the Higher Degree of Master be awarded or that the Higher Degree of Master be not awarded.

## 12.5 Recommendations of the Examiners for Higher Degrees of Masters

- 12.5.1 The Examiners for each candidate undertaking a Programme of Study in terms of paragraph 2.4.1 or 2.4.2 shall recommend to the Senate:
  - 12.5.1.1 that the degree be awarded, or
  - 12.5.1.2 that the degree be awarded subject to minor corrections being made to the thesis, dissertation, portfolio and/or critical review within a period not exceeding three months to the satisfaction of the Internal Examiner; or
  - 12.5.1.3 that the degree be not awarded and may also recommend one or more of the following:
    - 12.5.1.3.1 that the candidate be allowed to submit their thesis, dissertation, portfolio and/or critical review in a revised form within a specified period not exceeding twelve months from the decision of the Senate thereon in which case the Examiners shall state specifically the reasons for and the extent of the revision required; or
    - 12.5.1.3.2 that the candidate be allowed to present themselves for further examination within a period not exceeding twelve months in which case the Examiners shall state the form of the examination; or
    - 12.5.1.3.3 In the case of the Higher Degree of Master of Philosophy, that the candidate be allowed to submit their thesis for a Higher Degree of Master of Science or Master of Design.
- 12.5.2 The Examiners for each candidate who has been allowed to submit their thesis, dissertation, portfolio and/or critical review in a revised form in terms of paragraph 12.5.1.3.1 shall recommend one of the following:
  - 12.5.2.1 that the degree be awarded, or
  - 12.5.2.2 that the degree be not awarded.
  - 12.5.2.3 that the degree be awarded subject to minor corrections being made to the thesis, dissertation, portfolio and/or critical review to the satisfaction of the Internal Examiner.
- 12.5.3 If the Examiners recommend that the degree be not awarded in terms of paragraph 12.5.2.2, they shall not be entitled to recommend a further resubmission of the thesis, dissertation, portfolio and/or critical review. In exceptional circumstances, the Senate may permit a further resubmission.
- 12.5.4 If the candidate does so resubmit their thesis in terms of paragraph 12.5.1.3.3, the following conditions shall apply:
  - 12.5.4.1 The Examiners for the Higher Degree of Master of Philosophy shall be the Examiners for the Higher Degree of Master of Science or Master of Design and shall submit a report or reports to the Senate.
  - 12.5.4.2 The candidate shall present themselves for oral examination if the Examiners so require.
  - 12.5.4.3 The Examiners shall recommend to the Senate either that the Higher Degree of Master of Science or Master of Design be awarded or that the Higher Degree of Master of Science or Master of Design be not awarded.

### 13 Award

- 13.1 The Senate shall authorise or refuse to authorise the award of the degree to a candidate.
- 13.2 A Student who has complied with all academic and other financial and disciplinary conditions for an approved award of the University shall be entitled to receive the award.
- 13.2.1 The certificate of a candidate who has completed a Programme of Study in terms of paragraph 2.4.3 shall indicate the subject area of the studies comprised in the coursework and assessments undertaken.
- 13.3 The Higher Degree of Doctor or Higher Degree of Master (Research) shall not be awarded in respect of a thesis, portfolio or published work already submitted to this or any other University in support of an application for a Higher Degree of Doctor or Higher Degree of Master (Research) unless as part of a formally approved joint degree or dual degree research programme.
- 13.4 A person upon whom an award has been conferred shall receive a certificate to that effect. The Academic Registrar shall approve the form of words on each certificate and shall maintain a record of all certificate templates.
- 13.5 Awards shall be sealed with the Common Seal of the University and shall be signed by the Principal and Vice-Chancellor and by the University Secretary.
- 13.6 In accordance with Regulation A11 Ceremonial Processions, Academic Dress and Congregations an award is conferred at a Congregation of the University.

### 14 Posthumous Awards

- 14.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

The University's policy on posthumous awards is available on the University's website at: [https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous\\_awards.pdf](https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf)

### 15 Publication of Results

- 15.1 The names of persons who are authorised to receive a Higher Degree of Master or Higher Degree of Doctor shall be published within alphabetical order within each Programme of Study.
- 15.2 If a Student chooses to exercise their right, in terms of the Data Protection Act 2018, to have their name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

<b>Regulation A8</b>	
<b>Effective Date 15 September 2021</b>	
<b>Approved by:</b> Senate	<i>15 September 2021</i>
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

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## REGULATION A9 Honorary Degrees

