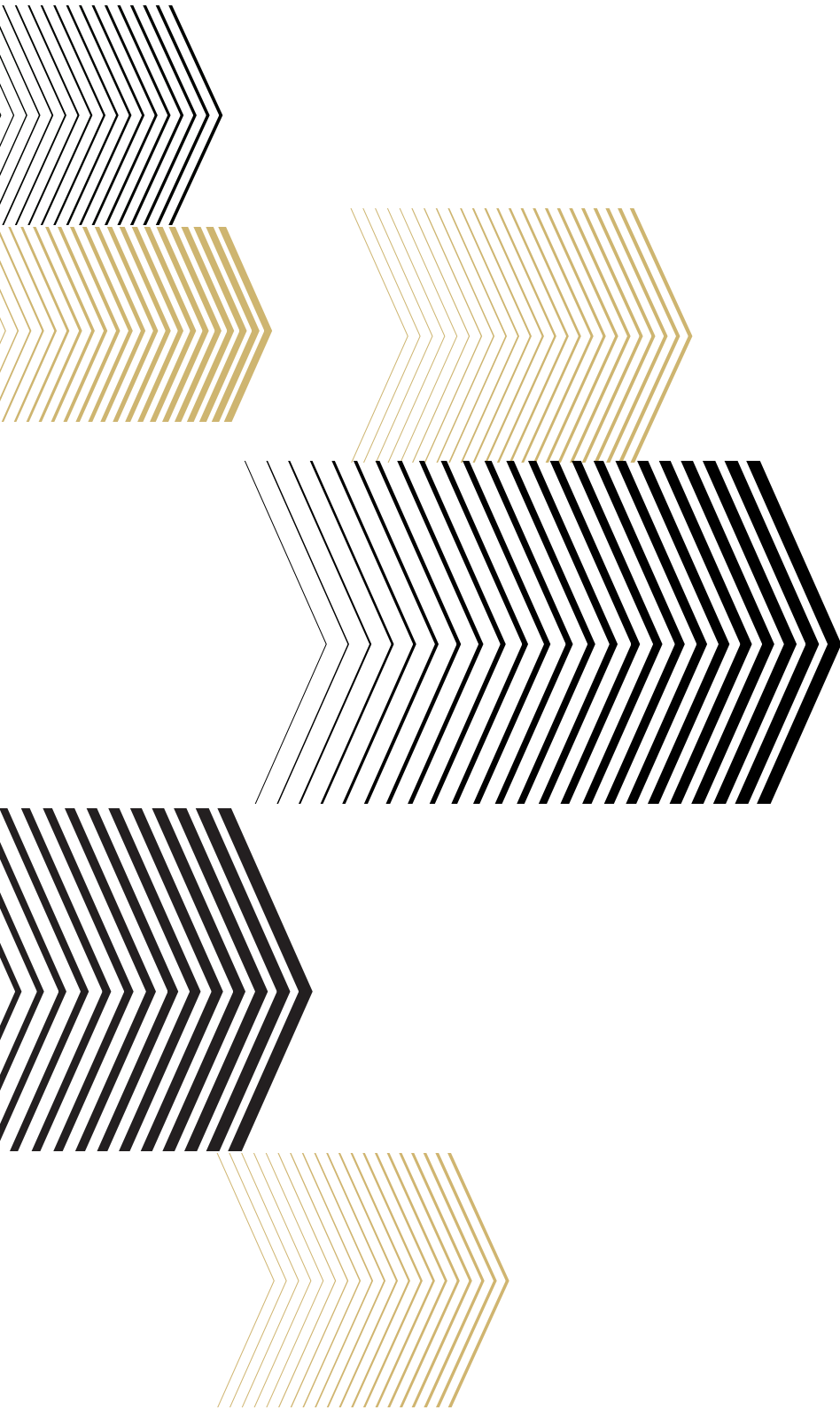




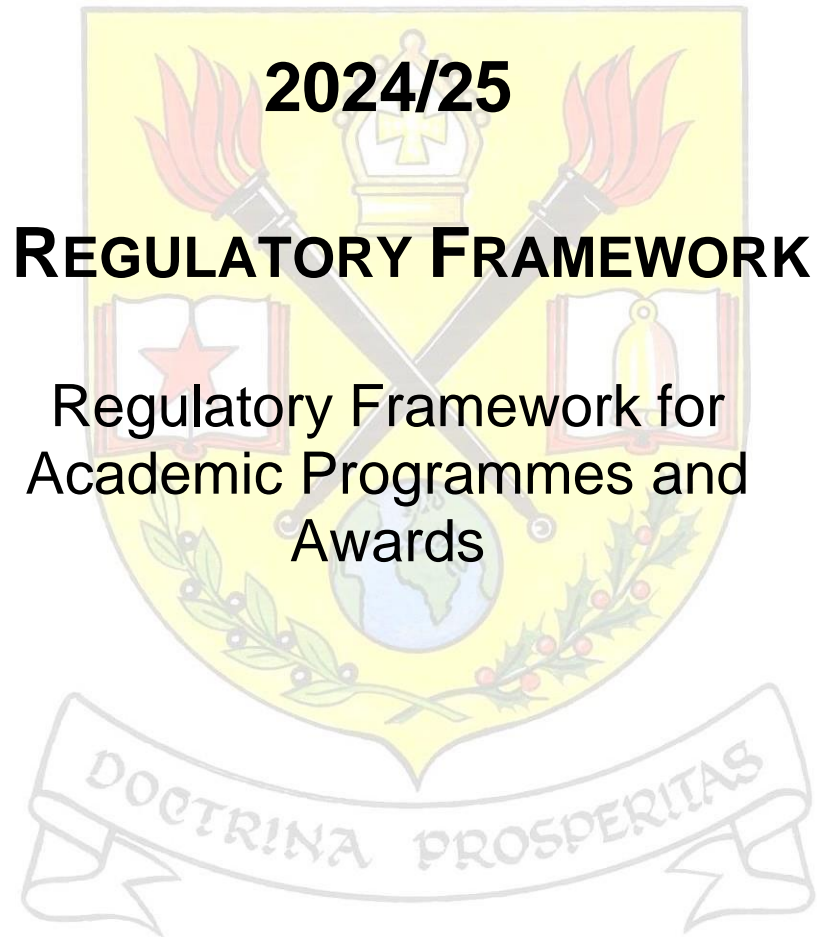
UNIVERSITY OF THE
WEST *of* SCOTLAND
UWS

University
Senate



Regulatory Framework

2024/2025



THIS DOCUMENT CAN BE PROVIDED IN OTHER FONTS OR FORMATS ON REQUEST TO THE COURT & SENATE OFFICE, PAISLEY CAMPUS

2024/25 Edition

Chapter 1	Programmes and Awards	1
Chapter 2	Admissions and Recognition of Prior Learning	13
Chapter 3	Assessment	19
Chapter 4	Research Degrees (including Higher Doctorates)	28
Chapter 5	Code of Discipline for Students	61
Chapter 6	Student Appeals	65
 Appendix to Regulations:		
A)	Summary of Changes for the 2024/25 Edition	67

Chapter 1 – Programmes and Awards

Introduction to the Regulatory Framework	2
Equality Impact Assessment	2
Implementation of Regulations	2
Use of “normally” in the Regulatory Framework	3
Eligibility to Study in the UK.....	3
Powers	3
Academic Powers.....	3
Conferment of Awards.....	4
Scottish Credit and Qualifications Framework.....	4
Approval of Programmes which Lead to Academic Awards	5
Awards of the University.....	5
Programme Specification	6
Award Titles	6
Honours Degrees	7
Masters Degrees.....	7
Integrated Masters	7
Intermediate Awards.....	7
Sandwich Awards.....	8
Professional Accreditation of University Awards.....	8
Joint Awards.....	8
Dual Awards.....	8
Validated Awards	9
Programmes of Study - Programme Specification	9
Modules.....	9
Study Abroad and Exchange	10
Change of Module or Programme of Study.....	10
Lack of Academic Progress on a Programme	10
Combined Studies Award	10
Authorised Interruption of Study	10
Academic Engagement	11
Work-Based and Placement Learning.....	11

Chapter 1

Programmes and Awards

Introduction to the Regulatory Framework

- 1.1 Students are bound by the Regulatory Framework currently approved by Senate for implementation during the academic year in which they are enrolled. The University publishes its Regulatory Framework with a summary of all changes annually. By enrolling annually, students confirm their acceptance of them. Student programme handbooks are provided annually and draw attention to any approved specific programme regulations. **These Regulations may be amended or suspended due to exceptional circumstances, subject to the approval of Senate or the Chair of Senate acting on Senate's behalf.**
- 1.2 The main elements of the Regulatory Framework are:
- The Powers of the University which give authority for the award of degrees and other academic awards; and
 - The Regulations which set out the University's overall requirements for programmes of study leading to its academic awards and other distinctions.
- 1.3 The University's Regulatory Framework covers all aspects of the provision of programmes of study, including the admission, progression and assessment of students and applies to all students on programmes of study leading to the University's academic credit and awards, except where they are otherwise outlined in an approved collaborative or other formal Partnership agreement.

They set out the requirements and expectations for the University's programmes and awards, and are supplemented by a range of policies, procedures and guidance including the UWS Academic Quality Framework, University Senate Committee Framework, Assessment Handbook, Recognition of Prior Learning Handbook, student programme handbooks, programme specifications and module descriptors. Where there is a conflict between the programme regulations noted in a student programme handbook, programme specifications or modules descriptors, the Regulatory Framework takes precedence.

Equality Impact Assessment

- 1.4 The Regulatory Framework poses a low risk of negative impact on the groups protected under equality legislation. Equality Impact Assessment is carried out for significant changes to the regulations.

Implementation of Regulations

- 1.5 The Senate Regulations Committee carries out an annual review of the Regulatory Framework and recommends proposed changes to Senate for approval. Careful consideration is given to the impact on students of changes to regulations.

Use of “normally” in the Regulatory Framework

- 1.6 Where the word “normally” has been used, the Regulation is followed unless a full and convincing case is made, and approved by the relevant parent committee, and discussed with the University Secretary.

Eligibility to Study in the UK

- 1.7 The University reserves the right to decline, defer or withdraw enrolment where applicants have not met the conditions of offer or where they cannot provide evidence that they have the appropriate immigration status to enable them to enrol, or continue as a student. Similarly, students may be withdrawn by the University where they are determined to be ineligible under Home Office regulations to remain in the UK.

Powers

- 1.8 The Power to award certificates, diplomas, degrees and other academic distinctions is vested in the University by the Privy Council under the provisions of the University of the West of Scotland Order of Council 2019, Article 5, Schedule 1.
- 1.9 The Powers are vested in the University’s Court by the authority of the Statutory Instrument approved by the Scottish Parliament. Any changes to the Powers are subject to the approval of the Scottish Ministers and/or the Privy Council of the United Kingdom, as required by Statute.

Academic Powers

- 1.10 The Powers described below relate specifically to the provision of programmes of study and do not include all the Powers which relate to the University’s academic work.
- 1.11 The University’s Court has the Power:
- To admit students, and to manage all aspects of their education at, and relationship, with the University;
 - To grant higher education awards including degrees, diplomas, certificates and other academic awards or distinctions including honorary degrees and titles;
 - To deprive a recipient of a degree, diploma, certificate or another academic award or distinction, including honorary degrees and titles, previously conferred by the University;
 - To create and maintain codes of conduct and regulations required for the maintenance of standards and good order within the University;
 - To frame such regulations as are necessary or desirable to maintain the academic freedom of staff and students in the institution;

- To merge with or form relationships, associations or affiliations with other educational institutions and other bodies both public and private.

1.12 The Powers enable the University:

- To determine the requirements for the enrolment and admission of persons to the University or to any particular programme, module or programme component or programme of supervised research in the University or delivered in any affiliated or associated institution, and to establish appropriate Regulations;
- To grant and confer degrees, diplomas, certificates and other academic awards and distinctions on students who meet the requirements;
- To provide lectures, tutorials and other forms of instruction as the Senate approve, and to make provision for research, scholarship and the advancement and dissemination of knowledge as the University deems appropriate;
- To validate, approve, monitor and review programmes, modules, programme components, programmes of study and programmes of supervised research, whether or not they lead to the conferment of the University's degrees, diplomas, certificates or other academic distinctions; and to stipulate any conditions;
- To accept in partial fulfilment of the requirements for awards of the University as outlined in the Regulations for Prior Learning (Chapter 2) and the Recognition of Prior Learning Handbook.

Conferment of Awards

- 1.13 Academic awards are granted by the School Board of Examiners (or Degree Assessment Board for collaborative and TNE provision), with the authority of Senate when students have met the requirements for an award. Awards are conferred by the Chancellor or nominee (See Regulations 1.31-1.34 for intermediate awards).
- 1.14 The University's Research and Doctoral Degrees are granted with the authority of Senate by the Doctoral College Board following confirmation from a Doctoral College Review Board that students have met the requirements for an award. Awards are conferred by the Chancellor or nominee (See Chapter 4).
- 1.15 The University's Higher Doctorates are granted with the authority of Senate by the Research & Innovation Committee following confirmation that applicants have met the requirements for an award. Awards are conferred by the Chancellor or nominee (See Chapter 4).

Scottish Credit and Qualifications Framework

- 1.16 The University of the West of Scotland follows the Scottish Credit and Qualifications Framework (SCQF) in these regulations. University awards are designed and structured with regard to the expectations of the SCQF.

Approval of Programmes which Lead to Academic Awards

- 1.17 The University Senate, through the Learning & Teaching Committee, has established processes for the approval, monitoring, and review of the University's awards. These are in the UWS Academic Quality Framework.

Awards of the University

- 1.18 All awards of the University are offered subject to approval and review in accordance with the procedures outlined in the University's Quality Handbook.
- 1.19 The University offers the following programmes and awards. The awards are rated for general credit against the Scottish Credit and Qualifications Framework (SCQF).

