This paper summarises the various amendments made to Learning and Teaching Policies and Senate Regulations last academic session. These have all been approved by Academic Council and come into force from the start of Academic Year 2012-2013.

### Policy for Taught Postgraduate Students

- **Rules for the presentation of MLitt / MRes theses (amendment)**
  
  Taught Postgraduate students with disabilities who receive assistance with writing their dissertation/project, were previously required to declare this assistance on the front of their dissertation/project. The University does not require this for undergraduates therefore this requirement for taught postgraduate students has been removed.

- **Dissertation Submission Deadlines (amendment)**
  
  Schools now have the flexibility to set earlier deadlines for the submission of taught postgraduate dissertations/projects, ie any time **between 15 and 31 August**. This gives Schools some flexibility in submission dates for the purposes of examination particularly with regard to the new academic year.

- **UKBA (new)**
  
  Additional text introduced for UKBA Tier 4 students who have additional reporting and monitoring requirements.

### Policy for Research Postgraduate Students

- **Research Students as Teachers (amendment)**
  
  It was previously a requirement for the Deans to approve requests for postgraduate research students to be co-opted to School Boards of Examiners. This authority now sits with Heads of Schools.

- **Fieldwork Rules (amendment)**
  
  Revised text more clearly explains the rules relating to postgraduate research students undertaking fieldwork.

- **UKBA (new)**
  
  Additional text introduced for UKBA Tier 4 students who have additional reporting and monitoring requirements.

### Academic Alert Policy (amendments)

- **Postgraduate Research Students**
  
  Alerts can now be issued to Postgraduate Research students.

- **UKBA**
  
  Additional text has been introduced for UKBA Tier 4 students who have additional reporting and monitoring requirements.
### Self-Certification Rules

A paragraph relating to self-certification of absence which currently appears in the Student Absence policy has now been replicated in the Academic Alert policy – this makes clear that missing compulsory elements of the module, even by self-certified absence, can still lead to an Academic Alert.

### External Examiners’ Policy (amendments)

#### Amendments made in response to new QAA Guidance on External Examining

- More explicit statement about the knowledge and expertise of External Examiners, including awareness and understanding of sector-wide reference points.
- A wider set of potential Conflicts of Interest.
- Change to the normal length of appointment: now 4 years (rather than 3 years) with an exceptional one year extension.
- Change to the re-appointment of an External Examiner: now only possible after 5 years (rather than 4 years) have elapsed.
- Recognition by the University of the role of its own staff as External Examiners and agree with staff the time they need to fulfil these duties.
- Consideration at institution-level of the issues and themes arising from annual reports.
- Introduction of the QAA Concerns Scheme.

#### Note:

- Nomination forms for appointments have been updated and are available on the Registry webpage.
- The ‘Summary Role of Externals’ has now been incorporated into this policy.
- The annual report form is currently under revision.

### Academic Misconduct Policy (amendments)

#### NEW: Amendments approved by Academic Council on 26 September 2012

- Expansion in the range of sanctions for Taught Postgraduate students.
- Removal of any reference to formative and summative assessment: both types of work are considered under the policy.
- Reference to the Non-Academic Misconduct policy so that there is an explicit linkage between a student’s academic and non-academic record.
- More leeway for Schools to apply penalties at School level and fit these to the nature of the offence.

#### Note:

- The Proctor’s Office will notify all students about the updates to the policy.
- Schools are invited to an update session on 17 October 2012 to go through the key policy amendments.
Procedures for Honours Entry (new)

New procedures to clarify the rules for Honours Entry

- Introduced to ensure a higher degree of harmonisation among Schools with similar approaches to Honours Entry.
- Intended to improve clarity with which Honours Entry decisions are communicated to students.

Policy on Credit and Grades for Study Abroad (amendments)

Various amendments in relation choice of modules, responsibilities of staff etc.