1. This Regulation is made in pursuance of clause 4.2.5 of Article 4 of the Charter and Ordinance P9.
2. The Senate shall appoint an Honorary Degrees Committee which shall be a committee of the Senate. The Honorary Degrees Committee shall report to the Senate through the Senate Committee for Interim Business and Effectiveness and shall consist of the following persons:
  - 2.1 the Principal ex officio
  - 2.2 the Vice-Principal ex officio
  - 2.3 the Senior Deputy Principal ex officio
  - 2.4 the Deputy Principal (Research and Innovation) ex officio
  - 2.5 the Deans of the University ex officio
  - 2.6 the Secretary of the University ex officio
  - 2.7 One representative of each Primary Academic Unit / Institute nominated by the Head of Primary Academic Unit / Institute
  - 2.8 One Student representative nominated by the Student Union
3. The functions of the Honorary Degrees Committee shall be as follows:
  - 3.1 To invite members of Staff to make proposals for the award of an honorary degree.
  - 3.2 To consider all nominations for honorary degrees and on behalf of the Senate to select persons upon whom honorary degrees are to be conferred.
  - 3.3 To approach on behalf of the Senate all persons who are to be invited to receive honorary degrees to ascertain their willingness to accept the invitation.
  - 3.4 To present to the Senate Committee for Interim Business and Effectiveness a report giving the name of each person selected to receive an honorary degree who has confirmed his or her willingness to accept an award. The report shall include the grounds on which each candidate was selected.
  - 3.5 Identify possible University-nominated Staff recipients for honours in the New Year and Queen's Official Birthday Honours listings and to complete the nomination process\*.
 

*\*this does not prevent individuals from submitting their own nominations in accordance with the prescribed process set out by the Cabinet Office*
4. The Honorary Degrees Committee shall not consider applications from or on behalf of persons desirous of receiving an honorary degree.
5. The following degrees may be awarded as honorary degrees:
  - 5.1 Master of Science (MSc)
  - 5.2 Master of Letters (MLitt)
  - 5.3 Doctor of Science (DSc)
  - 5.4 Doctor of Engineering (DEng)
  - 5.5 Doctor of Letters (DLitt)
  - 5.6 Doctor of the University (DUniv)
6. In accordance with Regulation A11, Academic Dress, Congregations and Ceremonial Processions a degree is conferred at a Congregation of the University.

Regulation A9	
Effective Date 1 September 2021	
<b>Approved by:</b> Senate	16 June 2021
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

# REGULATION A10

## Authorities in Exceptional Circumstances



### Terminology in this Regulation

“Examiners” shall mean, “the Head of Primary Academic Unit supported by the relevant External Examiner(s) carrying out their normal duties, a member of the teaching team representing each Programme of Study for which a decision is being made and, at the discretion of the Head of Primary Academic Unit, suitably qualified members of Staff of the University”.

1. This Regulation is made in pursuance of paragraphs 2 ii and iii of Statute 5 and Ordinances P1 and P7.
2. **General**
  - 2.1. The purpose of this Regulation is to clarify authorities in exceptional circumstances.
  - 2.2. ‘Exceptional circumstances’ shall be defined as those in which:
    - 2.2.1. the full range of information normally taken into account in academic decision making, is not available; and/or
    - 2.2.2. the circumstances have affected the ability to deliver the planned learning and teaching and/or assessment and requires immediate adjustments.
  - 2.3. The Regulation shall not apply where the full range of information normally taken into account is available.
  - 2.4. When the circumstances of paragraph 2.2 of this Regulation apply, it is the responsibility of the Senate Committee for Interim Business and Effectiveness, acting with the delegated authority of the Senate, to bring into effect the arrangements and conditions set out in this Regulation and to determine the duration for which they should be applied. When deciding to bring into effect the arrangements and conditions set out in this Regulation, it will be for the Senate Committee for Interim Business and Effectiveness to decide whether the circumstances of paragraph 2.2 apply.
  - 2.5. A nominee appointed to act in place of a Head of a Primary Academic Unit shall be subject to approval by the Senate Committee for Interim Business and Effectiveness.
  - 2.6. For a Student who is not enrolled with a particular Primary Academic Unit, the Senate Committee for Interim Business and Effectiveness will assign a Head of Primary Academic Unit.
3. **Authorities**
  - 3.1. Senate Committee for Interim Business and Effectiveness, acting with the delegated authority of the Senate (after consulting with Heads of Primary Academic Units and relevant Provosts) shall authorise:
    - 3.1.1. Variations in admissions requirements, their arrangements and conditions, and the duration of those arrangements and conditions.
    - 3.1.2. The arrangements and conditions for the delivery of Programmes of Study, and the duration of those arrangements and conditions.
    - 3.1.3. The appropriate mitigations to be applied at Assessment, Progression and Awards Boards, and the duration of those mitigations.
4. **Boards of Examiners**
  - 4.1. This paragraph 4 shall apply equally to assessments of any Course for progression and award of the University.

- 4.2. A Board of Examiners shall include the Examiners, as defined above, and the Dean or their nominee.
- 4.3. The Examiners are authorised to make judgements and decisions on the basis of such information as is available to them at the time a judgement or decision is required to be made.
- 4.4. The Examiners shall have the authority to:
  - 4.4.1. make recommendations to the Senate for the award of degrees and other awards;
  - 4.4.2. make decisions about progression;
  - 4.4.3. award credit for individual courses; and
  - 4.4.4. defer making a decision if it is agreed that there is insufficient information available to recommend awards or allow progression.

**5. Appeals**

- 5.1. A candidate who is dissatisfied with the decision of the Examiners shall be entitled to appeal to under the terms of Regulation A12, Student Academic Appeals.