International Foundation Programme

120 credits at SCQF level 6

Certificate of Higher Education (CertHE)

120 credit points at SCQF level 7 or above

Diploma of Higher Education (DipHE)

240 credit points of which a minimum of 90 are at SCQF level 8 or above

Scottish Bachelor's Degree

360 credit points of which a minimum of 90 are at SCQF level 9 or above

Scottish Bachelor's Degree with Honours

480 credit points of which a minimum of 90 are at SCQF level 10 or above

Graduate Certificate (Grad Cert)

60 credit points at SCQF level 9 or above

Graduate Diploma (Grad Dip)

120 credit points at SCQF level 9 or above

Professional Graduate Diploma (PGDE)

120 credit points at SCQF level 10 or above

Postgraduate Certificate (PgC)

60 credit points of which a minimum of 40 are at SCQF 11 and none less than SCQF level 10

Postgraduate Diploma (PgD)

120 credit points of which a minimum of 90 are at SCQF level 11 and none less than SCQF level 10

Masters

At least 180 credit points of which a minimum of 150 at SCQF level 11 and none less than SCQF level 10

Integrated Masters

600 credit points of which a minimum of 120 are at SCQF level 11

Research degree awards are outlined in Chapter 4 and include:

Master of Research (MRes)

Master of Philosophy (MPhil)

Doctor of Business Administration (DBA)

Engineering Doctorate (EngD)

Doctor of Philosophy (PhD) including PhD by publication

Professional Doctorate (DProf)

At least 540 credit points of which a minimum of 420 credit points at SCQF level 12 with a maximum of 120 credit points at SCQF level 11 and no credit lower than SCQF level 11.

Higher Doctorates

Doctor of Letters (DLitt)

Doctor of Music (DMus)

Doctor of Science (DSc)

Doctor of Technology (DTech)

Programme Specification

- 1.20 All programmes leading to an award of the University have a programme specification, set out on the approved University template (See also Regulation 1.46).
- 1.21 Any modifications to a programme specification must be approved by the relevant School Board or the body assigned by the School Board to approve programme modifications.

Award Titles

- 1.22 The title of the award defines a coherent programme in which the modules reflect the subject content.
- 1.23 Where two or more subjects are reflected in the title, there is an appropriate balance of credit from each subject area. For instance, equal balance for a joint title and two thirds to one third for major/minor titles.
- 1.24 The validation or review panel confirms the appropriateness of the title.

Honours Degrees

- 1.25 An approved Honours award must include a dissertation element (or equivalent evidence of substantial independent work) which is equivalent to at least 30 credit points at SCQF level 10. For guidelines on Honours and Masters Dissertations, see the UWS Assessment Handbook.
- 1.26 Each copy of the Honours dissertation is the property of the University, but the copyright of the thesis belongs to students.

Masters Degrees

- 1.27 An approved taught Masters programme must include evidence of sustained independent work (a substantial dissertation or equivalent) that normally calibrates to at least 60 SCQF level 11 credit points. Further guidance on what constitutes 'sustained independent work' is in the UWS Assessment Handbook.
- 1.28 Each copy of the Masters Dissertation or project is the property of the University, but the copyright belongs to students.

Integrated Masters

- 1.29 An integrated Masters is an undergraduate degree followed by an additional year of study at Masters level (SCQF level 11), with a minimum of 120 credits at SCQF level 11.
- 1.30 The award is granted at the end of study as a full Masters – intermediate awards are outlined in the programme specification. The programme specification outlines progression, award, and classification criteria. (See Regulations 1.20-1.21, 3.6-3.8).

Intermediate Awards

- 1.31 Non-continuing students who have gained the necessary number of credits and satisfied any other specific requirements may be granted an award intermediate to the final award for which they are registered.
- 1.32 Programme specifications clearly specify the learning outcomes required for each intermediate award. Students receive only one award from any programme.
- 1.33 Normally no intermediate award is granted to students who have met the requirement for a final award, or to students who immediately proceed to the next SCQF level of the award.
- 1.34 The University may grant intermediate awards to students who have met the requirements but are no longer registered on the programme of study leading to a higher SCQF level qualification. See also Regulation 1.55 for Combined Studies exit award.

Sandwich Awards

- 1.35 A Degree or Honours Degree programme of study 'with sandwich' includes not less than thirty-six weeks of supervised work experience in addition to the period required for the learning outcomes for full-time study leading to the award.
- 1.36 The period of learning that constitutes the work placement or work experience forms a compulsory element in the programme of study. Its learning outcomes are specified and related to the objectives of the whole programme. The performance of students is appropriately assessed. Achievement of the expectations of the supervised work experience is a requirement for the University's 'with sandwich' award.
- 1.37 Distinct learning outcomes are required for an award 'with sandwich' which distinguishes it from the full-time award. See Regulations 1.59-1.70 for work-based and placement learning.

Professional Accreditation of University Awards

- 1.38 Unless an explicit condition of professional accreditation requires a deviation, University Regulations apply to all programmes of study.
- 1.39 In the case of any seeming conflict between the University Regulatory Framework and those of any external institution or body which accredits the programme, the School Board may seek approval from the Learning & Teaching Committee for the regulations of that institution or body to take precedence.

Joint Awards

- 1.40 Joint awards (collaborative arrangement) involve the granting of a single award by the University with one or more collaborating awarding bodies when students have met the requirements for the programme of study. As one of the conferring institutions, the University is responsible for the standard of the award.

Dual Awards

- 1.41 Dual awards (collaborative arrangement) involve the granting of separate awards by both the University and a collaborative partner, for a single programme of study.
- 1.42 The two awards are based on the same assessed student work and are only granted when the requirements for the programme have been met at the same point in time. Responsibility for each award and its academic standard remains with the body awarding it.

Validated Awards

- 1.43 Validated awards (collaborative arrangement) involve the granting of awards by the University to be delivered by non-degree awarding bodies, when the University is confident the partner has the resources and expertise to deliver University-validated awards, and where the programme is not in direct competition with any award offered by the University on one of its own campuses.
- 1.44 The University is responsible for the standard of the award. A Joint Programme Panel (JPP), with representation from both the University and the partner institution, manages the collaborative arrangements. The Degree Assessment Board (DAB) is responsible for managing assessment processing. (The remit of the DAB is included in the Senate Committee Framework).
- 1.45 Validated award proposals are subject to initial scrutiny, and approval, in line with the requirements outlined in the UWS Academic Quality Framework.

Programmes of Study - Programme Specification

- 1.46 All programmes leading to an award of the University have a programme specification, set out on the approved University template, and are approved annually by the relevant School Board or the body assigned by the School Board. The programme specification includes the following:
- the core modules and learning outcomes required at each SCQF level and for each qualification, including intermediate awards;
 - specific attendance requirements;
 - the period within which students normally complete the programme and the associated assessments (including any re- assessments);
 - any exemption from application of compensation due to professional, statutory or regulatory bodies (PSRB) requirements;
 - any specific requirements, including elements that must be passed or have a higher threshold pass than University Regulations to qualify for professional accreditation.

Modules

- 1.47 Modules are formally structured learning experiences with a coherent content and explicit learning outcomes and assessment criteria. The credit value, content, learning outcomes and assessment details are documented in an approved module descriptor.
- 1.48 The number of credits assigned to a module is based on the estimated student learning hours, i.e. the number of hours that students spend to achieve the intended learning outcomes. One SCQF credit point represents a notional 10 hours of learning.

- 1.49 The credit rating is confirmed at validation or approval. Students gain academic credit in respect of their achievement of the learning outcomes for a module.

Study Abroad and Exchange

- 1.50 Students taking a period of study abroad or at another UK institution, as part of an exchange programme, require to have the modules they are taking at the other institution approved and signed off by the Programme Leader, as meeting the required SCQF level and learning outcomes for the University's award.
- 1.51 To enable exchange credit to count towards total credit at the appropriate SCQF level, the Programme Leader completes a translation of the partner institution's credit system prior to students attending the partner institution. The procedures for Approval of Study Abroad are followed to enable the credit to contribute towards the award of the University.

Change of Module or Programme of Study

- 1.52 Student are allowed to seek approval for a change to their selection of modules consistent with the programme specification, for approval by the relevant Programme Leader.
- 1.53 Students are allowed to seek approval for a change to their programme of study. Any such change is subject to the approval of their existing Programme Leader and the Programme Leader for the programme to which they wish to transfer.

Lack of Academic Progress on a Programme

- 1.54 Refer to Regulation 3.57.

Combined Studies Award

- 1.55 A School Board of Examiners is empowered to grant an award in Combined Studies where students have gained the credit required for an award in line with SCQF credit minima (see Regulation 1.19) but have not met the requirements for the named award. Combined Studies awards are conferred in line with Regulations 1.13 or 1.34.

Authorised Interruption of Study

- 1.56 Students registered for awards are allowed to apply for a period of Authorised Interruption of Study, approved by the relevant Dean of School, and be re-admitted thereafter to complete the requirements for an award. See also procedures for Students with Parental Responsibilities.
- 1.57 The maximum period of authorised interruption is normally one academic session. Throughout the programme of study the total period of Authorised Interruption of Study, is normally a maximum two academic sessions.

Academic Engagement

- 1.58 Students are expected to meet the requirements of the University's academic engagement and attendance procedures.

Work-Based and Placement Learning

- 1.59 The University recognises and awards credit to a range of learning derived from a work environment or work-related activities. This includes modules that are entirely work-based learning or placement learning or practice based. The requirements for 'Sandwich' awards are outlined in Regulations 1.35-1.37.
- 1.60 Further details and definitions are contained within Work-Based and Placement Learning Handbook.
- 1.61 All Work-based and Placement Learning (sometimes known as practice learning) is credit rated, whether as part of credit counting towards a University award or as placement credit in addition to the credit for the award. As noted above, there are specific requirements for awards 'with sandwich'.
- 1.62 The University is responsible for the academic standards of its awards and the quality of the provision leading to them. Therefore, the University puts in place policies and procedures to ensure its responsibilities and those of providers of Work-Based and Placement Learning opportunities are clearly identified and met.
- 1.63 Where Work-Based/Placement Learning is part of a programme of study, its learning outcomes are clearly identified, contribute to the overall aims of the programme, and are assessed appropriately.
- 1.64 Where a Work Based/Placement Learning route and University route are available within the same programme, the programme learning outcomes for each route are the same.
- 1.65 Up to 120 points at any SCQF level may be available via Work-Based or Placement Learning. If Work-Based or Placement Learning is in place for the full Honours year, the normal University Regulations for Honours dissertations apply (See Regulation 3.20-3.24).
- 1.66 The design of the assessment of Work-Based or Placement Learning for the award of academic credit remains the responsibility of the University and is not devolved to partner employers. If the employer is involved in assessment of Work-based or Placement Learning, this is specified in the module descriptor and learning agreement. However, the award of a grade is the responsibility of the University.

- 1.67 Credit is only awarded when a tripartite learning agreement has been agreed with the employer, University and student prior to the commencement of the Work-Based or Placement Learning experience that defines the intended learning outcomes, methods of assessment and arrangements for reassessment.
- 1.68 The impact of failure or non-completion of any Work-Based or Placement Learning on student progression within the overall programme, and the provision of reassessment opportunities is made clear in the student programme handbook and approved at the approval event.
- 1.69 Where the Learning & Teaching Committee accepts that, for PSRB reasons, credit for WBL/PL is not allowed to be integrated into the credit required for the award, general placement credit is awarded and recorded on the student's transcript.
- 1.70 Where there is no PSRB requirement preventing it, the full spectrum of assessment marks is used for the assessment of WBL (i.e. not pass/fail – See Regulation 3.10.)

Chapter 2 –Admissions and Recognition of Prior Learning

Introduction	14
Principles of Admission	14
General Entry Requirements	14
English Language Requirements	15
Recognition of Prior Learning (RPL).....	15
Recognition for Credit.....	16
Admission with Prior Learning.....	17

Chapter 2

Admissions and Recognition of Prior Learning

Introduction

- 2.1 This Chapter governs the admission of students to all programmes of study leading to the University's academic credit and awards, except for Research Degrees and Doctoral Programmes, which are covered in Chapter 4.

Principles of Admission

- 2.2 There is an expectation that students admitted to programmes of study are able to achieve the learning outcomes of the programme and meet the requirements for the award.
- 2.3 In considering applications for admission to a programme of study, evidence is sought of personal, professional and educational qualifications and/or experiences that provide indications of an applicant's capacity to successfully complete the programme.
- 2.4 To support the admission of students from wide and diverse backgrounds, UWS considers a range of additional contextual indicators as a means of assessing applicants' suitability for entry to programmes, for example, applicants who have care experience; applicants who live in priority postcode areas such as Scottish Index of Multiple Deprivation 20/40; applicants who are progressing from Schools for Higher Education or similar; and applicants who have successfully completed access and participation programmes. (See Admissions procedure).
- 2.5 Applicants whose qualifications do not conform to the general entrance requirements but who presents other evidence which demonstrates personal educational advancement and an aptitude for academic study at the SCQF level concerned may be admitted to programmes of study at the discretion of the University. (See Recognition of Prior Learning (RPL) below).

General Entry Requirements

- 2.6 All applicants are expected to be proficient in Mathematics and English language as indicated by programme specific admissions criteria. (See Regulation 2.10).
- 2.7 The University's general entry requirement for admission to a programme of study at degree level (SCQF level 9) is passes in the Scottish National Qualifications in five subjects, including three at Higher level subjects or other academic, vocational or professional qualifications that are equivalent.

