

# UNIVERSITY OF ST ANDREWS

## Learning and Teaching

### Policy/Regulation Updates for 2015-16

This paper summarises the amendments made to Learning and Teaching Policies, Senate Regulations and Strategies during 2014-15. These have all been approved by Academic Council, apply to all Schools and come into force from the start of session 2015-16 unless otherwise stated.

Further approved policy amendments from January 2016 are highlighted in blue.

#### 1. POLICIES

##### **V-Coding (new)**

###### **New University Policy**

Making a retrospective adjustment to a student's record through a deletion (now to be known as V-coding) has been in place for some years but had never been formalised as policy. This policy outlines the processes and makes clear that students cannot request V-coding and that the decision to apply a V-code lies with the Vice-Principal (Proctor) and would only be used in exceptional circumstances.

##### **Leave of Absence (new)**

###### **New University Policy**

Although Leave of Absence is a routine University process, there has not previously been policy in place to clarify the granting of a Leave of Absence. This policy captures current practice, so that the process for students and staff is clearly outlined in one policy document.

##### **Entry to Honours (new)**

###### **New University Policy**

This new policy supersedes all previous versions of Entry to Honours policy. It provides guidance on Entry to Honours for students on all programmes. The policy also removes the right of Heads of Schools to consider appeals from students who fail to meet the pre-requisites for Honours Entry. Included in the policy is a flowchart for guidance.

##### **Requests for Review of Decision for Entry to Honours (new)**

###### **New University Policy**

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.

### **Taught Postgraduate Guidelines for Credit, Grades & Awards (new)**

#### **New University Policy**

This new policy includes information and guidance for postgraduate taught students on:

- The Deans' List Awards
- Dip Down Modules
- Postgraduate GPA

### **Location of Studies (new)**

#### **New University Policy**

This policy applies to both PGT and PGR students and 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.

### **Fitness to Study (new)**

#### **New University Policy**

This policy applies to all students. This new policy was created to respond to and manage concerns regarding a student's health or behaviour that is impacting on themselves and/or others.

### **Final Module in PGT Programme (new)**

#### **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. This policy comes into effect at the beginning of the 2016-17 academic year.

### **Deferred Assessment (new, updated and merged)**

The new Deferred Assessment policy enables Schools to clear up student cases in a timely way. Deferred assessments should normally be scheduled for the next exam diet. They may be scheduled for a date earlier than the next exam diet, but not later: all deferrals must be completed by the end of the academic year.

Key change includes: Students returning from leave of absence will now normally be expected to re-engage in August rather than September so that they can sit deferred exams in the resit diet

Updates to this policy include: Directors of Teaching (or named delegate) responsible for authorising deferred assessment requests.

The Deferred Assessment policy has been merged into the Assessment Policies and Procedures policy following work carried out by the Extenuating Circumstances Working group.

#### **Turnitin (renamed and updated)**

Policy renamed and updated pending the process of migrating from Turnitin plagiarism detection software to Urkund. Turnitin policy has been renamed as the “Plagiarism Detection Software” policy. All references to Turnitin for current use have been removed, and further work will be carried out on this policy once Urkund has been made available.

#### **Good Academic Practice (updated)**

Policy updated to indicate that the Deans now deal with Postgraduate Research academic misconduct cases.

##### December 2015 updates:

- [New High Principle 14](#)
- [Removal of reference to Turnitin](#)
- [Clarification of misconduct in exam venue and scripts](#)
- [Removal of description of group misconduct as more than 2 students](#)

#### **Student Absence (updated)**

Action in Response to work carried out by Extenuating Circumstances working group

Following work carried out by the Extenuating Circumstances Working group, an addition has been made to the policy to highlight the possibility of refusal of a self-certificate; Updated wording to reflect change in practice with medical notes; Clarification that the Registry Officer deals with Leave of Absence requests.