<b>Regulation A10</b>	
<b>Effective Date 1 September 2021</b>	
<b>Approved by:</b> Senate	<i>22 April 2021</i>
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

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## REGULATION A11

### Academic Dress, Congregations and Ceremonial Processions

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1. This Regulation is made in pursuance of clause (xii) of paragraph 2 of Statute 5 and Ordinance P2, Requirements for Degrees, Diplomas and Certificates, paragraph 6.1 and 6.2.
2. **Occasions for Academic Dress**
  - 2.1. Academic dress shall be worn at congregations for the conferment of degrees, ceremonial processions and on such other occasions as the Senate may from time to time prescribe.
  - 2.2. The academic dress for Officers, Members of the University, Graduands, Honorary Graduands and other persons shall be prescribed in the [Guidelines for Academic Dress](#), and shall be held by the Academic Registrar.
  - 2.3. On occasions when academic dress is to be worn a person shall be dressed in formal day attire.
3. **Congregations**
  - 3.1. **Procedure**
    - 3.1.1. The Senate shall determine and shall announce the times and the places at which congregations for the conferment of degrees shall be held and which degrees shall be awarded at a congregation.
    - 3.1.2. The following persons shall normally be invited to attend a congregation:
      - 3.1.2.1. persons who have been authorised by the Senate to receive an award
      - 3.1.2.2. the members of the Court
      - 3.1.2.3. the members of the Senate
      - 3.1.2.4. the Secretary
      - 3.1.2.5. the Principals *Emeriti*
      - 3.1.2.6. the Professors *Emeriti*
      - 3.1.2.7. the members of the Academic and Professional Services Staff,
      - 3.1.2.8. the office bearers of the Student Representative Bodies
      - 3.1.2.9. such other persons as the Senate may from time to time prescribe.
    - 3.1.3. Notwithstanding the provisions of paragraph 3.1.2 a person who has not graduated after invitations to attend four congregation periods have been sent to them shall not normally be sent further invitations but may request permission to graduate at a subsequent congregation.
    - 3.1.4. A person who has received the authority of the Senate for an award can request permission to graduate at any of the congregation locations offered by the University.
    - 3.1.5. A person who has received the authority of the Senate for an award shall be required to give at least ten days' notice of their intention to graduate but the Academic Registrar, for good cause shown, may exceptionally waive the requirement.
    - 3.1.6. The Senate may give authority for a Graduand to be awarded a degree *in absentia*. A person who wishes to be awarded a degree *in absentia* shall make the appropriate application.
  - 3.2. **Academic Procession**
    - 3.2.1. There shall be an academic procession at a congregation.
    - 3.2.2. The following persons shall normally be invited to participate in the procession:
      - 3.2.2.1. the Honorary Graduands;
      - 3.2.2.2. the Graduands;
      - 3.2.2.3. the persons referred to in paragraphs 3.1.2.2 to 3.1.2.9.
  - 3.3. **Graduation Ceremony**
    - 3.3.1. The Chancellor or in their absence the Pro-Chancellor or Vice-Chancellor or in their absence

the Provost, whom failing a professor appointed by the Senate for the purpose, shall preside at a congregation and shall confer degrees.

- 3.3.2. The order of a graduation ceremony shall normally be:
- 3.3.2.1. Processions
  - 3.3.2.2. Opening Address
  - 3.3.2.3. Conferment of Degrees
  - 3.3.2.4. Presentation of prizes
  - 3.3.2.5. Address
  - 3.3.2.6. Processions
- 3.3.3. Degrees shall normally be conferred in the following sequence, where appropriate:
- 3.3.3.1. Conferment of Honorary Degrees
  - 3.3.3.2. Conferment of Degrees of Doctor
  - 3.3.3.3. Conferment of Degrees of Master
  - 3.3.3.4. Conferment of Degrees of Bachelor
  - 3.3.3.5. Conferment of other awards ratified by the Senate
- 3.3.4. An honorary Graduand shall be presented by the Principal, the Vice-Principal, a Provost, a Dean or another Member of the University, as defined in Ordinance A2.
- 3.3.5. A Head of a Primary Academic Unit shall present the Graduands, including Graduands for the degree of Combined Studies, in their Primary Academic Unit. Alternatively in the absence of the Head of the Primary Academic Unit, Graduands shall be presented by a Provost, Dean or a member of Staff nominated by the Head of Primary Academic Unit. These alternative arrangements shall be approved by the Senate Committee for interim Business and Effectiveness.
- 3.3.6. Within the sequence specified in paragraph 3.3.3 the Senate shall prescribe the order in which individual persons shall be presented.
- 3.3.7. An honorary Graduand shall be presented with the following words: *“By the authority of the Senate I present for the honorary degree (name of degree): (name of Honorary Graduand)”*.
- 3.3.8. A Head of the Primary Academic Unit shall present Graduands with the following words: *“By the authority of the Senate I present for the degree of (name of degree): (names of Graduands)”*.
- 3.3.9. The Provost or Deputy Provost shall present Graduands not associated with a Primary Academic Unit with the following words: *“By the authority of the Senate I present for the degree”*.
- 3.3.10. The Chancellor or other person presiding shall confer degrees with the following words: *“In the name of the University I confer the degree”*.
- 3.3.11. As each Honorary Graduand and Graduand is presented the Chancellor or other person presiding shall touch them on the head with the University Cap.
- 3.3.12. After all the Honorary Graduands and Graduands have been presented the Chancellor or other person presiding shall confer degrees in absentia with the following words: *“In the name of the University I confer the respective degrees upon those whom the Senate has authorised to graduate in absentia.”*