- 2.8 The University's general entry requirement for admission to a taught postgraduate programme is an undergraduate degree. Some Masters programmes require at least an Upper Second Class (2:1) degree and some specify the relevant subject required.
- 2.9 The University's general entry requirements for admission to CertHE/DipHE and Graduate Certificates and Diplomas are considered in accordance with the qualification descriptors and equivalencies in the Scottish Credit and Qualifications Framework.
- 2.10 In addition to the above, programme documentation sets out appropriate requirements for specific prior qualifications and/or experience, and any competitive entry requirements. The University's equality and diversity procedures and guidance apply, and equivalent qualifications and/or experience are accepted in place of those specified. Professional, Statutory and Regulatory Bodies (PSRBs) may set particular entry requirements, for example, for Protection of Vulnerable Groups.
- 2.11 The University assesses potential applicants' entry qualifications and their suitability for individual programmes of study in accordance with the Admissions procedure. The University subscribes to other national qualification recognition bodies which provides definitive information on the comparison of international qualifications in relation to those of the UK. (See RPL below)

English Language Requirements

- 2.12 For all programmes of the University, except for International Foundation, research and doctoral programmes, a minimum International English Language Testing System (IELTS) comparable score of 6.0 or above (with a minimum of 5.5 in each component) is acceptable as evidence of proficiency in English. The programme specification outlines the English language requirements for the International Foundation Programme. Students may be offered a programme of study that includes pre-sessional English language training in addition to their formal academic programme. Chapter 4 sets out the requirements for English Language for Research Degree and Doctoral programmes.

Recognition of Prior Learning (RPL)

- 2.13 Appropriate learning, wherever acquired, provided that it has been subject to reliable and valid methods of assessment, is accepted for the purpose of gaining academic credit towards an award of the University.

This includes:

- Accreditation of Prior Learning (APL)
APL refers to certificated learning of full or part completion of academic qualifications for which there is an agreed, general credit rating or recommendation,
- Accreditation of Prior Experiential Learning (APEL)
APEL is defined as learning that has its source in experience, for example at work or in the community.

2.14 The assessment of APEL is carried out by the University.

2.15 All claims for APEL are double marked.

2.16 APEL assessments are open to external examination and confirmation by School Assessment Boards (see Regulation 3.44) on the same basis as the formal assessment and examination of students.

2.17 Detailed information on the University's APL arrangements and procedures is available in the University's RPL Handbook.

Recognition for Credit

2.18 Recognition for credit is defined as the process where a judgement about the extent to which qualifications or experience is accepted in partial fulfilment of the University's requirements for an academic award.

2.19 Students are expected to build on or broaden prior learning. Recognition for credit up to the maxima stated in Regulation 2.22 is only applied when that programme broadens or develops the learning that the student has already acquired. This includes prior credit gained through successful completion of UWS programmes and modules.

2.20 Students are not allowed to use the same credit towards more than one qualification as this would constitute double counting of credit.

2.21 Where credit has been gained at the University, current or former students are allowed to transfer credit greater than that allowed in paragraph 2.22 below, in the following circumstances: to enable completion; the learning is current; they are continuing on the programme previously studied; or, where this is not possible, there is a direct 'fit' between prior and current study.

- 2.22 Where credit has been gained external to the University a maximum of half the credit points required at the SCQF level at which the applicant wishes to complete the programme of study with an academic award is awarded through RPL. Imported credit is directly relevant to students' proposed programme of study.
- 2.23 As RPL is not graded, it is not imported into a programme at Honours SCQF level 10.
- 2.24 Normally, the following maxima for importing credit to postgraduate awards applies:
- Postgraduate Certificate 30 points at SCQF level 11;
 - Postgraduate Diploma 60 points at SCQF level 11;
 - Masters Award 120 points at SCQF level 11;
 - Doctor of Business Administration 120 points at SCQF level 11; and
 - Professional Doctorate 120 points at SCQF level 12.
- 2.25 Prior to an admission direct to the dissertation stage of a Masters or MBA programme, the relevant Admissions Officer considers the following:
- the appropriate research underpinning to carry out the dissertation;
 - the equivalence of core modules or learning outcomes;
 - the need to consult with relevant subject experts to establish if appropriate underpinning is in place and academic guidance on what additional modules might need to be taken;
 - the title of the University award in relation to the prior study taken at another institution;
 - the availability of resources for dissertation supervision.

Admission with Prior Learning

- 2.26 Applicants who have successfully completed a programme of certificated learning at a recognised UK awarding institution are considered for admission with credit, at an appropriate point on the programme of study for which entry is being sought.
- 2.27 An offer for direct entry to SCQF level 8 of a programme is normally on condition that the applicant holds 120 credit points at SCQF level 7. Applicants holding an HNC of 96 credit points are admitted with advanced standing.

- 2.28 An HNC, three Advanced Highers, or three A Levels are considered equivalent to SCQF level 7. Where there is an agreement to admit to SCQF level 8 of a programme, 120 points at SCQF level 7 are entered as prior learning into the transcript.
- 2.29 As qualifications such as:- Scottish Baccalaureate; International Baccalaureate; European Baccalaureate; Diplome Universitaire de Technologie; or qualifications considered comparable, vary in volume and SCQF level of credit, they may not comprise the 120 credit points normally required for direct entry to SCQF level 8. Therefore, direct entry to SCQF level 8 may require completion of an additional module.
- 2.30 Credit awarded for RPL is entered onto academic transcripts.
- 2.31 An offer for direct entry to SCQF level 9 of a programme is normally on condition that the applicant holds 240 points, at least 100 points of which are at SCQF level 8 or above.
- 2.32 The maximum credit awarded for a first degree towards a subsequent non-related degree is 120 points at SCQF level 7 plus 60 points at SCQF level 8.
- 2.33 Students are not allowed to count credit from a first degree towards a lower SCQF level qualification, e.g. DipHE.
- 2.34 When incorporated into a programme of study, prior credit does not carry a grade or mark. Therefore, awards with distinction cannot be granted where credit is transferred in at SCQF levels 7-9 or SCQF level 11. This is made clear to applicants at the time of admission (see Regulation 3.26).
- 2.35 Where students have been admitted with prior learning, minor differences in credit points (up to 5 credit points) (see Regulation 1.19) are tolerated and added to the transcript at the point of admission.
- 2.36 Students are allowed to import credit from a partially completed postgraduate programme of study in line with the maxima allowed (see Regulation 2.24), provided it is directly relevant to the student's proposed undergraduate programme.

Chapter 3 –Assessment

Academic Standards	20
Equity of Assessment.....	20
Anonymous Marking.....	20
Module Descriptors	20
Programme Specifications	20
Module Pass	21
Progression	21
Award	22
Formal Examination	22
Marking and Grading.....	22
Classification of Honours Degrees	23
Award of Distinction.....	24
Intermediate Awards	24
Aegrotat Awards.....	24
Posthumous Awards	24
Joint and Dual Awards (collaboration).....	24
Compensation for Marginal Failure	25
Fit to Sit and Extenuating Circumstances.....	25
Reassessment and Reattendance	26
School Assessment Boards	26
School Board of Examiners.....	27
Academic Integrity.....	27
Re-admission	27

Chapter 3

Assessment

Academic Standards

- 3.1 Assessment that is related to credit and/or to awards of the University demonstrates the achievement by students of the relevant academic standards.
- 3.2 The academic standards of the University are as stated in the learning outcomes of modules and programmes of study, as set out in the relevant module descriptors and programme specifications.

Equity of Assessment

- 3.3 All students registered for a module are subject to the application of the same academic standards, rules and procedures with respect to assessment and reassessment, irrespective of the programme of study or mode of delivery on which they are enrolled. (See Regulation 3.35 for compensation).

Anonymous Marking

- 3.4 Procedures for anonymous marking are outlined in the Assessment Handbook and are used in all assessments except where the nature of the assessment itself renders anonymity impossible to achieve, for example, in placement observations, presentations or practical assessment.

Module Descriptors

- 3.5 Module Descriptors specify the learning outcomes for each module. They describe the range and type of components of assessment and a mechanism of assessment for deciding whether a student should be awarded a pass in the module.

Programme Specifications

- 3.6 Programme Specifications for each programme specify the aims of the programme, a mechanism for deciding how the associated qualification(s) are awarded, and the requirements for progression from one SCQF level of the programme to the next.
- 3.7 Programme Specifications define which modules are core or optional.
- 3.8 Passes in core modules are necessary to meet the requirements for progression and award (except for Combined Studies exit award – see Regulation 1.55).

Module Pass

- 3.9 A pass is achieved in a module, and the credit is gained when the School Assessment Board has awarded:-
- In SCQF levels 7-10, a grade of C or above, and an aggregate mark of at least 40%, with no component of assessment lower than 30%. Where there is a single component of assessment in a module the pass is 40%;
- Minimum component thresholds apply to compensated passes.
- In SCQF levels 11-12, a grade of B2 or above, or an aggregate mark of at least 50%, with no component of assessment lower than 40%. Where there is a single component of assessment in a module the pass is 50%.
- (See Regulation 3.18 for marking and grading)
- 3.10 Where specifically validated, some modules do not have marks or grades and are recorded as 'pass' or 'fail'. (See also Regulation 3.22)
- 3.11 Where a professional or accrediting body explicitly requires it (see Regulation 1.39) other criteria may be used for a pass in one or more modules. Full details of these criteria and the reasons for them are included in the programme specification and confirmed at validation and cross referenced to any relevant module descriptors.
- 3.12 A pass in one term is not allowed to be specified as a prerequisite for starting a module in the following term unless there is a PSRB requirement that is clearly outlined in the programme specification.

Progression

- 3.13 Progression is the transition from one SCQF level of a programme to the next. For progression between SCQF levels 7-8 and SCQF levels 8-9, students who have not gained passes in all modules may be allowed to progress to the next SCQF level of study ("progression with deficit") provided:
- they have gained at least 80 credits in the current SCQF level; and
 - they take the reassessment (or reattend the module while studying at the next SCQF level); and
 - they meet all prerequisites for the next SCQF level of study; and
 - they have taken the full set of modules as identified in the programme specification at their current SCQF level.
- 3.14 Students may be allowed to progress from SCQF level 9 to SCQF level 10 ("progression with deficit") provided:
- they have gained at least 100 credits at SCQF level 9; and

- they meet all prerequisites for study at SCQF level 10; and
- they have taken the full set of modules as identified in the programme specification at SCQF level 9.

Award

- 3.15 A School Board of Examiners grants awards to students who have met the requirements for the award as outlined in the programme specification (see Regulation 1.13).
- 3.16 No award is granted without the approval of the External Examiner appointed to the School Board of Examiners (see Regulation 3.47).

Formal Examination

- 3.17 Where a formal examination is specified in the approved module descriptor as a final summative assessment for a module, this takes the form of a single paper of either 2 or 3 hours duration.

Marking and Grading

- 3.18 All student work that contributes to a module mark and grade is assessed according to the following standard marking and grading scheme. Grade points are then allocated automatically as follows:

Grade	Numerical Range	Grade Points
A1	90-100	4.0
A2	80-89	3.5
A3	70-79	3.0
B1	60-69	2.5
B2	50-59	2.0
C	40-49	1.5
D	30-39	1.0
CP	35-39 compensated pass	1.0
E	1-29	0.5
N	0	0

- 3.19 The UWS Marking and Grading Scheme provides grade descriptors at undergraduate and postgraduate SCQF levels.

Classification of Honours Degrees

- 3.20 The minimum criterion for the award of an Honours degree is a grade C or above in each of the modules studied at SCQF levels 9 and 10 according to the programme specification and subject to the credit minima outlined in Regulation 1.19. Where a programme enables a student to take a module from other SCQF levels as part of the programme of study at SCQF Level 9 or 10, these are treated as if they are at SCQF level 9 or SCQF level 10 module respectively when calculating the classification.
- 3.21 Normally, degree classifications are determined by the higher of:
- The average of all 120 credit points studied at SCQF level 9 (weighted (33.3%) plus all 120 credit points studied at SCQF level 10 (weighted 66.7%);
- or
- The average of all 120 credit points studied at SCQF level 10; where modules are weighted according to their credit value.
- and, in either case;
- if the average as calculated above falls within 2 percentage points (out of 100) of a higher classification boundary, and at least half of the credit points studied at SCQF level 10 are in the higher classification, students are awarded the higher classification.

Classification of Honours Degrees

First class	Average mark of 70% or above	OR Average mark of at least 68% and at least half of the credits in the final year stage (SCQF level 10) at grade A
Upper second class	Average mark of 60% or above	OR Average mark of at least 58% and at least half of the credits in the final year stage (SCQF level 10) at grade B1 or better
Lower second class	Average mark of 50% or above	OR Average mark of at least 48% and at least half of the credits in the final year stage at grade B2 or better
Third class	Average mark of 40% or above	

- 3.22 Modules using Pass/Fail grades are excluded from the calculation of the Honours classification. If there is any imported credit at SCQF level 9, including credit gained during student exchange or study abroad, the calculation of Honours classification is based on SCQF level 10 study only.
- 3.23 The calculation of Honours is based on the modules taken at SCQF levels 9 and 10 as outlined in the programme specification. This is a minimum of 90 credits at SCQF level 9 or above, and a minimum of 90 credits at SCQF level 10.

- 3.24 Where a student has a resit or a reattend in one or more modules, then the resit/reattend mark stands on the transcript but a mark of 40% and grade C for those modules is used in the calculation of the classification of the Honours award. Where students have a compensated pass, this is recorded on the transcript and a mark of 40% for those modules used in the calculation of the classification of the Honours award (see Regulation 3.35).

Award of Distinction

- 3.25 For awards other than Foundation programmes, Graduate Certificate, Honours (SCQF level 10), and Postgraduate Certificate, Distinction is awarded to students who meet the following criteria:
- A mean mark of 70% or above at their first attempt at the assessments comprising the SCQF award level (i.e. 120 credits or, for Masters, 180 credits), weighted according to credit value;
 - All credits at the SCQF level at which Distinction is being awarded were gained at UWS;
 - Pass/Fail grades in the final year stage (up to 40 credits) are excluded from the calculation.

Where students have a compensated pass in one or more modules, this is recorded on the transcript and a mark of 40% for those modules is used in the calculation of distinction (see Regulation 3.35).

