

**UNIVERSITY OF ST ANDREWS**  
**Academic Policies & Regulations**  
**Updates for 2016-17**

This paper summarises the amendments made to various academic policies and Senate Regulations during 2015-6. These have been approved by Academic Council, apply to all Schools and come into force from the start of session 2016-17 unless otherwise stated.

**NEW POLICIES**

**Change of Registration (PG)**

**New University Policy**

This new policy defines how a student may change the degree for which they are registered to a longer or higher postgraduate degree in St Andrews.

**Changes to Studies**

**New University Policy**

This new policy expresses the rules for students requesting a change to registered modules or degree programmes.

**Final Module in PGT Programme**

**New University Policy**

This policy has been created as guidance for all Taught Postgraduate Masters students and those concerned with the teaching, supervision and assessment of the final module (normally 60 credits) of all Taught Postgraduate Masters programmes.

**Higher Degrees**

**New University Policy**

New policy and procedures introduced for the award of Higher Degrees (DSc, DLitt, and MD).

**Location of Studies**

**New University Policy**

This new policy applies to all students with the exception of Distance Learning students. The policy outlines the requirements of students to reside at a term address within a commutable distance from St Andrews during their studies unless formal permission has been granted for their study location to be outside St Andrews.

## Parental Leave

### New University Policy

New policy introduced to outline options available to postgraduate research students who are required to take time away from their studies due to pregnancy or adoption of a child.

## Posthumous Qualifications

### New University Policy

This new policy outlines in the event of a student death, the steps that can be taken to investigate whether a posthumous qualification can be awarded.

## Progress Reviews (PGR)

### New University Policy

New policy for PGR progress reviews including procedure for monitoring and supporting research student progress at different stages.

## Work Placements

### New University Policy

This new policy provides a generic framework for managing the diversity of work placements and outlines the minimum requirements the University expects Schools Host Organisations and students to meet.

## UPDATED POLICIES

## Academic Alerts

### Updated

A number of amendments have been made to this policy along with changes to the structure and wording of the academic alerts to improve the way the academic alerts system is used.

- Number of available Alerts reduced; replaced Alert levels with Alert names;
- Introduced new mechanism to 'close the loop' with feedback on actions to be forwarded to Schools, Registry and Student Services;
- Introduced free text in the 'action required' box;
- Reworded 'Absence' Alert to, 'contravening the University or School's absence policies';
- Reworded the 'Final' Alert sentence.

## Assessment Policies & Procedures

Updated

Updates to clarify that 1) Schools are strongly encouraged to use full range of marks on the common reporting scale 2) Schools should review and if necessary clarify the marking criteria for all assessments.

## Entry to Honours

Updated

Updates to the Entry to Honours policy to standardise practice across Schools, stop 'leapfrogging' and increase fairness for students.

Main changes to policy include:

- Honours entry requirements must be met during the first completed enrolment in each relevant module (i.e. if qualified entry requirements are not met after the entrance exam, a student may take a module again if they have still not passed it, but is no longer eligible for Honours entry);
- Addressed the previous confusion where the first sentence in the Automatic Entry section referred to 11 at first sitting in all requisite modules, even though an average might be required;
- Addressed the issue that some Schools define requisite 2000 level modules that must be passed but no particular grade is required;
- Removed the 'school decision' wording regarding all/average, since this might imply an *ad hoc* decision rather than being defined in programme requirements
- Simplified the wording of the conditions for qualified entry
- Clarified that averaging or otherwise of grades required for transfer from BSc to Integrated Masters after first or second semester of 3rd year is treated in the same way as the programme's automatic Honours entry requirements.

## Entry to Honours: Requests for Review of Decision

Updated

This policy was introduced following the new Entry to Honours policy to outline the options available to students who fail to meet the requirements for entry to honours and are consequently refused entry to their chosen degree programme and are eligible to request a review of the decision.

## External Examining

Updated

Update to policy to make it a requirement for Heads of School to present key issues raised by External to the School's SSCC's.

### Intellectual Property Rights

Updated

Updates to the University's policy in Intellectual Property Rights.

### Leave of Absence

Updated

Updates to the UG/PGT policy to include the arrangements for PGR students.

### Module & Programme Approval Policy

Updated

Updates to reflect the introduction of new Programme Development Boards.

### Plagiarism Detection Software

Updated

Removal of references to named third party software and clarification about the issues relating to data protection and copyright.

### V-coding Policy

Updated

Inclusion of new sentence to add conditions of application for a V-code in relation to exceptional circumstances.

## SENATE REGULATIONS

### Undergraduate Senate Regulations

Updated

- Clause in Arts, Divinity, Science and Medical Regulations wording changed to “ Passes in other examinations may be accepted by the Dean as being equivalent to those mentioned above” Academic Council approved regulation changes to the new Medical Entrance Requirements to make the last clause in the current draft grammatically correct. The new wording was extended to the other Faculty Regulations.
- Entrance requirements for General, Arts, Science, Medical Regulations all updated to reflect the new Curriculum for Excellence Qualifications
- Update to the Undergraduate Senate Regulations: Arts Faculty Entrance Requirements updated to clarify rather than change the current position for French language requirements, where beginners are not taught and an A is still required.

- Update to the Undergraduate Senate Regulations: Science Faculty Entrance Requirements. Economics added to the list of subjects which are recognised as contributing to the award of a Science degree and Information Technology removed.

## Postgraduate Senate Regulations

### Updated

- Degree of Doctor of Performing Arts (DPerf) added to the regulations following the Royal Conservatoire of Scotland expanding its provision.
- Introduction of two one year Masters degrees by research only: MSt (Res) and MSc(Res)
- MPhil degree can be gained by two routes: two years research or 120 credits in taught modules plus one-year research. This changes the regulations to reflect existing practice in Schools.
- Addition to timescales for degrees for distance learning students.
- Separation of the MFA degree from the MPhil degree in the regulations except in defining the thesis.
- Assessment for MFA degree more loosely defined so that changes to regulations are not required when introducing new brands of an MFA.
- Reference to the new Location of Study policy.
- Removal of reference to the General Research Ordinance in the context of probationary periods of study for PGR students.
- Reference to the new Postgraduate Change of Registration policy.
- Termination of Studies regulations more clearly define attendance requirement and credit requirement to avoid termination for taught PG students.
- Changes to reflect actual practice with respect to management of supervision of PGR students, e.g. nominations of supervisors are reported to Registry but not the Dean.
- Changes to the structure of the regulations to aid clarity: one section for degrees including credit-bearing modules, and one section for research-only degrees.
- Changes to the regulations to permit the change in registration of degree programmes described in the new Postgraduate Change of Registration policy.
- Changes to the regulations to permit relevant exit awards.
- Changes to the regulations describing the EngD/DEng degree in Physics to allow for new degrees planned in other Schools.

### 3. GUIDANCE DOCUMENTATION/OTHER

#### Academic Alerts: Guidance for Staff and Guidance for Students (new)

New guidance for staff on the issuing of academic alerts  
 New guidance for students explaining the academic alert system and the implications of receiving an academic alert.

#### Collaborative Provision of UG and PG Programmes (new)

##### New University Guidance

This document was created to set out the framework within which collaborative provision is developed and managed at St Andrews.

**Curriculum Development and Consumer Protection Legislation**

**New University Guidance**

This document was created to set out the dates and processes for curriculum approval to ensure that the University is compliant with CPL.

Proctor's Office  
Updated 11 August 2016