#### 4. Ceremonial Processions

- 4.1. On ceremonial occasions the Chancellor, Pro-Chancellor, Vice-Chancellor or Provost will determine who, from the persons referred to in paragraphs 3.1.2.2 to 3.1.2.9, will be invited to join or represent the University in the ceremonial procession.

<b>Regulation A11</b>	
<b>Effective Date 1 September 2021</b>	
<b>Approved by:</b> Senate	16 June 2021
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	



## REGULATION A12 Student Academic Appeals

1. This Regulation is made in pursuance of Article 4.3.3 of the Charter, Statute 4, paragraph 2 a) xii and Statute 5, paragraph 2 xi.
2. **General**
  - 2.1 The Vice-Principal shall oversee the Student Academic Appeals process.
  - 2.2 A Student who makes an Academic Appeal is, for the purposes of this Regulation, referred to as an 'Appellant'.
  - 2.3 An Appellant will not be entitled to receive an academic award of the University until their Academic Appeal has been concluded or the Student withdraws the appeal in writing.
  - 2.4 The Senate shall be entitled to appoint Academic members of Staff as Assessors of Student Academic Appeals at the second stage consideration (hereafter referred to as "Assessors").
  - 2.5 In accordance with normal University practice an Appellant does not have the right to legal representation under the Procedures.
3. **Procedures for the Submission and Consideration of an Academic Appeal**
  - 3.1 Details of the procedures for the consideration of appeals shall be contained in the [Student Academic Appeal Policy and Procedures](#) (hereafter referred to as Procedures).
  - 3.2 The Procedures shall contain details of the following:
    - 3.2.1 The format for the submission of an Academic Appeal;
    - 3.2.2 The subject of an Academic Appeal;
    - 3.2.3 The grounds and invalid grounds for an Academic Appeal;
    - 3.2.4 The factors to be taken into account during the consideration of an Academic Appeal;
    - 3.2.5 The standard of proof required by the University;
    - 3.2.6 The deadlines for the submission and consideration of Academic Appeals;
    - 3.2.7 The procedures for conducting a hearing;
    - 3.2.8 Details of the reporting requirements;
    - 3.2.9 The duties of the Assessors.
  - 3.3 The Procedures shall explain the difference between an Academic Appeal and a complaint and shall set out a procedure for determining whether a case shall be classified as an Academic Appeal or a complaint.
  - 3.4 The Senate is responsible for the approval of, and modifications to, the Procedures.
4. **Reporting of Academic Appeals**
  - 4.1 Full notes should be taken of all proceedings.
  - 4.2 Effective reporting arrangements shall be in place to monitor and evaluate the Student Academic Appeal processes.
  - 4.3 An annual report on Academic Appeals considered shall be submitted to the University Committee for Quality and Standards.

<b>Regulation A12</b>	
<b>Effective Date 1 September 2021</b>	
<b>Approved by:</b> Senate	16 June 2021
<b>Consultation via:</b> Ordinances and Regulations Committee University Committee for Quality and Standards	

# REGULATION A13

## Student Discipline

### 1. General

- 1.1. In accordance with clause 4.3.1 of Article 4 of the Charter, clause (xi) of paragraph 2 of Statute 5 and Ordinance E4, the Senate is responsible for regulating the discipline of the Students.
- 1.2. The Senate is responsible for the approval of, and modifications to, this Regulation. The Senate may amend this Regulation and the Procedures from time to time in its absolute discretion as it deems appropriate, and with immediate effect. Such amendments shall be published on the University website.
- 1.3. This Regulation outlines the formal processes to be followed for the consideration of alleged Student Misconduct. Details of procedures for the consideration of cases of alleged Student Misconduct shall be contained in the [Student Discipline Policy and Procedures](#) (hereafter referred to as Procedures). The Procedures shall incorporate the provisions contained in this Regulation.
- 1.4. There shall be a University Discipline Committee established by the Senate.
  - 1.4.1. The University Discipline Committee shall maintain and review this Regulation and the Procedures, and shall be responsible for the approval of, and modifications to the Procedures.
  - 1.4.2. The University Discipline Committee shall oversee the Student discipline process and, acting with the delegated authority of the Senate, and in consultation with relevant Staff, shall be responsible for approving the nominated members of Staff, who in addition to those provided for in this Regulation and in the Procedures, shall investigate and consider alleged cases of Misconduct.
- 1.5. Every Student of the University is required, at all times, to be of good behaviour and to observe all Ordinances, Regulations, policies, procedures and rules affecting them which may be applied from time to time by the University or other institution which they attend as part of a University programme of study. It is the responsibility of a Student to acquaint themselves with all Ordinances, Regulations, policies, procedures, rules, notices and other announcements that affect them.
- 1.6. In accordance with existing University practice, Students do not have the right to legal representation under this Regulation and the Procedures.
- 1.7. In considering any alleged case of Misconduct the standard of proof required is 'the balance of probabilities', which standard of proof is further explained in the Procedures.