#### **Academic Alerts (updated)**

Action in Response to work carried out by Extenuating Circumstances working group

Following work carried out by the Extenuating Circumstances Working group, Category 6 and Category 7 academic alert descriptions and consequences were updated to reflect the change to UG Senate Regulation relating to timescales for alerts to be issued.

#### **Assessment, Marking & Standard Setting (updated)**

This update reflects the new minimum conditions necessary for a Module Board and clarifies the appropriate staff member to deputise for the module coordinator.

### **Assessment, policies & procedures (updated includes merging of other Deferred Assessment and S-coding policies)**

Action in Response to work carried out by Extenuating Circumstances working group

Clarification on those required to attend module boards. This update reflects the new minimum conditions necessary for a Module Board and clarifies the appropriate staff member to deputise for the module coordinator. Policies on S-coding and Deferred Assessment have been merged into this document following work carried out by the Extenuating Circumstances Working Group.

December 2015 updates:

- Some additional wording added to the 'Marking Examination Scripts and other Assessment' section to strengthen the importance of using the full marking scale.
- Removal of references to Special Classification Boards, replaced with 'Refer to relevant Dean'.

### **Examination Duties of School Representatives (updated)**

The update to this policy reflects the new arrangements for the collection of examination scripts. School representatives are no longer required to attend at the end of each examination and Schools will no longer collect exam scripts from venues or from Registry. Collection of examination scripts will be managed centrally by Registry, and will be delivered to School/Departmental Offices.

### **External Examining (updated)**

Policy update to include taught postgraduate students.

### **Illegible Exam Scripts (updated)**

Policy update to include taught postgraduate students.

### **Academic Flexibility for Sport (updated)**

Policy update to include taught postgraduate students.

### **Timetabling (updated)**

The update to this policy makes it explicit that compulsory teaching on Wednesday afternoons is not permitted for taught postgraduate or undergraduate students.

### **Feedback to students on assessed work (updated)**

Updates to clarify that 1) Students must receive feedback on any work that they have submitted. 2) Schools must clearly indicate to students and staff the turnaround time for the return of coursework with feedback.

### **Recognition of Prior Learning (updated)**

Information updated including

- RPL officer based in Admissions rather than Registry
- Information about General Degree added (page 6)
- UG Honours and Integrated Masters Credit information
- Information added about transfer of credits one degree programme to another

## **2. SENATE REGULATIONS**

### **Undergraduate Senate Regulations (updated)**

#### **I GENERAL REGULATIONS**

1 D) 16: Regulation changed to reflect the maximum period of absence permitted on a module: More than two consecutive weeks, more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days permitted in a module.

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.

Various changes to the General and Faculty Entrance Requirements (July 15).

Additional information added about the General Medical Council requirement of a Fitness to Practice policy, detailing the procedure that is followed when fitness to practice is in doubt for both Honours Degrees and General Degrees in Medicine.

Additional regulation in relation to Termination of Studies added to include requirement of students to achieve credits in their current year of study in order to continue to a further academic year.

## Postgraduate Senate Regulations (updated)

### I GENERAL REGULATIONS

Section 2.B.II Addition of specified number of credits to be obtained at specific levels in order to meet Award requirements as specified in the SCQF guidelines.

Resolution 2014 No.1 Degree of Master of Fine Arts

Reference to TLAC changed to LTC throughout document

Master of Fine Arts (M.F.A.) included throughout document

### 3. GUIDANCE DOCUMENTATION/OTHER

#### Assessment, Policies and Procedures: Guidance for Staff (new)

A new document created by the extenuating circumstances working group to aid staff in dealing with academic adjustments. This includes a flowchart for guidance.

#### Early Release of Module Information (Guidelines for Schools)

Guidelines published to advise on the early release of module information to students which is a key priority area identified in the University's Collaboration Statement.

#### Collaboration statement (updated)

Collaboration statement updated for 2015-16. PG President updated to PG Convenor. Third topic of focus "Dissertation Supervision" added.

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