- 3.26 Imported credit is not used for the calculation of distinction. (See Regulations 2.34 and 3.22).

Intermediate Awards

- 3.27 See Regulation 1.31-1.34 and 1.55 for intermediate awards.

Aegrotat Awards

- 3.28 Where the School Board of Examiners is satisfied that the student has demonstrated achievement in over half of the credit for the final stage and, but for illness or other valid cause would have successfully completed their programme, it may exceptionally grant an Aegrotat Award. Such an award is made without classification or distinction and only at the request of the student.

Posthumous Awards

- 3.29 Any of the above awards (3.27 - 3.28) may be made posthumously.

Joint and Dual Awards (collaboration)

- 3.30 The University of the West of Scotland participates fully in the decision making process with regard to assessment arrangements for joint awards.
- 3.31 The University of the West of Scotland School is responsible for School

Assessment Boards and School Board of Examiners.

- 3.32 Students enrolled on the programme are subject to the progression and award criteria that apply to the programme, and their assessments are considered at the appropriate point in each academic session.
- 3.33 A collaboration agreement may specify a dual award for the same set of assessments.
- 3.34 Further details and guidance on Joint and Dual awards is provided in the UWS Academic Quality Framework.

Compensation for Marginal Failure

- 3.35 Compensation is the 'permitting of a marginal failure to gain credit at specific academic SCQF levels up to a maximum of 60 credits, on the basis of good overall academic performance'. If, at SCQF levels 7-9, students have achieved a mark of between 35-39% (with no component mark lower than 30%) compensation is awarded for up to 20 credits at each SCQF level of study. The maximum compensation across a whole undergraduate programme is 60 credits. This does not apply to programmes or modules where PSRB requirements do not permit it. (See Regulations 1.38-1.39).

The underpinning principles are:

- Where PSRBs do not permit compensation, it is not applied;
- A compensated pass for up to 20 credits per level (SCQF 7-9) is applied to a marginal fail mark of between 35-39%;
- To achieve a compensated pass, the requirements for components of assessment for a module pass are applied (see Regulation 3.9);
 - no component of assessment lower than 30%;
 - in modules with both graded and pass/fail components, (compulsory) pass/fail components are passed;
- Compensation is only applied to SCQF levels 7-9, and only when students have met all the requirements for that SCQF level of study other than the module(s) to be compensated;
- Compensation is applied as an automatic academic decision, and is not discretionary;
- Full credit is given for a Compensated Pass;
- Where compensation has been applied, students have no right to resit/reattend to improve their mark (see Regulation 3.39).

Fit to Sit and Extenuating Circumstances

- 3.36 In submitting each piece of coursework or completing an examination or class-test, students confirm that they are 'fit to sit' the assessment and any

- mark achieved for that coursework, examination or class test stands.
- 3.37 If students' academic performance has been affected by extenuating circumstances and they do not want their submission to be marked they may withdraw it within 48 hours by completing an Extenuating Circumstances Submission (ECS). Refer to the Procedure for Completing an Extenuating Circumstances Submission.
- 3.38 If due to extenuating circumstances students are not able to complete assessment requirements, they are expected to complete an Extenuating Circumstances Submission (ECS) within 48 hours of the assessment deadline.

Reassessment and Reattendance

- 3.39 If modules have not been passed at the first attempt, students are normally allowed to be reassessed for the module. The forms of reassessment are normally the same as for the first attempt. Components that were passed at the first attempt are carried forward. If a module or component part has been passed or compensation has been applied, there is no right to reassessment for the purposes of improving a module mark.
- 3.40 All assessments and reassessments for a module occur within two years of taking the module. When a period of authorised interruption has been approved (see Regulations 1.56-1.57) the two-year assessment period is extended by the length of the authorised interruption.
- 3.41 Some programmes and modules do not permit reassessment. This is normally to meet requirements of professional, statutory or regulatory bodies. PSRBs may also have requirements related to reattendance.
- 3.42 The maximum number of attempts at assessment for a module is three for undergraduate (SCQF levels 7-10) and two for postgraduate (SCQF level 11- 12) (see Regulation 3.39). One further attempt is allowed when an extenuating circumstances submission (ECS) for one or more of these attempts meets the criteria of the Extenuating Circumstances Procedure subject to Regulation 3.40. An attempt is counted whether a submission of assessment is made or not, and an ECS submission counts as an attempt.
- 3.43 A reattend decision allows students the same number of attempts at assessment as if taking the module for the first time. Students are allowed to reattend a module only once. Previously passed components are carried forward.

School Assessment Boards

- 3.44 School Assessment Boards consider the performance of students registered for modules assigned to the Board by the Dean of School, and decide upon the confirmed marks and grades for students on each module. The membership and terms of reference of School Assessment Boards are in the Senate Committee Framework.

School Board of Examiners

- 3.45 School Board of Examiners decide the eligibility of students for progression between SCQF levels of study, and for awards of the University. The membership and terms of reference of the School Board of Examiners are in the Senate Committee Framework.
- 3.46 All students on a named programme of study are assigned to a specified School Board of Examiners.
- 3.47 Decisions of the School Board of Examiners that students are eligible for awards of the University at SCQF level 9 or above (or the highest SCQF level of award if that is below SCQF level 9) require the written consent of the relevant School Board of Examiners External Examiner.
- 3.48 External examiners are appointed in accordance with the criteria and procedures outlined in the UWS Academic Quality Framework.

Academic Integrity

- 3.49 All students are expected to uphold the principles of academic integrity as outlined in Chapter 5 of this Regulatory Framework. Breaches of academic integrity are investigated under the Code of Discipline for Students (Chapter 5).
- 3.50 All written coursework assignments are submitted in electronic format via the University's similarity detection software. This software searches the internet and assignment databases for matching text and is used in conjunction with other means of detection to analyse assessment submissions in all modules where text-based plagiarism may be an issue.
- 3.51 Marks which have been capped as a result of a decision by a Student Academic Integrity Panel are carried forward in subsequent attempts and are recorded on transcripts.

Re-admission

- 3.52 Students who have been deemed eligible for an award by the School Board of Examiners are not allowed to be readmitted to the same award at that SCQF level with a view to improving their marks, the eligibility for the award of distinction, or the classification of Honours.
- 3.53 If no credit has been awarded for a period of more than two calendar years. Students are treated as new applicants and go through the University's procedures for *Recognition of Prior Learning* to check on the currency of their learning. They are offered the most appropriate SCQF level of entry based on that learning.

Chapter 4 – Research Degrees

General Requirements	30
<i>Research Degrees</i>	30
<i>The Doctoral College.....</i>	30
<i>Programmes of Study.....</i>	30
<i>Creative Work.....</i>	31
<i>Group and Funded Projects</i>	31
<i>Concurrent Studies.....</i>	31
<i>University Code of Ethics and Guidelines for Ethical Practice in Research and Scholarship</i>	31
Application and Registration	32
<i>Categories of Registration.....</i>	32
<i>Research Degrees by Publication/Portfolio - Eligibility.....</i>	33
<i>Application for PhD by Publication (Retrospective).....</i>	34
<i>Application for PhD by Publication (Prospective)</i>	34
<i>Language Requirements</i>	34
<i>Modes of Study.....</i>	34
<i>Registration by Distance Mode</i>	35
<i>Periods of Registration</i>	35
<i>Changes in Registration</i>	36
<i>Confidentiality at Application Stage.....</i>	37
<i>Grounds for Confidentiality.....</i>	37
<i>External Collaboration.....</i>	38
Supervision.....	38
<i>Composition of the Supervisory Team</i>	38
<i>Appointment and Eligibility of Supervisors</i>	39
<i>Advisers</i>	39
<i>Changes in Supervision Arrangements.....</i>	39
Progress and Transfer	39
<i>General Requirements</i>	39
<i>Engagement with Studies.....</i>	39
<i>Internal Assessor</i>	40
<i>Progress Reports</i>	40
<i>Assessment of Progress and Potential.....</i>	41
<i>Transfer Event.....</i>	41
<i>Outcomes of Transfer Event</i>	41
<i>Progression from Taught to Research Component (DProf).....</i>	42
<i>Authorised Interruption of Study.....</i>	42
<i>Home Office Monitoring.....</i>	42
Submission of the Thesis/Portfolio	42
<i>The Candidate’s Responsibilities</i>	42
<i>The Thesis/Portfolio</i>	43
<i>Length of Thesis.....</i>	43
<i>Research Degrees by Publication/Portfolio</i>	44
<i>Amendment of a Thesis/Portfolio</i>	45
<i>Submission of thesis/portfolio against the advice of supervisors.....</i>	45
Examination Procedures	45
<i>General Requirements</i>	45
<i>Examination Procedures</i>	45

<i>Oral Examination/Viva</i>	46
<i>Examiners</i>	47
<i>Chairperson</i>	48
<i>Eligibility and Criteria for Appointment of Examiners for Research Degrees</i>	48
Examinations and Recommendations for Award	49
<i>Examination of the Thesis</i>	49
<i>Recommendations Following Examination</i>	50
<i>Examiners' Recommendations and Reports</i>	51
<i>Assessment for an MRes</i>	52
<i>Research Degrees by Publication</i>	52
<i>Posthumous Awards</i>	52
<i>Procedural and other Irregularities</i>	52
Re-examination	53
<i>General Requirements</i>	53
<i>Form of Re-examination and Recommendations</i>	53
Appeals, Plagiarism, Complaints and Copyright	54
<i>Academic Appeals</i>	54
<i>Academic Integrity</i>	54
<i>Complaints Procedure</i>	54
<i>Copies of the Thesis/Portfolio and Copyright</i>	55
Regulations for Higher Doctorates	55
<i>Awards</i>	55
<i>Applicants – Criteria</i>	55
<i>Eligibility</i>	56
<i>Preliminary Application</i>	56
<i>Preliminary Consideration</i>	56
<i>Full Application</i>	57
<i>Outcome</i>	57
<i>Reapplication</i>	58
<i>Appeals</i>	58
<i>Confidentiality</i>	58
<i>Honorary Doctorates</i>	58
Appendix 1	59
<i>Guidance on the Format of the Thesis</i>	60

Chapter 4

Research Degrees

General Requirements

Research Degrees

- 4.1 The degrees of Master of Research (MRes), Master of Philosophy (MPhil), Doctor of Business Administration (DBA), Professional Doctorate (DProf), Engineering Doctorate (EngD) and Doctor of Philosophy (PhD) shall be granted to registered research degree candidates who successfully complete an approved programme of supervised research.

The Doctoral College

- 4.2 The Doctoral College has been established by Senate to manage all matters relating to the registration, administration, supervision, assessment and progression of research and professional doctorate degree candidates, except as where otherwise provided for in the University's Regulations.
- 4.3 All matters relating to all doctoral candidates shall be dealt with in accordance with the procedures and notes of guidance issued periodically by the Doctoral College. The terms of reference and membership of the Doctoral College Board is included in the Senate Committee Framework.

Programmes of Study

- 4.4 Programmes of supervised research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners.
- 4.5 Each proposed programme of supervised research will be considered on its merits and without reference to the concerns or interests of any associated funding body (see Regulation 4.9).
- 4.6 In considering whether to approve an application for registration as a research degree or professional doctorate candidate, the Chair of the Doctoral College Board will require to be satisfied about the following:
- the suitability of the applicant concerned to undertake carry out research, including the applicant's qualifications;
 - the viability of the proposed programme of research;
 - the adequacy of the proposed supervision arrangements and their sustainability (see Regulation 4.56-4.66);
 - the adequacy and appropriateness of the facilities and resources available to support the proposed research;

Creative Work

- 4.7 Where an applicant for registration proposes to carry out a programme of work in which the person's own creative work will form, as a point of origin or reference, a significant part of the intellectual inquiry, the application for registration must set out the intended form of the final submission and of the final assessments. An applicant for registration may propose to carry out a programme of research leading to a research degree in which the principal focus will be the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts.

Group and Funded Projects

- 4.8 Where it is proposed that the work should form part of a larger group project, each application must clearly state how the proposed work shall in itself be distinguishable from the larger group project for the purposes of assessment and how it will be appropriate for the award being sought. The applicant must indicate clearly the specific contribution to be made and its relationship to the group project.
- 4.9 Where a proposed programme of supervised research forms part of a funded project, the terms of the funding must not work against the fulfilment of the objectives of the programme or the University's requirements for the award concerned (MRes, MPhil, DBA, DProf, EngD or PhD).

Concurrent Studies

- 4.10 A person registered for a research degree may be permitted to register for another programme of study concurrently, provided that either the research degree registration or the other programme of study is in the part-time mode and that the dual registration will not inhibit the student's undertaking the programme of supervised research.

University Code of Ethics and Guidelines for Ethical Practice in Research and Scholarship

- 4.11 All staff and students involved in research are required to comply with the University's Code of Ethics and Guidelines for Ethical Practice in Research and Scholarship.

Application and Registration

Categories of Registration

- 4.12 A person may apply for one of the following categories of registration:
- the degree of MRes only;
 - the degree of MRes with the intention to transfer to PhD (MRes/PhD);
 - the degree of MPhil only;
 - the degree of MPhil with the intention of transfer to PhD (MPhil/PhD);
 - exceptionally the degree of PhD direct where the candidate is considered to have appropriate research experience;
 - the degree of PhD by publication;
 - the degree of DBA only
 - the degree of DProf only
 - the degree of EngD only
- 4.13 The minimum requirements for an applicant for registration for the degree of MRes or MPhil or for the degree of MRes/MPhil with the intention of transfer to PhD shall be a first or second class honours degree of a university in the United Kingdom, or of an equivalent qualification.
- 4.14 Applications for registration from persons holding qualifications other than those specified in (Regulation 4.13) (above) shall be considered on their merits and in relation to the nature and scope of the programme of work proposed. Any person submitting an application in accordance with this regulation shall include in the application the names of two suitable persons whom the University may consult concerning the applicant's attainment and fitness to carry out research.
- 4.15 An applicant who does not hold the normally expected qualifications (see Regulation 4.13) must provide verifiable evidence of ability and background knowledge in relation to the proposed programme of supervised research. Details of professional experience, publications, written reports or other appropriate evidence of accomplishment should be submitted with the application.
- 4.16 Direct registration for the degree of PhD may also be approved, at the discretion of the University of a person who holds an MRes/MPhil degree of a United Kingdom University, or an MRes/MPhil degree of equivalent standard of a non-UK University, provided that the MRes/MPhil degree is in a subject area which is appropriate to the proposed programme of work.