### 2. Categories of Disciplinary Offences

- 2.1. For the purposes of consideration and disposal, every alleged offence will be categorised as either academic Misconduct or non-academic Misconduct depending upon the nature of the alleged offence.
- 2.2. Every alleged offence will be further classified as: a Category A offence or a Category B offence (academic Misconduct); or a Major offence or a Minor offence (non-academic Misconduct).
- 2.3. Details of those further categories and classifications of Misconduct and their penalties shall be prescribed in the Procedures.

### **3. Individuals Responsible for the Consideration of Alleged Disciplinary Offences**

#### **3.1. Academic Misconduct**

- 3.1.1. The Head of a Primary Academic Unit offering a Course shall deal with a case of academic Misconduct for that Course, in the first instance, and shall determine the category of the alleged Misconduct. A Head of Primary Academic Unit may delegate authority to a member of Academic Staff in the Primary Academic Unit with appropriate experience for the purpose of the Procedures.
- 3.1.2. For a Student who is not enrolled with a particular Primary Academic Unit, the University Discipline Committee will assign a Head of Primary Academic Unit to consider a case of alleged academic Misconduct.

#### **3.2. Non-academic Misconduct**

- 3.2.1. The following Staff shall deal with a case of non-academic Misconduct in the first instance, depending upon the nature of the alleged offence, and shall determine the category of the alleged offence:
  - 3.2.1.1. The Director of Information Services or his/her nominee in cases involving the misuse of Information Services facilities;
  - 3.2.1.2. The Security and Operations Manager or his/her nominee in cases involving alleged traffic offences at the Scottish Campuses;
  - 3.2.1.3. The Academic Registrar or his/her nominee in cases involving unacceptable behaviour of a non-academic nature not covered above except in the following instances:
    - i. For a Student located at the Dubai Campus: The Vice-Principal (Dubai) or his/her nominee;
    - ii. For a Student located at the Malaysia Campus: The Vice-Principal (Malaysia) or his/her nominee.
- 3.2.2. When an alleged incident has been deemed to be a Major offence and requires immediate action because of the potential disruption or danger posed, or for any other valid reason, the Academic Registrar and the Chair of the University Discipline Committee shall agree appropriate action to be taken.

### **4. Appeals**

- 4.1. A Student has the right of appeal against the decision on a Major offence, a Category A offence, a Minor offence or a Category B offence, made in accordance with the Procedures.
- 4.2. At the point when the internal procedures have been completed a Student shall be informed that there is an opportunity for an independent review of an appeal by the Scottish Public Service Ombudsman (SPSO) and of the right to make a submission to the SPSO.

### **5. Committees Responsible for the Consideration of Alleged Disciplinary Offences and Appeals**

#### **5.1. The University Discipline Committee**

- 5.1.1. In accordance with paragraph 1.4 of this Regulation, the University Discipline Committee shall oversee the Student discipline process.
- 5.1.2. The responsibilities of the University Discipline Committee shall include:
  - 5.1.2.1. Hearing and adjudicating upon individual cases of alleged Misconduct categorised as Major offences or Category A offences;
  - 5.1.2.2. Hearing and adjudicating upon appeals against decisions on Minor offences and Category B offences.
- 5.1.3. In accordance with Ordinance C4, the Senate shall appoint a Chair, prescribe the membership and set out the terms of reference of the University Discipline Committee.

5.1.4. The procedures for conducting a hearing of the University Discipline Committee shall be set out in the Procedures.

**5.2. The Discipline Appeal Committee**

5.2.1. The Discipline Appeal Committee is responsible for hearing and adjudicating upon appeals against decisions made on Major offences and Category A offences. The Vice-Principal shall approve the establishment and membership of the Committee.

5.2.2. The membership, quorum and procedures for conducting a hearing of the Discipline Appeal Committee shall be set out in the Procedures.

**6. Consideration of Alleged Offences After Graduation**

6.1. Alleged offences of an academic nature identified following graduation and involving academic Misconduct in academic work which contributed towards a University award will be considered under the Procedures. In such cases the term 'Student' in the Procedures shall mean the person against whom an allegation is being made.