- **Choice of Modules and Levels**: added line that language modules that do not count toward the credit load may be recognised as an additional achievement on the HEAR transcript.
- **Conversion of grades to St Andrews Reporting Scale**: amendment to reflect current procedure.
- **Conversion Tables**: added further clarification of responsibilities around Conversion Tables.
- **Selecting St Andrews Modules**: added 12 & 24 shell credit modules introduced this year, and a line that credit conversions should be evenly distributed across 2 semesters, as far as possible.
- **Converting Grades**: amendments relate to the decimal point issue: text reworded to reflect that there are three types of conversion scale.
- **Deadline**: addition of a deadline (end of week 2) for students to submit any evidence they wish to be considered in the conversion process.
- **Statement**: any movement in grade from the base level in the Conversion tables must be based on evidence and academic judgement.

Undergraduate Faculties of Arts & Science Regulations (amendment)

“Subjects” Requirements

**Reason for amendment**: The Faculty of Science “Subject” Regulations were rewritten to reflect the introduction of Earth Science modules and the introduction of a new M.Geol degree. The Faculty of Arts “Subject” Regulations were rewritten to reflect the introduction of new subjects such as Comparative Literature and Persian and also tidies up the way in which interdisciplinary modules are expressed.

Undergraduate Senate Regulations: Dual Registration (new)

1. **GENERAL REGULATIONS**
   A. General Entrance Requirements

   **Reason for introduction**: There was previously no Regulation that prohibited a student from being registered at two UK Universities at the same time (including study at one while on a leave of absence at the other).

   **New Regulation**

   4. No applicant shall be eligible for admission and no student would be allowed to matriculate who would thereby be registered simultaneously on programmes leading to awards in more than
one institution, except a) under the terms of an agreement between the University and that institution, or b) with the permission of the Dean of the relevant Faculty. The discovery of any such dual registration may result in the suspension or termination of studies.

Undergraduate Senate Regulations: Module Re-Registration (new)

I GENERAL REGULATIONS
D. Modules and Assessment

Reason for introduction: There was no Senate Regulation that prohibited a student from taking a module again in order to improve the pass grade. This was particularly significant for students who did not meet the honours entry requirement of their chosen degree.

New Regulation
23. Once a pass grade has been achieved in a module a student cannot re-register for the module.

Undergraduate Senate Regulations: Auditing a Module (new)

I GENERAL REGULATIONS
J. Auditing of Modules

Reason for introduction: There was no Senate Regulation that described what was meant by a student “auditing” a module.

New Regulation
50. Students may request permission to “audit” a module as an appropriate way of gaining additional knowledge or skills. Permission must be sought from the relevant Head of School who will determine whether and to what extent the student may attend lectures, seminars and/or practical sessions. Students will not receive a grade or any credit for the module and will not necessarily receive resources for the module or access to School facilities.

Postgraduate Senate Regulations: Dual Registration (new)

B. POSTGRADUATE DIPLOMAS AND DEGREES OF MASTER OF LETTERS, MASTER OF SCIENCE, MASTER OF RESEARCH AND MASTER OF PHILOSOPHY

III Admission

Reason for introduction: There was previously no Senate Regulation that prohibited a student from being registered at two UK Universities at the same time (including study at one while on a leave of absence at the other).

New Regulation
4. No applicant shall be eligible for admission and no student would be allowed to matriculate who would thereby be registered simultaneously on programmes leading to awards in more than one institution, except a) under the terms of an agreement between the University and that institution, or b) with the permission of the Dean of the relevant Faculty. The discovery of any such dual registration may result in the suspension or termination of studies.
Postgraduate Senate Regulations: Module Re-Registration (new)

B. POSTGRADUATE DIPLOMAS AND DEGREES OF MASTER OF LETTERS, MASTER OF SCIENCE, MASTER OF RESEARCH AND MASTER OF PHILOSOPHY

VII Examinations

Reason for introduction: There was no Senate Regulation that prohibited a taught postgraduate student from taking a module again in order to improve the pass grade.

New Regulation

5. Once a pass grade has been achieved in a module a student cannot re-register for the module.

Postgraduate Senate Regulations: Auditing a Module (new)

2. SENATE REGULATIONS
J. AUDITING MODULES

Reason for introduction: There was no Senate Regulation describing what was meant by a student “auditing” a module.

New Regulation

Students may request permission to “audit” a module as an appropriate way of gaining additional knowledge or skills. Permission must be sought from the relevant Head of School who will determine whether and to what extent the student may attend of lectures, seminars and/or practical sessions. Students will not receive a grade or any credit for the module and will not necessarily receive resources for the module or access to School facilities.

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