- 4.17 Exceptionally, direct registration for the degree of PhD may also be approved, at the discretion of the University of a person who, although not the holder of an MRes/MPhil degree, is the holder of an exceptionally high quality honours degree or taught master's degree (or equivalent) in an appropriate discipline, AND who has appropriate research experience at postgraduate level which has resulted in significant peer-reviewed publications, and where verifiable evidence of accomplishment is supplied.
- 4.18 Direct registration for the degree of DBA, EngD or DProf is subject to the approval at the discretion of the University of a person who holds an appropriate Master's degree or equivalent from a UK University and is in appropriate professional employment or has verifiably granted access to an appropriate professional setting.

Research Degrees by Publication/Portfolio - Eligibility

- 4.19 The University provides two routes to the award of PhD by Research Publication/Portfolio; candidates may either submit a portfolio of retrospective work, or may work prospectively towards a PhD award by pursuing a publication strategy instead of a traditional thesis-based submission.
- 4.20 Candidates pursuing the retrospective route must be members of academic staff who have completed any probationary period, or alumni of the University of the West of Scotland. Staff from UWS partner¹ organisations at the date of application for registration is eligible to apply.
- 4.21 For the retrospective route candidates should be active researchers in their field of expertise and they should submit material published not more than ten years prior to the date when they are given permission to register for the degree.
- 4.22 For the prospective route candidates are registered for PhD by publication or MPhil/PhD and are expected to follow the standard application process. During their studies candidates are expected to publish several significant peer-reviewed research outputs along with the submission of an extended narrative (see Regulations 4.25 and 4.26), which draws together the published work into a single thesis.
- 4.23 Candidates will be allowed to register for the degree only with the approval of the Chair of the Doctoral College Board to which all applications must be made.

¹ A partner organisation will be one which has a formal agreement with the University as recorded in the Register of Collaborative Activities and Stakeholder Agreements.

- 4.24 Permission to register will not normally be granted to candidates who already possess a PhD.

Application for PhD by Publication (Retrospective)

- 4.25 The application should consist of:
- a) a list of the published outputs to be considered (minimum of 4) on which the proposal is based;
 - b) a preliminary statement giving details of where and when the work was carried out;
 - c) an outline of not more than 3,000 words of the contribution of the published output to the advancement of knowledge in the field of study;
 - d) a statement making clear the contribution of the candidate to the outputs included where the application is based on jointly published work.

Application for PhD by Publication (Prospective)

- 4.26 The application should consist of an outline of the proposed schedule of research publications contextualised by a coherent narrative. Where the application is based on work that will be jointly published a statement should be included making clear the contribution of the candidate to the outputs included.

Language Requirements

- 4.27 Where English is not the first language, applicants for a higher degree by research (all degrees listed in Regulation 4.12) must be able to satisfy the University of their competence in English with an overall IELTS comparable score of 6.5 or above with a minimum of 6.0 in each component.
- 4.28 All theses submitted in partial fulfilment of the University's requirements for the award of an MRes or MPhil or PhD, DBA, DProf, EngD and the oral examination, must be written, defended and conducted in English.
- 4.29 Exceptionally, permission may be given for a thesis to be presented in a language other than English and only when the subject matter of the research involves languages and related studies. In such cases this will be made clear on the student's transcript. The abstract must be in English.
- 4.30 Permission to present a thesis in a language other than English shall be sought at the same time as the application for registration.

Modes of Study

- 4.31 Candidates for degrees as set out in Regulation 4.12 may be registered on a full-time or on a part-time basis.

- 4.32 Students may apply to move between full-time and part-time modes of registration within the normal period of registration but may not be permitted to change status during the final year of the normal period of registration. Changes to registration status will be implemented with immediate effect, with relevant fee changes implemented at the beginning of the next year of study. The expected end date will be calculated on a pro-rata basis.

Registration by Distance Mode

- 4.33 A person proposing to carry out a programme of supervised research outwith the University may be registered as a research degree student on a Distance mode if:
- there is satisfactory evidence that the facilities available to the applicant within and outwith the University will meet the University's requirements; and
 - the arrangements for supervision enable frequent and substantial contact between the student and the supervisor(s) based in the University;
- 4.34 By enrolment, the student or the student's sponsor or host institution accepts responsibility for:
- the cost of any programme of related studies;
 - the cost of any English language courses required;
 - the cost of facilities such as email and computing;
 - all costs associated with the visit/s to the University and of the Viva examination;
 - the cost of any visit approved as necessary by the University of the West of Scotland to the host institution or workplace by the Lead Supervisor.

Periods of Registration

- 4.35 The normal and maximum periods of registration of research degree students shall be:

Degree		normal	maximum
MRes	Full Time	12 months	24 months
	Part Time	24 months	36 months
MPhil	Full Time	24 months	36 months
	Part Time	48 months	60 months
MRes/PhD, MPhil/PhD inc PhD Direct and PhD by prospective publication	Full Time	36 months	48 months
	Part Time	72 months	84 months
PhD by retrospective publication	Full Time	12 months	24 months
	Part Time		
DBA	Full Time	36months	48 months
	Part Time	48 months	60 months
DProf/EngD	Part time	48 months	84 months

- 4.36 It may be possible to complete a programme of study within a shorter time than the normal duration (listed in Regulation 4.35). The minimum duration of studies will be 2/3 of the normal period of registration, subject to the fees being paid to cover the normal duration.
- 4.37 A student may apply for an extension to the normal duration, justifying their request on academic grounds, but may not be registered for longer than the maximum period of registration. Students will be able to apply for one or more periods of extension up to a maximum of 12 months in total for full-time, or 24 months in total for part-time registration.
- 4.38 A student that exceeds the maximum period of registration and has their registration exceptionally extended shall be subject to an annual Completion Fee, as set and published annually in the Fee Schedule.
- 4.39 Periods of authorised interruption of studies will not be included in the period of registration (see Regulation 4.85).
- 4.40 Where an applicant has previously carried out research as a registered research degree student, a shorter period of registration than that required by Regulation 4.35, which takes account of all or part of the time already spent by the applicant on that research, may be approved.
- 4.41 Subject to a request supported with verifiable evidence, the chair of the Doctoral College may approve a 6-months extension to the maximum period of registration where a student, having completed a transfer to PhD, subsequently decides to submit their thesis to be examined for an MPhil qualification and has exceeded the maximum period of registration as listed in Regulation 4.35.

Changes in Registration

- 4.42 Where there is evidence that a programme of supervised research is proceeding exceptionally well, the period of registration may be shortened from that required by Regulation 4.35.
- 4.43 Where a research degree student is prevented, by verifiable medical reasons and other reasons outside of their control, from making progress with the programme of supervised research, the registration may be interrupted (See Regulation 4.85).
- 4.44 Any change in the programme of supervised research being carried out by a registered research degree student must be notified to the Chair of the Doctoral College Board. Approval must be obtained before the change is implemented for any substantial changes, including mode of study, interruptions, extensions, change of scope and change of supervisory arrangements.

- 4.45 Where a research degree student discontinues the programme of supervised research, the withdrawal of registration must be reported to the Chair of the Doctoral College Board.
- 4.46 Where the Chair of the Doctoral College Board considers that progress has been inadequate and that the research programme is unlikely to lead to a successful outcome within a reasonable time, registration may be terminated. (See Regulation 4.83).

Confidentiality at Application Stage

- 4.47 Where, because of the nature of the programme of supervised research or for other good cause, there is a need for a programme of research or thesis to remain confidential, approval for confidentiality should normally be sought at same time as the submission of the application for registration.
- 4.48 When the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made to the Chair of the Doctoral College Board immediately.
- 4.49 The period for which a thesis may remain confidential shall be agreed at the time of application.

Grounds for Confidentiality

- 4.50 An application for a thesis to remain confidential (see also Regulation 4.169) should only be made when the confidential nature of the candidate's programme of supervised research is such as to preclude the thesis being made freely available in the libraries of the University and of any collaborating establishment(s) and, in the case of a DBA, EngD, DProf or PhD thesis, the British Library.
- 4.51 The Chair of the Doctoral College Board in consultation with the Head of Business Innovation will only approve an application for confidentiality in order to enable protection of sensitive material and for the purpose of protecting intellectual property rights. The University will not approve confidentiality in order to protect research leads.
- 4.52 Approval will be given for the thesis to remain confidential for a maximum of two years, but exceptionally, the Chair of the Doctoral College Board may approve a longer period of confidentiality. Conversely, where a shorter period would be adequate, the Chair of the Doctoral College Board shall not automatically approve a two-year period.

External Collaboration

- 4.53 A programme of supervised research leading to the award of a research degree of the University may be carried out in collaboration with an appropriate external industrial, commercial, professional or research establishment.
- 4.54 Formal collaboration may involve the research degree student's use of facilities and other resources in the collaborating establishment, as well as the University.
- 4.55 The name of any proposed collaborating establishment(s) accompanied by a letter of support shall be submitted with the application for registration, from each collaborating establishment, except where collaboration is to be an integral part of the project concerned.

Supervision

- 4.56 Each registered research degree student shall normally have at least two but not more than three supervisors.
- 4.57 One Supervisor shall be designated as the Lead Supervisor with the responsibility for supervising the student on a regular and frequent basis. There will be a statement of an agreement at confirmation of registration between the Lead Supervisor and the student as to an appropriate specified frequency of contact.
- 4.58 For students studying on a distance-learning basis one member of the supervisory team or a designated adviser will normally be based in the student's local area.

Composition of the Supervisory Team²

- 4.59 The supervisory team shall include members with:
- a research degree equivalent to, or exceeding, the degree being supervised;
 - experience of supervision of at least one postgraduate research student to successful completion at a UK University;
 - experience of the Research Degree Regulations and procedures of the University of the West of Scotland.
- 4.60 At least one member of the supervisory team shall be experienced in research in the general area of the candidate's thesis and have experience as a specialist in the topic(s) to be investigated.

² Not all supervisors have to meet all the criteria, but the team as a whole needs to cover the criteria in 4.59

- 4.61 For research degrees by publication (retrospective) an adviser (corresponding to the 'Lead Supervisor' in the conventional PhD programme) from within the University will be appointed at registration to advise the candidate on the selection, coherence and quality of the portfolio of research work to be submitted and on the nature of the accompanying abstract and critical review. The research adviser will be an active researcher with PhD examining experience.

Appointment and Eligibility of Supervisors

- 4.62 It is the responsibility of the Dean of School or nominee to allocate a Lead Supervisor and other Supervisors and the proposed supervision arrangements must be submitted for approval with the application for registration. See Regulation 4.6.
- 4.63 Emeritus Professors, honorary and visiting appointees who are active in research in the field of study, recognised supervisors of the University and appropriate staff in partner organisations (see Regulation 4.59 footnote) as outlined in the collaborative/supervision agreement may be appointed to the supervisory team in line with the criteria in Regulation 4.59 above.
- 4.64 For Doctorate programmes that include a taught component, arrangements for supervision should be made in conjunction with the programme leader.

Advisers

- 4.65 In addition to the supervisors, an adviser or advisers may be appointed to contribute particular specialist knowledge or a link with an external organisation.

Changes in Supervision Arrangements

- 4.66 Approval must be obtained from the Chair of the Doctoral College Board for any changes in the supervision arrangements.

Progress and Transfer

General Requirements

- 4.67 The Doctoral College Board monitors progress and applications for transfer of registration via regular progress reports.

Engagement with Studies

- 4.68 A full-time research degree candidate shall normally be required to devote, on average, at least 35 hours per week to the programme of supervised research.
- 4.69 A part-time research degree candidate shall normally be required to devote, on average, at least 20 hours per week to the programme of supervised research.

- 4.70 Any person registered on a distance mode in accordance with this regulation shall be expected to engage in appropriate training, evaluation and progression events and to confirm the frequency and mode of contact with their Lead Supervisor. As part of the delivery of the research programme, distance students are expected to visit the University at least once a year for a period of intensive supervision.

Internal Assessor

- 4.71 Each research degree candidate shall be appointed an independent, Internal Assessor at the outset of the research component. The Internal Assessor will be appointed for the duration of the research programme and will assess student progress reports and the transfer of registration from MRes or MPhil to PhD at the review stage.
- 4.72 The Internal Assessor shall not be any member of the candidate's approved supervisory team and shall not be the Internal Examiner for the candidate. Recognised Supervisors of the University may be appointed as Internal Assessors.
- 4.73 The Internal Assessor is responsible for considering the submitted progression reports and discussing the candidate's progress at an annual panel review arranged by the Lead Supervisor.
- 4.74 The Internal Assessor will report to the Chair of the Doctoral College Board on the candidate's progress and continued registration.

Progress Reports

- 4.75 Students are required to submit progress reports in conjunction with their Lead Supervisor and to attend an annual progress panel interview which will be formally assessed.
- 4.76 Progress reports shall include:
- a review and discussion of the work already carried out; and
 - a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge.
 - comment on issues of ethical approval, attendance monitoring, skills training and personal development plans.
 - where the progress report includes an application for the transfer of registration by a student registered for MPhil only, the progress report shall be more substantial stating clearly the grounds for seeking the transfer of registration.