<b>Regulation A13</b>	
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1. This Regulation is made in pursuance of clause (vi) of paragraph 2 of Statute 5.
2. In this Regulation, reference to the Global Director of Information Services shall mean the Global Director of Information Services or their nominee.
3. Where it is used in this Regulation, the term “learning resource” is deemed to include all types and formats of material, including online resources which the University has a licence to use. The use of online learning resources must comply with the University [IT and Communications Facilities Acceptable Use Policy](#).
4. The Global Director of Information Services shall prescribe the opening hours of the Library in consultation with the University Committee for Learning and Teaching and/or the University Committee for Research and Innovation, as appropriate.
5. **Use of the Library**
  - 5.1 The Library shall be open for consultation to members and any other person who has reasonable cause to use the Library.
  - 5.2 The use of the Library by any other person shall be at the discretion of the Global Director of Information Services.
  - 5.3 Access to and use of electronic learning resources may be subject to specific contractual restrictions, which may limit their use to particular groups of members. Reference should be made to the [IT and Communications Facilities Acceptable Use Policy](#).
6. **Members**
  - 6.1 There shall be two categories of members:
    - 6.1.1 internal members;
    - 6.1.2 external members.
7. **Internal Members**
  - 7.1 The following categories of persons shall be internal members:
    - 7.1.1 Members of the Court; Staff; research fellows; visiting, honorary & retired members of Staff;
    - 7.1.2 Approved Teachers and Approved Tutors (as defined in Ordinance P6) and Approved Supervisors;
    - 7.1.3 Enrolled Students;
    - 7.1.4 Visiting scholars.
8. **External Members**
  - 8.1 The following categories of persons shall be able to apply for external membership:
    - 8.1.1 Alumni and graduates of the University;
    - 8.1.2 Employees of companies and other institutions on the University Research Park;
    - 8.1.3 Members of such institutions with which an agreement on reciprocal rights has been concluded;
  - 8.2 Members of the public may make application to the Global Director of Information Services for admission as a member.
9. **Learning Resources**
  - 9.1 The Global Director of Information Services shall assign every learning resource to a category which shall determine:

- 9.1.1 the persons by whom and the length of period for which it may be accessed or
- 9.1.2 that it may not be accessed.

## **10. Loan Periods**

- 10.1 The Global Director of Information Services shall determine the loan periods for each category of learning resource and where appropriate shall determine return dates for learning resources in particular categories.
- 10.2 Notwithstanding the provisions of paragraph 10.1 the Global Director of Information Services may:
  - 10.2.1 vary the length of the period for which a learning resource may be borrowed; or
  - 10.2.2 require the early return of a learning resource by a notice given or sent to the member.

## **11. Borrowing of Learning Resources**

- 11.1 The Global Director of Information Services shall determine the loan periods and categories applied at each Library.
- 11.2 Subject to the provisions of paragraphs 9 and 10 internal members shall be entitled to borrow all resources which may be borrowed.
- 11.3 An external member shall be entitled to access only those learning resources determined by the Global Director of Information Services.

## **12. Return of Learning Resources**

- 12.1 At the time of registering the loan of a learning resource, a member shall be notified of the date and where appropriate the time of its return.
- 12.2 A member shall return a learning resource on loan from the Library not later than the prescribed date or the prescribed time.
- 12.3 The circumstances under which a member shall become liable for a fine and the level of fines chargeable for the late return of particular categories of learning resources shall be determined by the Global Director of Information Services in consultation with the University Committee for Learning and Teaching and/or the University Committee for Research and Innovation, as appropriate.

## **13. Charges for Services**

- 13.1 The Global Director of Information Services shall determine which services shall be provided free of charge to all members, which services shall be provided free of charge to internal members but not to external members and which services shall be charged to all members.
- 13.2 The Global Director of Information Services with the approval of the University Committee for Learning and Teaching and/or the University Committee for Research and Innovation, as appropriate, shall determine the level of charge to be made for each charged service.

## **14. Conduct and Discipline**

- 14.1 A member shall observe a good standard of behaviour in the Library, shall obey all reasonable instructions from members of the Staff of the Library and shall not cause unreasonable disturbance or inconvenience to other members of the Library.
- 14.2 A member may be required to give evidence of their identity to a member of the Staff of the Library by presenting their identity card.
- 14.3 A member who is considered by a member of Staff of the Library to cause unreasonable disturbance or inconvenience to other members of the Library or to be in breach of this regulation may be dismissed from the Library immediately.

- 14.4 Members of the Library Staff shall have authority to remove learning resources and other property which are left in the Library.
- 14.5 The Global Director of Information Services shall have the authority to exclude from the Library for a period not exceeding three months any person who is in serious breach of this Regulation. The Global Director of Information Services may require any such person to return immediately any Library learning resource in their possession.
- 14.6 A Student subject to disciplinary action by the Global Director of Information Services shall have the right to appeal to the University Discipline Committee. Student Discipline is regulated under Regulation A13, Discipline. Any other person subject to disciplinary action by the Global Director of Information Services in terms of this Regulation shall have the right of appeal to the Senate.
- 14.7 All learning resources are lent or provided subject to the relevant copyright legislation. Registering as a member of the Library shall be deemed to constitute an undertaking to indemnify the University against all claims which may be made against it on this account in respect of any use of learning resources.

**15. Local Library Policy and Procedure**

- 15.1 The Global Director of Information Services shall be responsible for maintaining the detailed Library Policies and Procedures, for all University's campus locations.
- 15.2 These local policies and procedures shall include, amongst other things, details relating to: use of the library; loan periods; the borrowing and return of learning resources; charges for services; and local conduct.

