

# UNIVERSITY OF ST ANDREWS

## Learning & Teaching

### Policy/Regulation Updates for 2014-15

This paper summarises the amendments made to Learning and Teaching Policies, Senate Regulations and Strategies during 2013-14. These have all been approved by Academic Council, apply to all Schools and come into force from the start of session 2014-15 unless otherwise stated.

**Further updates to the policies from October 2014 are also included.**

#### 1. POLICIES

##### Policy on Coursework Penalties (NEW)

###### New University Policy

A new policy on Coursework Penalties introduces a number of new penalty schemes for the submission of late work and/or work of incorrect length. Schools must adopt one of the available penalty schemes for each piece of work. The policy applies to all UG/PGT pieces of coursework (electronic or otherwise).

##### Policy on Entry to Honours (NEW)

###### New University Policy

A new policy on Entry to Honours introduces a new dual system which will come into effect from session 2014-15 and therefore for students entering honours programmes from 2015-16 onwards. The policy allows an automatic entry route into honours but also a qualified entry route for some subjects. This policy currently excludes honours entry into Integrated Masters programmes and makes an exception for the School of Medicine. This new policy replaces all previous policies on Honours Entry.

Further update to policy October 2014:

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##### Policy on Deferred Assessment (NEW)

###### New University Policy

This new policy removes the wide variation in practice across Schools in dealing with deferred assessments, introduces fairness and parity of treatment for students and minimises the burden on staff time in having to set multiple assessments. Student Services will establish and communicate processes to support staff and students in implementing the new policy. This new policy replaces all previous policies and guidance on Deferred Assessment.

###### October 2014 updates to policy

- **Page 2: 4. In each School the Director of Teaching (or named delegate) is responsible for authorizing deferred assessment requests.**

## Policy on Take Home Exams & Assessment Deadlines (NEW)

### New University Policy

A new policy on Take Home Exams and Assessment deadlines outlines the arrangements for setting take-home exams and deadlines to ensure that there is appropriate integration with conventional examinations.

## Marking and Moderation (amendments to three Policies)

MARKING AND STANDARD SETTING: Marking and Moderation Definitions & Requirements  
ASSESSMENT POLICIES & PROCEDURES: i) Marking Examination Scripts and other Assessment  
ii) External Examiners and Dissertations/Projects  
POLICY FOR SUPERVISORS AND STUDENTS IN RESEARCH POSTGRADUATE PROGRAMMES:  
Research Students as Teachers

These policies were updated to outline the new (more relaxed) minimum requirements for second marking and moderation of coursework and examinations. It clarifies the University's requirements for double/second marking, moderation by sample and the role of the External Examiner in reviewing coursework and examination scripts.

## Policy for Supervisors and Students in Taught Postgraduate Programmes (amendments)

### PGT PROGRESSION

#### 8. ASSESSMENT ii. Postgraduate Diploma and iii. Mlitt/MRes/MSc

The policy has been updated to remove the requirement for a credit-weighted mean of 13.5 in the taught element for progression to the dissertation. This change was implemented immediately (in November 2013) as no student was adversely affected by the policy change. Consequential amendments were made to the PGT Guidelines for Credit and Grade Transfer.

#### October 2014 updates to policy:

- **Page 7) 7. Supervision: Specific date for submission of dissertations removed and replaced with end of third week in August as date will change from year to year.**
- **Page 13) 11. Leave of Absence: Wording changed to replace outdated text so that this policy is now aligned with the information about Leave of Absence with for UG students. Addition of Registry Officer (Student Support) to clarify who deals with – applications**
- **Page 14) 11. Leave of Absence: Change of wording to reflect current practice that evidence is required to resume studies when a Leave of Absence has been granted on medical grounds.**

## Good Academic Practice Policy (amendments)

### Various amendments

The policy has been updated to take account of issues which have arisen during the first year of implementing the new policy.

- Extenuating circumstances cannot be used as a valid reason by students for committing academic misconduct.
- AMO must not have had prior involvement in the process eg marking, supervision.
- Marks for coursework can be released to a student under investigation.
- For ID modules, Schools that provide the module coordinator also provide the AMO.
- Clearer process for dealing with concurrent cases.
- More detail given on the roles and responsibilities for setting up and convening a University Board of Adjudication.
- Clarifies who can act as representative of the student at a Board of Adjudication and also the use of audio/electronic devices at Boards.
- Sanctions expressed more clearly.
- Clearer procedure on dealing with a suspected case of academic misconduct during the examination of a PGR degree.

## 2. SENATE REGULATIONS

### Undergraduate Senate Regulations: Termination of Studies (amendment)

#### 1. GENERAL REGULATIONS

#### C. Students (para 10) and F. Termination of Studies (para 44)

#### V. MEDICAL REGULATIONS

#### E. Termination of Studies

The Regulations have been updated to reflect a new process for dealing with termination of studies. Procedures will only now be invoked only when students' progression of studies are impossible without decanal intervention. Three levels of academic intervention will be implemented for students who are underperforming and academic intervention will always require an active engagement from the student at the beginning of the next semester of studies. These changes will be introduced from October 2014.

#### October 2014 updates to regulations:

- **I. General Regulations (A. General Entrance Requirements) updated to reflect the change in Scottish Qualifications Authority qualifications in Scottish secondary Schools.**
- **II. Arts Regulations (A. Faculty Entrance Requirements) changes to level of Standard Grade entrance requirements for Mathematics and languages other than English.**
- **IV. Science Regulations (A. Faculty Entrance Requirements) changes to International Baccalaureate level entrance requirements.**
- **V. Medical Regulations (A. Faculty Entrance Requirements) changes to General Certificate of Education (GCE) entrance requirements**
- **Faculty of Arts, Divinity & Science Honours Entry regulations all updated to reflect new Honours Entry Policy. Changes made to clarify only one additional 1000 or 2000 level module may be permitted worth 30 credits, and wording removed about permission from Head of School.**
- **Faculty of Medicine Honours Entry Regulations updated to clarify entry to Honours is subject to the information contained in the new Honours Entry policy that has recently come into effect.**

### Taught Postgraduate Senate Regulations: Termination of Studies (amendment)

The Regulations have been updated to reflect a new process for dealing with termination of studies. See VII Examinations, paragraph 8. There was no previous Senate Regulation for dealing with Termination of Studies for PGT Master students. The Regulations currently in place for Graduate Diploma students will be used as an interim measure pending the full review of the PGT policy at the end of the 2014/15 academic year

### 3. STRATEGIES

#### **Learning & Teaching Strategy (amendment)**

The Learning & Teaching Strategy has been updated and replaces the version considered by LTC in March 2012.

#### **Quality Enhancement Strategy (amendment)**

The Quality Enhancement Strategy has been updated and replaces the version approved by Academic Council in May 2012.

### 4. OTHER

#### **Statement regarding Collaboration amongst Staff and Students at the University of St Andrews (NEW)**

Student Partnership Agreements were first outlined in the Scottish Government's paper 'Putting Learners at the Centre' (2011), which proposed a document setting out how students and their institutions interact. Agreements were expected to show how Students' Associations and institutions interact to improve educational quality, and to set priority areas upon which both will work together in partnership. A statement regarding Collaboration between staff and students was agreed in 2013-14.

#### **Interdisciplinary Modules: Reporting Structures (NEW)**

The reporting structures for the Interdisciplinary Modules ID4001 'Communication and Teaching in Science' and ID4002, 'Communication and Teaching in Arts & Humanities' were clarified. These new arrangements will be adopted as standard practice for reporting other interdisciplinary modules across the University.

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