Assessment of Progress and Potential

- 4.77 Before approving the transfer of registration of an MPhil/PhD research degree student, or the progress of a DProf/DBA/EngD student, the Chair of the Doctoral College Board will need to be satisfied that:
- a) the student has made sufficient progress;
 - b) that the proposed future programme of research will provide a suitable basis for work at doctoral level; and
 - c) that the student is capable of pursuing the proposed future programme of research to completion.
- 4.78 In addition to considering the student's progress report (see Regulation 4.75), the transfer of registration includes an oral assessment as part of the evaluation of the case for a transfer. This oral assessment is conducted by an Internal Assessor. The Dean of School or nominee may also attend.
- 4.79 Where a student fails to satisfy the Chair of the Doctoral College Board of either progression and/or potential of the project, the student will have their registration confirmed to be MPhil or appropriate exit award. The student will receive feedback relating to the performance of the Transfer or Progress Event and will be given the opportunity to represent at a second Event within a maximum of 3 months.
- 4.80 If the Chair of the Doctoral College Board deems the progress and the potential of the project at the Transfer Event as satisfactory, the student will have their registration confirmed to be PhD.
- 4.81 Where, the Chair of the Doctoral College Board is dissatisfied with student progress, they may take such action as deemed necessary including, after investigation and consultation with the Dean or nominee of the relevant School, the withdrawal of the student's registration.

Transfer Event

- 4.82 Students who are registered as MRes/PhD or MPhil/PhD should transfer registration to PhD between 12 and 18 months for full time students and 24-36 months for part time students.

Outcomes of Transfer Event

- 4.83 The transfer event will include consideration of the progress report and an oral examination. Following the transfer event the Internal Assessor's report shall recommend:
- transfer of registration to PhD
 - continued registration for MPhil with submission within 6 months
 - a further and final transfer event within 3 months (this outcome will not be available after a second and final transfer event)
 - termination of registration (see Regulation 4.46)

See Regulations 4.71-4.74 for role of Internal Assessor in relation to transfer events.

Progression from Taught to Research Component (DProf)

- 4.84 The Chair of the Doctoral College Board will approve progression of candidates from the taught to research component after consideration of module performance.

Authorised Interruption of Study

- 4.85 A student registered in accordance with these regulations may be allowed a period of Authorised Interruption of Study of up to a maximum of 12 months, approved by the Lead Supervisor, relevant Dean of School or nominee, and the Chair of the Doctoral College Board or nominee, and may be re-admitted thereafter to complete the requirements for the award. (See Regulations 4.39 and 4.86).

Home Office Monitoring

- 4.86 The University may be required to use data collected to report to the Home Office on international students' attendance.

Submission of the Thesis/Portfolio

The Candidate's Responsibilities

- 4.87 It is the responsibility of the candidate to ensure that the thesis/portfolio is submitted in accordance with the procedures established by the Senate before the expiry of the period of registration. (See Regulation 4.35)
- 4.88 The submission of the thesis/portfolio for examination shall be at the sole discretion of the research degree candidate concerned. (See also Regulation 4.110).
- 4.89 Each candidate shall confirm, through a declaration incorporated in the thesis, that the thesis has not been submitted for a DBA, DProf, EngD or PhD or comparable academic award. Notwithstanding, a candidate shall not be precluded from incorporating in a thesis, covering a wider field, work which has already been submitted for a research degree, provided that it is clearly indicated, in the thesis, which work has been so incorporated and the extent of this work.
- 4.90 In cases where creative work forms part of the submission, it shall be clearly presented in relation to the argument of the written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the University's requirements. (See Regulations 4.92-4.110).
- 4.91 The student's final submission shall be accompanied by some permanent record of the creative work incorporated, where practicable, with the thesis.

The Thesis/Portfolio

- 4.92 The thesis submitted for examination will be checked using the University's plagiarism detection software by the Doctoral College and the similarity report will be shared with the examiners. See Appendix 1 for further guidance on the format of the thesis.
- 4.93 An abstract of approximately 300 words shall be included in the thesis, providing a synopsis of the thesis stating the nature and scope of the work carried out and, in the case of a thesis submitted in partial fulfilment of the University's requirements for the degree of PhD, DBA or DProf or EngD of the original contribution to knowledge of the particular subject.
- 4.94 The thesis shall include a statement of the candidate's objectives and shall acknowledge published and/or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 4.95 The thesis shall include a declaration by the candidate that it has not been submitted for another comparable academic award (See Regulation 4.89).
- 4.96 Where the candidate's programme of supervised research has been part of a collaborative group project (see Regulation 4.8), the thesis shall indicate clearly the candidate's individual contribution and the extent of the collaboration.
- 4.97 Any material published by the candidate in advance of the submission of the thesis must be referred to in the thesis and copies of all such published material must be included within the submission.

Length of Thesis

- 4.98 The text of a thesis in Science, Technology, Engineering and Mathematics should, excluding any ancillary data, should be of the following length:
- for the degree of MRes 15,000 words
 - for the degree of MPhil 20,000 words
 - for the degree of PhD 40,000 words
- 4.99 The text of a thesis in the all other disciplines should, excluding any ancillary data, should be of the following length:
- for the degree of MRes 20,000 words
 - for the degree of MPhil 40,000 words
 - for the degree of PhD 80,000 words
 - for the degree of DBA 60,000 words

- 4.100 Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition (see Regulation 4.7) the written thesis may be reduced by an appropriate proportion but should not be less than 40,000 words.
- 4.101 The DProf and EngD shall comprise of a thesis not exceeding 50,000 words or a report and portfolio. The report will normally be between 10,000 and 20,000 words and will demonstrate advanced and systematic knowledge and skills in the candidate's chosen area. The report must show how the portfolio submitted forms a contribution to the creation and interpretation of new knowledge and must be set in the context of current understanding in the field.
- 4.102 For the PhD by publication/portfolio, the portfolio of published work should be no more than 100,000 words (see Regulations 4.105 and 4.106).

Research Degrees by Publication/Portfolio

- 4.103 Candidates following the retrospective route shall submit within twelve months of the date of registration.
- 4.104 Candidates following the prospective publication route will adhere to the general requirements for registration as outlined in Regulation 4.12- 4.18.
- 4.105 The submitted portfolio must add up to a substantial and coherent body of work which would have taken a diligent student the equivalent of three years of full-time study to accomplish, which makes a significant and original contribution to knowledge in, or understanding of, the candidate's field of study, and which is of a scholarly standard expected of a candidate who submits and is granted a PhD.
- 4.106 The submitted portfolio must consist of:
- a) all items of work on which the application is based,
 - b) an introductory section of 10,000 words (see separate Guidance on the format of the portfolio of works),
 - c) where jointly authored works are included a declaration must be attached indicating the role of the candidate and where possible this statement should be endorsed by co-authors,
 - d) an abstract of approximately 300 words.

The total submission, including the introductory section should not normally exceed 100,000 words.

Amendment of a Thesis/Portfolio

- 4.107 Following the submission of a thesis/portfolio for assessment and examination, the thesis/portfolio (including a change of title) shall only be amended as required or agreed by the examiners.
- 4.108 Any candidate who makes any unauthorised amendment, addition or deletion in a thesis/portfolio either before or after the candidate's oral examination may, at the discretion of the University, be deemed to have rendered the assessment and examination null and void and, where applicable, shall not be granted the degree recommended by the examiners.
- 4.109 It shall be the responsibility of a candidate's Lead Supervisor to ensure that no unauthorised changes have been made in the thesis/portfolio following its final submission and before it is deposited in the University's permanent archive.

Submission of thesis/portfolio against the advice of supervisors

- 4.110 It is the candidate's right to proceed with the submission even against the advice of the supervisors. Conversely, a candidate should not assume that the supervisors' agreement to the submission of the thesis guarantees the award of the degree for which it is submitted (see Regulation 4.88).

Examination Procedures

General Requirements

- 4.111 The examination of a candidate shall be in two stages:
- the examination of the thesis/portfolio;
 - the candidate's defence of the thesis/portfolio by an oral or approved alternative examination.

For MRes and where MRes/PhD transfer does not apply, the examination shall be by thesis only (see Regulation 4.148 for exceptional use of a viva/oral examination for MRes).

- 4.112 All candidates will be offered the opportunity to participate in a mock viva, in preparation for their formal examination.

Examination Procedures

- 4.113 No examination of a research degree candidate shall be held until the arrangements, including the appointment of examiners and Chairperson, have been approved in accordance with these Regulations.
- 4.114 Each candidate shall be informed of the procedure to be followed for the submission of the thesis and of any conditions to be satisfied before the candidate may be presented for examination.

- 4.115 It is the responsibility of the Lead Supervisor to propose to the relevant Dean of School the arrangements, including nominating the examiners, for the examination of a research degree candidate for recommendation to the Chair of the Doctoral College Board for approval at least three months before the expected date of the examination.
- 4.116 The Chair of the Doctoral College Board or nominee shall confirm to the candidate and the examiners the date of the oral examination (see Regulation 4.117) and shall send to each examiner a copy of the thesis and of the University's Regulations and procedures, and shall ensure that all the examiners are fully briefed on their duties and responsibilities. (See Regulation 4.134).

Oral Examination/Viva

- 4.117 The oral examination of a research degree candidate may be held in person on campus or remotely. The quality and rigour of the examination must be maintained regardless of the format.
- 4.118 Exceptionally, approval may be given by the Doctoral College Chair/Deputy Chair for the oral examination to be held off campus without the use of technology.
- 4.119 At the candidate's request one supervisor may attend the oral examination in the role of an observer and will withdraw prior to the deliberations of the examiners on the outcome of the examination and their recommendation to the University.
- 4.120 Where for reasons of sickness, disability or comparable valid cause the University is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that a candidate's knowledge of the language in which the thesis is presented is inadequate.
- 4.121 By attending the oral examination/viva, the candidate is confirming that they are 'fit to sit' the examination, and that the outcome of the examination should stand.
- 4.122 If a candidate feels that their academic performance has been affected by extenuating circumstances and they are not in a position to attend the oral examination they should complete an on-line extenuating circumstances statement for PGR students prior to the start of the planned examination. An extenuating circumstances statement cannot be submitted after the examination.

- 4.123 The Chair of the Doctoral College Board must declare the examination null and void, appoint new examiners and arrange a new assessment and examination if the independent chair report determines that due to misconduct of examiners and/or a student, an assessment and examination process has not complied with University regulations (see Regulation 4.153). In any such case, the joint examiners report and/or outcomes of any student appeal is taken as additional evidence to support the decision.
- 4.124 A candidate for a research degree shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner(s) between their appointment and the holding of the oral examination.

Examiners

- 4.125 Each research degree or doctoral candidate shall be examined by at least two, but normally not more than three, examiners (subject to the requirements of Regulations 4.137-4.138 and 4.160) of whom at least one shall be an external examiner. Recognised Teachers (RTUs) and Recognised Supervisors (RSUs) of the University may not be appointed as external examiners.
- 4.126 An internal examiner is not any member of the candidate's approved supervisory team or the candidate's Internal Assessor (see Regulation 4.72). The internal examiner must be a member of staff, a Recognised Supervisor of the University, or Emeritus Professor, and experienced in examination of research degrees.
- 4.127 Where the candidate to be examined and the internal examiner are members of the permanent staff of this University, a second external examiner should be appointed. Any person who is employed by the University on a short, fixed term contract, such as a research assistant, shall be exempt from the requirement that a second external examiner be appointed.
- 4.128 The examination team should be selected to ensure that the whole breadth of experience, knowledge and skills required is represented. In relation to practice-based studies, at least one of the examining team must demonstrate a track record of examining such studies.

Chairperson

- 4.129 A non-examining Chairperson shall be appointed by the School and approved by the Chair of the Doctoral College Board to convene the oral examination and to report on the agreed recommendations of the examiners to the Doctoral College Board. The Chairperson will be responsible for the following:
- Approving the format and location of the oral examination;
 - Conducting the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
 - Assisting the examiners to reach a consensus; and
 - Arranging for the joint examiner report stating the recommendation of the examiners and submitting this along with the preliminary examiners' reports and the Chair's report on the conduct of the viva to Doctoral College immediately after the viva.
- 4.130 The Chairperson will be an academic member of staff (including Emeritus Professors) or a Recognised Supervisor of the University, or a Recognised Teacher of the University, with knowledge of the University's Research Degree Regulations. The Chairperson shall:
- be an active researcher with experience of examining research students;
 - be independent of the student's work.
- 4.131 If none of the examiners is a member of UWS academic staff, the non-examining chair of must be a current member of academic staff of the University.

Eligibility and Criteria for Appointment of Examiners for Research Degrees

- 4.132 The University's normal requirements for the appointment of examiners for Research Degrees are as follows:
- The examiner should be experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialist in the topic(s) to be examined.
 - Where the external examiner is inexperienced in the examination of postgraduate research students, an additional external examiner with knowledge of standards expected for a higher degree by research in the UK shall be appointed.

To ensure the independence of external examiners each external examiner shall:

- be independent of the University and of any establishment(s) who hold formal partnership agreement with the University and shall not have acted previously
- as the candidate's supervisor or adviser;
- not be either a supervisor of another candidate or an external examiner on a taught programme in the same School of the University during the academic year of the examination;
- not have been a member of staff of the University during the past three years;
- not have acted as an external examiner of research degree candidates in the relevant School within the previous 12 months.

For taught doctoral programmes, an external examiner is normally appointed for 24 months and carries out a maximum of sixteen examinations within this period. There should be a 12 month break between each 24 month appointment.

The UWS Academic Quality Framework provides further reference points in relation to impartiality and avoidance of conflict of interest in the appointment of external examiners.

- 4.133 Examiners and independent Chairperson will have experience of DBA, DProf or PhD study, including their own completion of a DBA, DProf, EngD or PhD or supervision of PhD or doctoral students.