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## REGULATION B1 Sports Union



### 1. General

1.1 The Sports Union of the University is constituted by Ordinance E5.

1.2 The Sports Union shall:

1.2.1 be the sole Student body responsible for Student sport within the University.

1.2.2 provide a diverse range of sporting experiences for Students, Staff and the community, ranging from casual participation to excellence.

### 2. Definitions

2.1 The following words or phrases shall have the following meaning wherever they appear:

(a) 'Finance and Executive Committees' means the elected representatives of the Sports Union and Centre for Sport and Exercise Staff as prescribed in paragraph 3.8 of the Bye-Laws of the Sports Union.

(b) 'Council' means the Council of the Sports Union which is constituted by an elected member from each Club

(c) 'Club' means a constituent sports club of the Sports Union.

(d) 'Club Representative' means the Club official selected to represent the Club at Council meetings

(e) 'CSE' means the Centre for Sport and Exercise.

2.2 Other terms shall be as defined in the Charter and Statutes of the University.

### 3. Membership

3.1 Membership of the Sports Union shall be granted to all clubs in membership of the Sports Union and who have satisfied the following criteria:

3.1.1 The Club shall have submitted a constitution and have had this approved by the Sports Union Executive Committee.

3.1.2 The Club shall have elected at least three office-bearers, who are enrolled Students, at a general meeting held within an academic term. Such office-bearers shall include:

(a) a President or a Captain or a Chairman, or equivalent

(b) a Secretary

(c) a Treasurer

(d) the Club Representative who shall be one of the persons referred to in (a), or (b), or (c) above.

3.1.3 The Club shall submit a budget acceptable to the Executive Committee when requested.

3.1.4 Any Club not complying with the above Regulations may be subject to disciplinary action from the Executive Committee.

3.1.5 Any new club wishing to join the Sports Union will be required to meet the conditions prescribed by the Council.

3.2 Membership of each Club shall consist of ordinary, associate, and honorary members as detailed below:

3.2.1 Ordinary Membership shall be open to all enrolled Students who are members of the Sports Union and who have paid the appropriate membership fee to the Club.

3.2.2 Members of Staff and members of the local community may be granted Associate Membership of a Club within the Sports Union, subject to approval of the Executive Committee. Associate members shall be required to be members of the CSE and to pay an annual membership fee to the Sports Union and to the Club, as agreed by the Executive Committee.

3.2.3 Honorary Membership may be granted by a Club to any person who in the opinion of the Club members is worthy of such honour in recognition of services rendered to the Club. Each proposal for Honorary membership shall be submitted to the Council of the Sports Union for approval.



- 3.3 The total number of Associate and Honorary members shall not exceed one third of the Ordinary members.
- 3.4 Associate and Honorary members of a Club shall not be entitled to vote on matters affecting the conduct of the affairs of the Club or of the Sports Union.
- 4. Annual Subscription to Clubs**
- 4.1 The minimum annual subscription for an Ordinary member of any Club shall be defined in the Bye-Laws of the Sports Union.
- 4.2 At a general meeting, each Club shall determine the annual subscriptions for its Ordinary and Associate members. Annual subscriptions shall be ratified each year by the Finance Committee.
- 5. Council**
- 5.1 Composition
- 5.1.1 There shall be a Council which shall consist of the office-bearers listed below together with a representative from each Club who shall represent the interests of their Club.
- (i) President. (The Court has designated this office as a sabbatical post).
  - (ii) Vice-President
  - (iii) Members of the Executive Committee
- 5.1.2 At least two thirds of the Council shall be Club Representatives.
- 5.1.3 The Director of Sport and Exercise and the Sports Development Co-ordinator shall be entitled to be present at meetings of the Council in a non-voting advisory capacity.
- 5.1.4 The Sports Union Administrator or nominated representative shall be present at all meetings of the Council in a non-voting advisory capacity.
- 5.2 Powers and Functions
- 5.2.1 The Council shall have the following powers and functions:
- (i) to determine whether or not a Club shall be admitted to membership of the Sports Union
  - (ii) to establish sub-committees of its members. The composition and terms of reference of such committees shall be prescribed in the Bye-Laws
  - (iii) to fill casual vacancies of office-bearers between the annual elections
  - (iv) to withhold funds from, suspend or remove from the Sports Union, any Club that, in the opinion of the Council, is not complying with this Regulation and the Bye-Laws of the Sports Union, provided that such decision is taken by a two-thirds majority of the Council. An appeal against such decision may be lodged at an extraordinary general meeting, the decision of which shall be binding
  - (v) to propose amendments to this Regulation
  - (vi) to adopt Bye-Laws.
- 5.3 Period of Office
- 5.3.1 The period of office of a non-sabbatical office-bearer shall extend until the next annual general meeting.
- 5.3.2 The period of office for the President, which is a sabbatical post, shall be for one year only. This period of office shall be as stated in the contract.
- 5.3.3 A non-sabbatical office-bearer shall be eligible for re-election on any number of occasions while an enrolled Student. The President shall be eligible to serve two terms of office, but must be elected on each occasion.
- 5.4 Casual Vacancies
- 5.4.1 A casual vacancy that occurs among office-bearers between annual general meetings shall be filled as soon as possible by a personal member elected by the Council.
- 5.5 Meetings of the Council
- 5.5.1 There shall be at least one meeting of the Council in each academic semester.
- 5.5.2 The President of the Sports Union, whom failing one of the other office-bearers in the

