

**UNIVERSITY OF ST ANDREWS**  
**Academic Policies & Regulations**  
**Updates for 2017-18**

This paper summarises the amendments made to various academic policies and Senate Regulations during 2016-7. These have been approved by Academic Council, apply to all Schools and come into force from the start of session 2017-18 unless otherwise stated.

**NEW POLICIES**

**Academic Intervention**

**New University Policy**

This policy formalises procedures that have been in place since 2014/15 regarding how the University deals with students whose academic progress is unsatisfactory, through a series of warnings and ultimately termination of studies.

**Advanced Standing Credit**

**New University Policy**

This policy formalises how the University awards and withdraws advanced standing credits to enable direct entry to second year in some Science programmes, and to fast-track programmes.

**Doctoral Students Who Teach**

**New University Policy**

Several University policies have been combined and updated to create a new, holistic policy on for Doctoral Students Who Teach. Changes include:

- more narrowly defined scope of duties.
- clearer guidelines on advertising and recruiting postgraduate tutors and demonstrators.
- updated guidelines on initial training, ongoing support, performance monitoring and evaluation for postgraduate teachers.

**Failure to Advise**

**New University Policy**

Formalises how the University deals with students who fail to complete the academic advising process at the start of the academic year. The Monday of week 3 is established as the hard deadline for being present in St Andrews and completing academic advising. Consequential deadlines are as follows:

- Wednesday week 0: deadline to complete academic advising
- Monday week 2: last opportunity for re-advising
- Monday week 3: last opportunity to complete academic advising

- Monday week 4: last opportunity to complete matriculation

### **Fieldwork for Postgraduate Research Students**

#### **New University Policy**

The new fieldwork policy provides an updated definition for fieldwork, sets out some overarching principles, clarifies the approvals process and sets out the responsibilities and expectations of students, supervisors and Schools.

### **Progress Reviews and Termination of Studies for Postgraduate Research Students**

#### **New University Policy**

The policy on termination of studies for postgraduate research students has been updated to reflect current practice and combine with the Progress Reviews Policy. Although the title of the policy has been changed to reflect the new content, no changes have been made to the Progress Review section of the policy.

### **Taught Postgraduate Marking and Classification**

#### **New University Policy**

Sets grade 7.0 as a Pass at 5000-level, 13.5 as Merit, and 16.5 as Distinction. Postgraduate Masters degrees will be classified on the same scale. Students who have failed 5000-level modules at grades between 4.0 and 6.9 will be permitted to take reassessment.

Consequential updates to related policies and webpages will be made before the start of the 2017/18 academic year to support the new policy. Updated documents include:

- Common Reporting Scale webpage
- Masters Classification webpage
- Taught Postgraduate Assessments and Awards webpage
- Policy on Taught Postgraduate Guidelines for Credit, Grades and Awards
- Policy on Postgraduate Change of Registration

## **UPDATED POLICIES**

### **Changes to Studies**

#### **Updated**

Updated in order to reflect amendments to existing policies that provide greater clarity on the circumstances in which students are permitted to transfer between faculties, with specific reference to transfers from the Faculty of Medicine to other Faculties within the University.

### Length of Study and Associated Fees for Postgraduate Research Students

Updated

This policy largely formalises current practice. The permitted length of study for all research degrees is laid out, including continuation and extension periods.

### Modules and Programme Approval Policy

Updated

All new full-time residential taught postgraduate programmes will be constructed of equally weighted 60 credit semesters, and all modules will be offered as either 15 or 30 credits. Changes to existing modules are not required, but Schools are encouraged to move towards to new model as and when possible.

### Parental Leave

Updated

Updates to provide two-weeks of paternity or supporting partner leave, with a stipend for students in receipt of a University bursary

### Policy for Postgraduate Research Students

Updated

- **Publishing Prior to Thesis Submission** (Assessment of Postgraduate Research Students, Section 1.1) – Clarification of current practice. Chapters based on published work may be included in a PhD thesis as long as all publications and collaborations are appropriately acknowledged and cited, the author of the thesis is also the major contributing author of the published material included in the thesis and the previously published material is integrated in to the structure and narrative of the thesis.
- **Updates to Second Supervisor Definitions** (Supervision of Postgraduate Research Students, Section 1) – Clarifications were made to the different types of supervisory roles.
- **Co-tutelle Degrees** (Registration and Status, Section 1.3) - Clarifies the examination, especially for collaborations where the viva voce is not a common form of assessment, reinforces the importance of joint supervision and introduces clear guidelines for the treatment of Tier 4 students.
- **Use of Videoconferencing in a Viva** (Assessment of Postgraduate Research Students, Section 2.2) – updated the policy to reflect current practice. Guidance document was also updated.

### Recognition of Prior Learning

Updated

The description of the maximum number of RPL credits that can be awarded has been simplified. The process for awarding Advanced Standing Credits has been removed and an annual review

process of RPL decisions has been introduced. Policy changes came in to effect from January 2017.

## SENATE REGULATIONS

### Undergraduate Senate Regulations

#### Updated

- Amendment to the Senate Regulations regarding recent amendments to policies relating to clarifications on Faculty Transfers.
- Rewording of the Senate Regulations for the School of Medicine to:
  - align with the rest of the University, reduce ambiguity and remove contradictions
  - clearly distinguish between the BSc(Hons) and MBChB degrees
  - restate the maximum and minimum periods of study in terms of semesters
  - update the wording for termination of studies

### Postgraduate Senate Regulations

#### Updated

- Doctor of Engineering nomenclature amended from DEng to DEng/EngD to accommodate the terminology used by different funding organisations.
- Two new possible outcomes have been added to the viva outcomes. The first makes it possible to award an MPhil at the first examination, but the student is given the choice between a 12-month rewrite and re-examination for the PhD or accepting the MPhil at the first examination. The second offers a student the option to withdraw from studies rather than accepting a twelve-month rewrite and re-examination for the degree of MPhil.
- Masters with English Language – Updates were made to allow an extra semester for full-time students, two semesters for part-time students, or two years for distance learning students undertaking postgraduate awards with an English language development component.
- A section was added outlining the regulations on the submission and examination of MSt(Res)/MSc(Res) theses.
- Consequential changes to reflect the updates to the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.

## 3. GUIDANCE DOCUMENTATION/OTHER

### Employability Strategy (updated)

The strategy has been updated to include clear expectations about the engagement of all stakeholders and clear operational plan to facilitate monitoring progress.

### Guidance on using Videoconferencing to Conduct Postgraduate Research Vivas (updates)

This guidance document was updated to include information on approval, training, preparation and set-up, waivers and appeals.

**Postgraduate Research Start Dates (updates)**

Possible start dates for postgraduate research students have been reduced to 5 per annum starting in the 2017/18 academic year. Possible start dates are 27 August, 27 September, 27 October, 27 January or 27 May.

Proctor's Office  
Updated 27 June 2017