Examinations and Recommendations for Award

Examination of the Thesis

- 4.134 Each examiner shall assess the thesis in advance of the oral examination and submit an independent report to the independent Chairperson at the completion of Viva Voce examination (see also Regulation 4.120).
- 4.135 Every candidate submitting a thesis for examination shall have a right to defend the submitted work in the oral examination. Suspected breaches of academic integrity require the conclusion of the academic integrity or disciplinary process before a thesis progresses to oral examination (see Student Academic Integrity Procedure).
- 4.136 Submission of the thesis will be considered as a submission for examination and following Viva Voce examination the Joint Examiners' Report will make one of the recommendations under Regulation 4.137.

Recommendations Following Examination

- 4.137 Following the completion of the assessment and examination of a research degree or doctoral candidate, the examiners may recommend:
- **Unconditional pass** - the candidate be granted the degree for which examined;
 - **Pass with minor corrections** - the candidate be granted the degree for which examined, subject to minor amendments being made to the thesis or portfolio within 3 months (see Regulation 4.138 below);
 - **Pass with major corrections** - the candidate be granted the degree for which examined, subject to major amendments being made to the thesis or portfolio within 6 months (see Regulation 4.138 below);
 - **Re-examination oral only** - the thesis is satisfactory but the candidate must undergo a further oral examination (see Regulations 4.159-4.167) within 2 months. This shall be deemed to be part of the first examination of the candidate;
 - **Re-submit thesis, no oral examination** - the candidate be permitted to re-submit for the degree and be re-examined, without an oral examination (see Regulation 4.154-4.162) within 12 months;
 - **Re-submit thesis with oral examination** the candidate be permitted to be re-examined, with an oral examination (see Regulation 4.154-4.162) within 12 months;
 - **Fail** - the candidate not be granted the degree for which examined and be not permitted to be re-examined (see Regulations 4.141-4.142);
 - **Change of award** in the case of an examination for the degree of PhD, the candidate be granted the degree of MPhil subject to the presentation of the thesis being amended to the satisfaction of the examiners. Minor corrections to be submitted within 3 months and major corrections within 6 months.
- 4.138 The examiners should indicate informally to the candidate at the completion of Viva Voce examination the recommendations they propose to make on the result of the examination (see above) but they shall make it clear to the candidate that the final decision rests with the University.
- 4.139 Where the examiners are not unanimous in their recommendations, the University may:
- accept a majority recommendation provided that the majority recommendation is made by at least one external examiner;
 - accept the recommendation of the external examiner(s);
 - appoint an additional external examiner.

- 4.140 An additional external examiner appointed in accordance with Regulation 4.139 above shall prepare an independent report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. That examiner shall not be informed of the recommendations of the other examiners.
- 4.141 The examiners shall not recommend that a candidate fail outright at first attempt (see Regulation 4.137 (**Fail**)) without oral re-examination or re-submission of thesis without oral examination or re-submission of thesis with oral examination (see Regulation 4.137).
- 4.142 Following oral re-examination or re-submission of thesis without oral examination or re-submission of thesis with oral examination, where the University determines that the degree be not granted (see Regulation 4.137 (**Fail**)), the examiners shall prepare an agreed statement of the identified deficiencies and the reason for their recommendation to be forwarded to the candidate.

Examiners' Recommendations and Reports

- 4.143 Following the oral examination, the examiners shall submit a joint report and recommendation relating to the award of the degree to the Chairperson for the attention of the Chair of the Doctoral College Board within two weeks of the Viva.
- 4.144 Where they are not in agreement, submit separate reports and recommendations to the Chairperson for the attention of the Chair of the Doctoral College Board.
- 4.145 The decision as to whether to accept the reports and recommendations of the examiners of a research degree candidate and to forward those recommendations concerning the award of the degree of MRes, MPhil, DProf, DBA, EngD or PhD, as appropriate, to the Senate shall rest with the Chair of the Doctoral College Board.
- 4.146 All formal communications by the examiners at each stage of the assessment and examination process must be sent to the Doctoral College.
- 4.147 The joint recommendation made by the examiners submitted following the oral examination should provide sufficiently detailed comments on the scope and quality of the programme of supervised research carried out by the candidate to enable the Doctoral College Board to satisfy itself of the basis of the recommendations (see Regulation 4.137).

Assessment for an MRes

4.148 Exceptionally and where MRes/PhD transfer does not apply, examiners for the award of the degree of MRes may recommend that a viva or oral examination is held. (See Regulation 4.111). The nominated internal examiner shall inform the University of the recommendation to hold a viva and the reasons for this recommendation. Following approval of the recommendation by the Chair of the Doctoral College Board, the procedures outlined in Regulations 4.134-4.142 shall apply.

Research Degrees by Publication

4.149 Each candidate will be examined by at least two examiners external to the University appointed according to the Regulations (4.132-4.133) pertaining to the conventional PhD route, an internal examiner may also be appointed. Co-authors, advisers or supervisors may not act as examiners.

4.150 The grounds for the award of PhD by research publications are the submission of a portfolio of published work judged satisfactory by the examiners and a satisfactory performance at an oral examination.

4.151 At the conclusion of the examination the examiners may recommend to the Chair of the Doctoral College Board that:

- the degree of PhD be granted;
- the degree of PhD be granted subject to amendments to the final report;
- the degree be not granted.

Posthumous Awards

4.152 The degree of MRes, MPhil, DBA, DProf, EngD or PhD may be granted posthumously on the basis of a thesis completed by a candidate which is ready for submission and where there is evidence that the candidate would have been likely to have been successful had the oral examination been held.

Procedural and other Irregularities

4.153 Where there is evidence of procedural or other irregularity in the conduct of the assessment, the Chair of the Doctoral College Board may declare the examination null and void with the appointment of new examiners, if necessary.

Re-examination

General Requirements

- 4.154 One re-examination may be permitted, subject to the following requirements:
- a candidate who fails to satisfy the examiners at the first examination including the oral or approved alternative examination (see Regulation 4.120), shall be permitted to be re-examined according to Regulation 4.141;
 - the joint examiners report from the first attempt shall provide the candidate, in accordance with the procedures established by the Senate, with written guidance on the deficiencies of the first submission; and
 - the candidate shall follow requirements for re-examination in accordance with the Regulation 4.137.
- 4.155 At its discretion, the University may appoint an additional external examiner for the re-examination.

Form of Re-examination and Recommendations

- 4.156 The form of re-examination shall be that approved by the University on the recommendation of the examiners at the first examination (see Regulation 4.137).
- 4.157 The examiners shall make one of the following recommendations provided for under Regulation 4.137:
- Unconditional pass
 - Pass with minor corrections
 - Fail; or
 - Change of award
- 4.158 The form of re-examination shall be essentially that required for a first examination, with the proviso that the examiners may not recommend a further examination be held (see Regulation 4.157). It should be noted that the Chair of the Doctoral College Board may require an additional external examiner to be appointed (see Regulation 4.153).
- 4.159 The detailed requirements for the form of the re-examination of a candidate must accord with Regulation 4.137.

- 4.160 Following completion of the re-examination of the candidate, the examiners may recommend:
- the candidate be granted the degree for which examined;
 - the candidate not be granted the degree for which examined;
 - In the case of an examination for the degree of PhD, the candidate be granted the degree of MPhil subject to the presentation of the thesis being amended to the satisfaction of the examiners.
- 4.161 The examiners may agree jointly, after examination of the resubmitted thesis, that the thesis is so deficient to render a second oral examination redundant, and may advise the Chair of the Doctoral College Board that they do not wish to proceed with the oral component of the re-examination. This will only occur when the thesis is so deficient that it cannot be corrected within the bounds of Regulation 4.137 **minor corrections**). The examiners shall detail the deficiencies in Joint Examiners' Final Report.
- 4.162 No re-examination in whatever form, shall be held without the approval of the Chair of the Doctoral College Board.

Appeals, Academic Integrity, Complaints and Copyright

Academic Appeals

- 4.163 An academic appeal is defined as a request to review a decision of an academic body charged with decisions on student assessment, progression and awards.
- 4.164 Refer to Chapter 6 of the Regulatory Framework for further information on Appeals procedures.

Academic Integrity

- 4.165 Students are required to uphold the values of academic integrity. Breaches of academic integrity are considered as academic misconduct.
- 4.166 Refer to Chapter 5 of the Regulatory Framework (Code of Discipline) for further definitions and procedures.

Complaints Procedure

- 4.167 All research students should consult the University's Complaints Handling procedure if they wish to raise a complaint regarding dissatisfaction within the standard of service, action or lack of action by or on behalf of the University. A copy of the University's Complaints Handling procedure can be accessed via the University website.

Copies of the Thesis/Portfolio and Copyright

- 4.168 Following the award of the degree of MRes, DBA, DProf, EngD, MPhil or PhD:
- one electronic copy of the thesis shall be submitted to the Doctoral College and the University's online repository;
 - in the case of a thesis submitted for the degree of DBA, DProf, EngD or PhD, an electronic copy shall be deposited in the British Library's Electronic Theses repository (EThOS).
- 4.169 Where, because of the nature of the research, approval has been given for the thesis to be treated as confidential (see Regulation 4.47-4.49), the thesis shall be deposited only with the Doctoral College with access restricted to those directly involved in the research until the expiry of the period of confidentiality.
- 4.170 Each copy of the thesis shall remain the property of the University, but the copyright of the thesis will remain with the candidate.

Regulations for Higher Doctorates

Awards

- 4.171 The University may award the following Higher Doctorates:
- Doctor of Letters (DLitt)
 - Doctor of Music (DMus)
 - Doctor of Science (DSc)
 - Doctor of Technology (DTech)

Applicants – Criteria

- 4.172 The applicant must have carried out work of the absolute highest distinction which evidences:
- a) substantial, original and outstanding contribution in scale and time to the advancement of knowledge or to the application of knowledge or to both;
 - b) that the applicant is demonstrably an internationally leading authority in the field(s) of study concerned; and
 - c) authoritative impact on the work of others, global reach and significance.
- 4.173 The contents of the submission must be in the English language unless specific permission to the contrary has been given by the University.

Eligibility

4.174 Current member of staff or graduates of the University are eligible to apply.

Preliminary Application

4.175 An applicant for a Higher Doctorate must make a preliminary application to Research Services.

4.176 An initial application must consist of:

- a) completed application form.
- b) proof of payment of the application fee.
- c) a pdf copy of the applicant's Curriculum Vitae.
- d) a pdf copy of the list of representative publications for consideration.
- e) a pdf supporting document of 5,000 words (minimum 11pt, single spaced), stating and demonstrating how the applicant meets the criteria for the award, including a signed full statement of the extent of the applicant's contribution to any of the work submitted which involves joint authorship or any other collaboration.

Preliminary Consideration

4.177 On receipt of a preliminary application for a Higher Doctorate, the Pro Vice-Chancellor (Research, Innovation & Engagement) as a Chair of the Research and Innovation Committee (RIC) will convene a Higher Doctorates Review Panel (HDP) to consider whether a *prima facie* case for proceeding to a formal examination of the submission has been established, taking whatever advice it shall deem to be appropriate.

4.178 Should HDP conclude that a *prima facie* case is not established, the applicant will be notified by the Research Services. In any such case, the University will retain 10% of the fee and the remainder will be returned to the applicant. There is no right of appeal in relation to the HDP decision.

4.179 If satisfied that a *prima facie* case has been established, HDP will nominate two External Assessors for current members of staff, or one External and one Internal Assessor for all other applicants. Each External and Internal Assessor will be required to make an independent report to the University. In the event of any disagreement between the Assessors, the University may appoint an additional External Assessor (see Regulation 4.187).

4.180 All appointed External Assessors shall be wholly independent of the University, have no declared conflict of interest with the applicant and their identities will not be disclosed to the applicant at any time.

Full Application

- 4.181 The applicant will be invited by Research Services to make a full application only if *prima facie* case has been established and once all the Assessors are appointed.
- 4.182 Following the invitation, the applicant will provide Research Services with two copies of the publications listed on the list of representative publications for consideration, preferably electronically or as e-links, or exceptionally as hard copies (see Regulation 4.176).
- 4.183 All submitted information during the Preliminary Application (see Regulation 4.176) will be submitted to the appointed Assessors at this stage for the purpose of producing Independent Assessor's Reports with their individual recommendations on the merits of the applicant's submission.
- 4.184 The Independent Assessor's Reports will be received and considered by the Research and Innovation Committee (RIC).
- 4.185 One copy of the submission shall remain the property of the University and shall be deposited in the Library unless the application is unsuccessful (see Regulation 4.190) in which case the copy of the submission shall be retained by Research Services only.

Outcome

- 4.186 If the appointed Assessors unanimously decide that the applicant's submission merits the award of a Higher Doctorate, as evidenced in the Independent Assessor's Reports, and this is endorsed by RIC at the next regular meeting, then Chair of R(C) shall forward the respective recommendation of the Assessors to the Principal and Vice-Chancellor (as the Chair of Senate and the Chief Executive of the University), and inform HDP.
- 4.187 If the appointed Assessors cannot reach a unanimous decision on the applicant's submission, as evidenced in the Independent Assessor's Reports, and this is endorsed by RIC at the next regular meeting, then Chair of RIC advises HDP to seek an additional External Assessor in order to arrive at a majority decision by the Assessors whether the applicant's submission merits the award of a Higher Doctorate or not. If, following this appointment, the majority decision is that the applicant's submission merits the award of a Higher Doctorate and this is endorsed by RIC at the next regular meeting, then Chair of RIC shall forward the respective recommendation of the Assessors to the Principal and Vice Chancellor (as the Chair of Senate and the Chief Executive of the University), and inform HDP.
- 4.188 The Chair of RIC shall also ensure that each confirmation of the recommendation to award a Higher Doctorate of the University shall be reported to the Senate.

- 4.189 Regardless of the outcome all applicants shall receive anonymised copies of the Assessors reports for feedback.

Reapplication

- 4.190 Unsuccessful applicants at the preliminary and full application stages may re-apply in the following academic year, demonstrating how they took into consideration any feedback that they received during the application process.