- order listed in paragraph 5.1.1, shall be chairman of the meetings.
- 5.5.3 Each member of the Council shall be entitled to vote at meetings of the Council, but only the Chairman shall have a casting vote.
  - 5.5.4 One third of the total membership of the Council, of which two thirds shall be Club Representatives, shall constitute a quorum.
  - 5.5.5 A member of the Council who is unable to attend one or more meeting shall submit an apology for absence and may send a deputy of their choice who shall have the full powers of the member for the meeting at which they deputise. Each deputy shall comply with paragraph 3.1.2 (d) of this Regulation.
  - 5.5.6 An apology for absence shall be in the hands of the Sports Union Administrator prior to the meeting or at the discretion of the chairperson it may be accepted at the meeting.

## **6. Finance**

- 6.1 The Finance Committee, as prescribed in paragraph 3.8 of the Bye-Laws of the Sports Union, shall act in all matters relating to finance including the consideration of Club budgets and the disbursement of the grant received. The Director of Sport and Exercise shall be responsible to the Court for any University funds that are given to the Sports Union.
- 6.2 The Sports Union Administrator shall be responsible for the proper maintenance of the accounts of the Sports Union in association with the CSE Administrator and Financial Controller.

## **7. Annual General Meeting**

- 7.1 There shall be an Annual General Meeting of members of the Sports Union which shall be held in the second semester before the end of March.
- 7.2 The date, time and business for the meeting shall be arranged by the President.
- 7.3 The Sports Union Administrator shall give at least fourteen days' notice of the meeting.
- 7.4 The business to be included in the agenda for the meeting shall be detailed in the Bye-Laws.
- 7.5 The meeting shall announce the election of the six incoming office-bearers, namely the President, the Vice-President and the four Executive Officers.
- 7.6 The chairperson of the meeting shall be the outgoing President whom failing the Vice-President. In the absence of the outgoing President and the Vice-President the meeting shall elect a chairperson for the meeting.
- 7.7 Thirty members from at least half of the Clubs of the Sports Union shall constitute a quorum.

## **8. Election of Office-Bearers**

- 8.1 Nominations for the election of office-bearers of the Sports Union shall be communicated in writing to the Sports Union Administrator at least seven days before the date of the Annual General Meeting.
- 8.2 Nominations shall be signed by a proposer and a seconder and also by the nominee stating that they agree to the nomination.
- 8.3 If no nomination has been received for a particular post, nominations may be accepted at the meeting.
- 8.4 Voting shall be by the manner prescribed in paragraph 6 of the Bye-Laws of the Sports Union.

## **9. Extraordinary General Meetings**

- 9.1 An Extraordinary General Meeting may be called in one of the following ways:
  - 9.1.1 by the Sports Union Administrator, on the instruction of the Council.
  - 9.1.2 on written request to the Sports Union Administrator of at least fifteen personal members of the Sports Union.

- 9.2 The Sports Union Administrator shall give at least fourteen days' notice of the meeting by posting notices of the meeting on the notice boards of the Sports Union.
- 9.3 The business to be discussed at the meeting shall be clearly stated in the notice calling the meeting. Only business that has been submitted to the Sports Union Administrator by the Council, or by the members requesting the meeting, shall be considered at the meeting.
- 9.4 The chairperson of the meeting shall be the President whom failing the Vice-President. In the absence of the President and the Vice-President the meeting shall appoint a chairperson for the meeting.
- 9.5 Thirty members of the Sports Union shall constitute a quorum, provided at least half of the Clubs are represented.

**10. Bye-Laws**

- 10.1 The Council shall adopt such Bye-Laws as it may deem appropriate for the conduct and the administration of the Sports Union.
- 10.2 The Bye-Laws may be amended at any meeting of Council provided that notice of such a proposed amendment is given in writing to the Sports Union Administrator not less than fourteen days before the meeting at which the amendment is to be discussed. The proposed amendment shall be placed on the Agenda for the meeting. An amendment shall be binding only if supported by more than two thirds of those present and voting.
- 10.3 A copy of the Bye-Laws and any amendment to them shall be sent to the Court by the Council within four weeks of their adoption and shall become effective provided that, in the opinion of the Court, the Bye-Laws and any amendment are not repugnant to the provisions of the Charter, the Statutes, the Ordinances and Regulations of the University.

**11. Amendment**

- 11.1 This Regulation may be amended at any Council meeting of the Sports Union, provided that notice of a proposed amendment is given in writing to the Sports Union Administrator not less than fourteen days before the Council meeting. Any proposed amendment shall be placed on the Agenda. An amendment shall be made only if supported by more than two thirds of those present and voting.
- 11.2 Any amendment to the Regulation made by the Sports Union shall not take effect until it has received the approval of the Court.
- 11.3 Notwithstanding the provisions of paragraph 11.1 the Court, after consultation with the Council, may amend this Regulation.

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