Appeals

- 4.191 Unsuccessful applicants at the full application stage may appeal against the decision of RIC on the grounds of procedural irregularity only. The Pro Vice-Chancellor (Research, Innovation & Engagement) will nominate two members of academic staff who have not been involved in either the prima facie or assessment stages to conduct a review.

Confidentiality

- 4.192 All applications shall be treated in strict confidence.
- 4.193 Any canvassing by, or on behalf of, an applicant shall automatically disqualify the applicant concerned.

Honorary Doctorates

- 4.194 The conferment of Honorary Doctorates by the University shall not be subject to these regulations governing the requirements for the award of the University's Higher Doctorates. The University Court reserves the right to award and revoke Honorary Doctorates under Regulation 1.13.

Appendix 1

Guidance on the Format of the Thesis

- The format of a thesis submitted in partial fulfilment of the University's requirements for the award of the degree of MRes, DBA, DProf, EngD, MPhil or PhD shall conform with the following, with reference to the British Standards Institution's Specification BS 4821 (1990):
 - the thesis shall normally be in A4 format; approval may be given for a thesis to be submitted in another format where it is established that the contents will be better accommodated in that format;
 - the electronic copy of the thesis shall be submitted as one complete file, including any appendices and supplementary material in PDF format;
 - all margins shall not be less than 15 mm;
 - double or x 1½ spacing shall be used in the formatting except for indented quotations or footnotes where single spacing may be used;
 - pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
 - the title page shall give the following information, presented as specified by the University:
 - the full title of the thesis;
 - the full name of the author;
 - the degree for which the thesis is submitted in partial fulfilment of its requirements;
 - that the degree is granted by the University;
 - the name(s) of any collaborating establishment(s); and
 - the month and year of first submission to the Doctoral College, unless there is a substantial delay before the final submission (more than twelve months) when the date of the final submission shall be the accepted date.
- A specimen title page is appended to these Regulations.

[Specimen thesis title page]

A POLITICAL-ECONOMY OF SAFETY AND HEALTH IN THE
BRITISH CONSTRUCTION INDUSTRY WITH SPECIAL
REFERENCE TO FATAL INJURIES IN THE WEST OF
SCOTLAND

ERIK WILLIAM HUGH SUTHERLAND

Thesis submitted in partial fulfilment of
the requirements of the University of the
West of Scotland
for the award of Doctor of Philosophy

Chapter 5

Code of Discipline for Students

5.1 The University is committed to creating an excellent student experience and enhancing opportunities for students to achieve success. Students are representatives of the University and are expected to behave in a way that enhances our reputation and allows us to meet our commitment to student success.

5.2 All students of the University are expected to:

- conduct themselves in an appropriate manner, at all times, on and off campus in their interactions with staff, other students and visitors to the University;
- co-operate with all members of staff, including those responsible for the safety and security of the University community;
- uphold the values of academic integrity throughout their studies;
- comply with the expectations and commitments set out in the *Learning, Teaching and Student Success Policy Statement*.

Appendix A provides examples of misconduct.

5.3 The University's Procedures for Student Discipline, Conduct, Competence and Fitness to Practise, and Student Academic Integrity apply, and the University:

- Deals with all allegations of misconduct in a fair and consistent manner;
- Deals with student disciplinary issues in a proportionate, timely and transparent way;
- Respects the need for confidentiality;
- Gives students the opportunity to respond to any charge(s);
- Makes sure students have their cases heard impartially by members who have had no previous involvement in the matter; and
- Allows students a right of appeal to the Senate Appeals Committee.

Appendix A - Examples of misconduct

The University recognises two categories of misconduct - Academic and Non-academic misconduct.

Academic Misconduct

Students are required to uphold the values of academic integrity. Academic integrity means a commitment to, and upholding of the values of honesty, trust, fairness, respect, responsibility and courage in learning, teaching, research and engagement with the University community. Breaches of academic integrity are considered as academic misconduct. Academic misconduct is any type of cheating in any assessment to obtain an unfair advantage, for example:

- **Collusion** – defined as two or more students working together without the prior authorisation of appropriate academic staff to produce the same or partially the same piece of work, and then attempting to present this work as their own;
- **Contract cheating** – defined as commissioning academic work, including the use of essay mills or purchasing of work;
- **Falsification of data / results** – defined as the misrepresentation of the results of experimental work or the presentation of fictitious results;
- **Subversion** of, or attempts to circumvent, similarity software and other anti-cheating protocols;
- **Bribery** – defined as the paying, offering or attempted exchange of inducement for information or material intended to advantage the recipient in an assessment;
- **Personation** – defined as a substitute taking the place of a student in an examination, preparing coursework for assessment on behalf of another student or submitting coursework for assessment that has been prepared by someone other than the student to whom the resulting grade would be attributed;
- **Submission of material generated by artificial intelligence** where such material has not been specifically deemed appropriate for that assessment item;
- **Cheating in an examination** by accessing unauthorised material before or during an examination;
- **Failure to obtain appropriate ethical approval** for research or data collection activities; and
- **Plagiarism** - by attempting to gain credit through using the work of another person including the use of the work of other students (past or present), unacknowledged use of published material presented as own work, or reusing work previously submitted for assessment (self-plagiarism), unless approved by the programme team through deliberate programmatic design.

Plagiarism includes the following:

- the extensive use of another person's material without reference or acknowledgement and the summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement;
- the substantial and unauthorised use of the ideas of another person without acknowledgement;
- copying other students' work with or without their knowledge or agreement; and
- the unacknowledged quotation of phrases from another's work.

Non-Academic Misconduct

Non- academic misconduct includes:

- a) **Bringing the University or an associated professional, statutory and/or regulatory body into disrepute**
- b) **The intentional or reckless damage or defacing of University or third party property.** This also includes the unauthorised occupation of University land or premises.
- c) **Inappropriate Conduct** such as:
 - Endangering the safety or wellbeing of others.
 - Violent, indecent, disorderly, threatening or offensive behaviour towards any student, member of staff or visitor to the University.
 - Violent, indecent, threatening or offensive language (whether spoken or in writing, including electronically) whilst on University premises or engaged in any University activity, including the use of University IT systems while off campus.
 - Improper interference with the functions or activities of the University or any student, member of staff or any visitor to the University.
 - Misappropriation or misuse of University funds or assets.
 - A breach of the University's IT Acceptable Use Statement.
 - Distributing or publishing material, electronically or otherwise, that is offensive, intimidating, threatening, indecent or illegal.
 - Failure to disclose any relevant criminal charges or convictions as required by the Criminal Convictions Procedure.
 - Possession, use, or sale of controlled substances.
 - Criminal misconduct that:
 - takes place on University premises; or
 - affects or concerns other members of the University community; or
 - damages the good name of the University; or

- brings into question issues of professional practice.
- Failure to comply with a previously-imposed penalty under this Code.
- Dishonesty where the student holds an office of responsibility in the University.

Chapter 6

Student Appeals

Principles of Academic Appeals

- 6.1 An academic appeal is a request to review a decision of an academic body on student engagement, assessment, progression, awards, withdrawal from a programme and student disciplinary cases.
- 6.2 This covers an academic appeal made by a student against a decision of:
- The Senate Disciplinary Committee
 - A Conduct, Competence and Fitness to Practise Committee
 - A Doctoral College Review Board
 - A School Assessment Board (SAB)
 - A School Board of Examiners (SBE)
 - A School panel (for engagement/attendance)
 - A Student Academic Integrity Panel
 - An Extenuating Circumstances deadline (see Regulations 3.36-3.38)
 - Any other Committee, Board or Panel of the University that makes decisions on the matters listed in 6.1 above.
- 6.3 Only the individual directly affected (not a third party, such as a parent or other representative) is entitled to lodge an appeal. The only exceptions to this are students who have permanent or temporary disabilities preventing them from submitting an appeal independently.
- 6.4 The privacy and confidentiality of students are respected at all stages of the appeals process. The circulation of personal or medical evidence provided by students submitting an appeal is restricted to staff directly involved in the appeal decision process.
- 6.5 Where an academic appeal also contains within it a complaint and vice versa the appeal or complaint is reclassified either by students or the University (at whatever stage they may have reached) and processed under the most relevant regulation or procedure if this is likely to lead to a more appropriate outcome for the person(s) appealing or complaining.
- 6.6 Students are not entitled to lodge an academic appeal after their award has been conferred by the University.
- 6.7 Appeals are only considered if they meet the grounds for appeal set out in the Student Appeals Procedure.

The Senate Appeals Committee

- 6.8 The constitution, terms of reference, and standing orders of the Senate Appeals Committee are set out in the University Senate Committee Framework.
- 6.9 Where an appeal has been referred to the Senate Appeals Committee, the Student Appeals Procedure is followed.

Status of a Student during an Academic Appeal

- 6.10 If students submit an academic appeal part way through an SCQF level or year, they are allowed to provisionally continue until a decision has been reached. This is to ensure that students are not academically disadvantaged, if the appeal is subsequently upheld. Continued attendance on placements is at the discretion of the relevant School.
- 6.11 If students submit an academic appeal at the end of an SCQF level or year of study
- they may be allowed to enrol on the next SCQF level but only on a conditional basis. They are informed that if the appeal is subsequently upheld, their enrolment is confirmed and. If their academic appeal is not upheld, their enrolment may be terminated.
- 6.12 If students are deemed to be eligible for an award and they subsequently submit an appeal, they are allowed to graduate and to receive the award agreed by the appropriate School Board of Examiners. If their appeal is successful and results in a different award being granted, they are required to return any degree parchment before a new award is sent to them.

Appendix A
SUMMARY OF CHANGES TO REGULATORY FRAMEWORK FOR SESSION
2024/25

Throughout

- application of Language Style Guide and Glossary
- Quality Handbook now known as UWS Academic Quality Framework

Chapter 1: Programmes and Awards

- Renumbering and reorganisation of Regulations 1.1 – 1.9
- Renumbering of key Regulations in common use

REGULATION	AMENDMENT
1.1	Introduction to the Regulations Now covers previous 1.6 about students being bound by the Regulatory Framework during the academic year in which they are enrolled, and previous 1.7 on potential suspension of the Regulations due to exceptional circumstances.
1.8	Use of 'normally' in the Regulatory Framework Now Regulation 1.6
1.20 -1.21	Awards of the University Now 1.18 and 1.19
1.22 1.48-1.52	Programme Specification and Programmes of Study 1.22 combined with 1.48-1.52, now 1.46.
1.61	Combined Studies award Now 1.55
1.62-1.63	Authorised Interruption Now 1.56 – 1.57
1.64 – 1.67	Academic engagement Now 1.58

Chapter 2: Admissions and Recognition of Prior Learning

REGULATION	AMENDMENT
2.6	General Entry requirements In relation to proficiency in Mathematics and English – revised to reflect contextualised admissions and programme specific requirements – also referenced in Regulation 2.10.
2.20	Recognition for credit Removal of ‘normally’ in relation to double counting of credit.
2.33	Admission of Prior Learning Removal of ‘normally’ in relation to counting credit from a first degree to a lower qualification.
2.34	Removal of ‘specific’ in relation to prior credit.

Chapter 3: Assessment

- **Compensation** – Throughout
- Addition of clarification on **compensation** and **compensated passes** in Regulations 1.46, 3.3, 3.9, 3.24, 3.25, 3.35 and 3.39

REGULATION	AMENDMENT
3.8	Programme Specification From ‘a core module is compulsory in order to meet the requirements for progression and award...’ to ‘Passes in core modules are necessary to meet the requirements for progression and award...’ <i>Clarifies meaning of ‘compulsory’.</i>
3.9	Module pass Addition of guidance in relation to component thresholds and compensated pass.
3.13	Progression Retention of ‘may’ in relation to progression
3.14	Additional guidance for progression to SCQF level 10 to mirror progression regulations from 7-8 and 8-9.
3.25	Award of distinction Compensated ‘mark’, changed to compensated ‘pass’.

REGULATION	AMENDMENT
3.35	Compensation for Failure in Modules New title – Compensation for Marginal Failure Addition of definition and principles
3.42	Reassessment and Reattendance <i>Wording further clarified – in full below</i> The maximum number of attempts at assessment or a Module is three for undergraduate (SCQF levels 7-10) and two for postgraduate (SCQF level 11-12). One further attempt is allowed when an extenuating circumstances submission (ECS) for one or more of these attempts meets the criteria of the ECS procedure, subject to Regulation 3.40. An attempt is counted whether a submission of assessment is made or not, and an ECS submission counts as an attempt.
3.43	A reattend decision allows students the same number of attempts at assessment as if taking the module for the first time. Students are allowed to reattend a module only once. Previously passed components are carried forward.
3.49 – 3.52	Cheating and Plagiarism Renamed Academic Integrity Definitions and examples now located in Chapter 5

Chapter 4: Research Degrees

REGULATION	AMENDMENT
4.92	Thesis/portfolio The thesis submitted for examination will be checked using the University's plagiarism detection software by the Doctoral College and the similarity report will be shared with the examiners. <i>Revised wording to clarify that the similarity report will be shared with examiners.</i>
4.126	Examiners Addition of 'Emeritus Professor' to those who can be internal examiners.

REGULATION	AMENDMENT
4.135	<p>Examination of thesis ...right to defend the submitted work in the oral examination.</p> <p><i>Addition of 'Suspected breaches of academic integrity require the conclusion of the academic integrity or disciplinary process before a thesis progresses to oral examination. (See Student Academic Integrity Procedure)'.</i></p>

Chapter 5: Code of Discipline

REGULATION	AMENDMENT
	<p>Sections on Cheating and Plagiarism (previously Regulations 3.49 – 3.52) reframed under broad heading of Academic Integrity and relocated to this Chapter.</p> <p>Further alignment and integration with refreshed institutional approach as outlined in the Student Academic Integrity procedure and informed by Academic Integrity Working Group reporting the Learning & Teaching Committee.</p>