



University of  
St Andrews

## Overarching Senate Regulations

<b>Document type</b>	<b>Policy</b>
<b>Scope (applies to)</b>	All students
<b>Applicability date</b>	31/08/2023
<b>Review / Expiry date</b>	30/08/2026
<b>Approved date</b>	05/09/2024
<b>Approver</b>	Senate Policies
<b>Document owner</b>	Academic Policy Officer (Digital and Student Experience)
<b>School / unit</b>	Education and Student Experience
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>EDI review/Equality impact assessment</b>	None
<b>Key terms</b>	Academic policies/Assessment, examination and award/Senate regulations
<b>Purpose</b>	Overarching Senate Regulations which apply to all students at the University of St Andrews.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.4	Correction of Regulations 8 & 11 to reflect that Court is the body authorised to enter into 3 <sup>rd</sup> -party agreements.	Approved	Jennifer Norris, Academic Policy Officer (Digital & Student Experience)	04/09/2024

## **1. Court Resolutions**

The University has the power to confer degrees under the various Court Ordinances and Resolutions detailed below. The full text of each can be found on the [University Court website](#). The Senatus Academicus, with the approval of the University Court, has the power to make regulations on any matters in order to give effect to these instruments.

Ordinance No.6 (Scottish Universities) – Regulations for the Degree of Doctor of Letters (DLitt) (13 May 1959)

Ordinance No.350 (General No.12) – Regulations for Research Students and Appointment of Research Fellows (12 September 1960)

Resolution 1974 No.3 – Degree of the Doctor of Science (DSc) (18 March 1974)

Resolution 1994 No.1 Conferment of Undergraduate Degrees (4 July 1994)

Resolution 2000 No.4 Degree of Master in Physics (MPhys) (2 March 2001)

Resolution 2001 No.3 – Degrees of Doctor of Engineering (DEng/EngD) Master of Engineering (MEng), and Bachelor of Engineering (BEng) (8 March 2002)

Resolution 2003 No.1 Degree of Master in Mathematics (MMath) (2003)

Resolution 2003 No.2 – Degree of Doctor of Medicine (MD) (4 July 2003)

Resolution 2008 No.3 Degree of Bachelor of Arts (International Honours) (5 December 2008)

Resolution 2008 No.4 – Degree of Doctor of Performance (DPerf) (16 October 2009)

Resolution 2009 No.1 Degree of Master of Research in Medicine (26 February 2010)

Resolution 2011 No.1 – Award of Postgraduate Degrees, Postgraduate Diplomas and Postgraduate Certificates (13 May 2011)

Resolution 2011 No.2 – Award of Graduate Diplomas and Graduate Certificates (13 May 2011)

Resolution 2012 No.1 Degree of Master of Geology (MGeol) (13 April 2012) Resolution 2013 No.1 Degree of Master of Biochemistry (MBiochem) (24 January 2014)

Resolution 2014 No.1 – Degree of Master of Fine Arts (20 June 2014)

Resolution 2016 No.3 Degree of Master of Studies By Research (M.ST.) RES)) (20 January 2017)

Resolution 2018 No.2 – Degree of Doctor of Professional Practice (DProf) (26 October 2018)

Resolution 2021 No.1 Degree of Bachelor of Medicine and Bachelor of Surgery (MBChB) (22 October 2021)

Resolution 2023 No. 1 Degree of Doctor of Divinity (D.D.)

**2. Definitions and Interpretations**

In these Regulations, the following expressions shall have the meanings hereby assigned to them:

<b>Expression</b>	<b>Meaning</b>
applicant	a person applying to the University
Assistant Vice-Principal (Dean of Learning and Teaching)	has delegated responsibility from the Vice-Principal Education (Proctor) for matters relating to learning and teaching
Assistant Vice-Principal (Dean of Learning and Teaching) and Provost	the role of Assistant Vice-Principal (Provost) and the role of Assistant Vice-Principal (Dean of Learning and Teaching) may sometimes be held by the same individual, but the two roles are kept distinct within these regulations. For matters relating to undergraduate students, they are the Assistant Vice-Principal (Dean of Learning and Teaching) and for matters relating to postgraduate students they are the Assistant Vice-Principal (Provost)
Assistant Vice-Principal (Provost)	has delegated responsibility from the Vice-Principal Education (Proctor) for all postgraduate matters
auditing	attending lectures and participating in a module but not completing assessments or receiving credit for the module
award	a combination of a qualification with a title associated with an approved programme of study and assessment
Centre for Doctoral Training	centres for managing funded PhD degrees, which may be in collaboration with other Universities, institutions or employers
Court	the University Court of the University of St Andrews
credits	an indication of the amount of learning involved in a module; each credit represents approximately 10 learning hours to achieve the intended learning outcomes of a module/programme
Director of the Graduate School for Interdisciplinary Studies	shall be considered a Head of School for the purposes of these regulations

<b>Expression</b>	<b>Meaning</b>
examining committee	the committee of internal and external examiners approved by the Assistant Vice-Principal (Provost) responsible for examining a postgraduate research degree
exit award	a lower award given when a student leaves their programme of study before completing all of the necessary requirements of the originally intended programme
Faculty	the Faculty of Arts, Divinity, Science or Medicine
grade	a final overall assessment result for a module
Head of School	the leader of a School who has delegated authority from the Master of the United College to make academic and administrative decisions for the School
Integrated Masters	an extended undergraduate programme which takes one year longer than the BSc degree, and may incorporate a research or industrial placement, or advanced and specialised modules
matriculation	the process by which a student formally completes the registration process at the University of St Andrews
module board	the board responsible for reporting module results
portfolio	a body of work submitted for a doctoral degree. A portfolio may be submitted in lieu of a thesis in certain programmes, or with permission from the Assistant Vice-Principal (Provost)
postgraduate	University studies or a student at a more advanced level than a first degree
pre-requisite	a module that must be passed before another module can be taken
programme of study (or programme)	a combination of study (teaching and learning), and assessment associated with an award
qualification	a generic title assigned to an award, defining its level and volume of assessment
School	an academic discipline or collection of disciplines grouped together in an administrative unit
SCQF	the "Scottish Credit and Qualifications Framework"

<b>Expression</b>	<b>Meaning</b>
staff	individuals with a permanent or fixed-term salaried contract of employment from the University
student	a person who has been admitted to the University and matriculated in the current academic session
thesis	a specially composed monograph, or record of a single major research project, submitted for a degree
University	The University of St Andrews

### 3. Degrees and awards

Award	SCQF level	Credits/Word count	Entry Award	Exit Award	Graduating Student	Exit from which degrees	Classified
Certificate of Higher Education	7	120 credits, of which a minimum of 90 are at SCQF Level 7 or above.	No	Yes	No	Honours degree, Integrated Masters, General Degree	No
Diploma of Higher Education	8	240 credits, of which a minimum of 90 are at SCQF Level 8 or above.	No	No	No	Honours degree, Integrated Masters, General Degree	No
General Degree	9	360 credits, of which at least 60 are at SCQF level 9	Yes	Yes	Yes	Honours degree, Integrated Masters	Yes
Honours Degree	10	480 credits, of which a minimum of 90 are at SCQF Level 9 and a minimum of 90 are at SCQF Level 10.	Yes	Yes	Yes	Integrated Masters	Yes
Integrated Masters Honours	11	600 credits, of which a minimum of 120 are at SCQF Level 11.	Yes	No	Yes	None	Yes
Graduate Certificate	9/10	SCQF Level 9 or 10 and is allocated a minimum of 60 credits at SCQF Level 9 or above.	No	Yes	No	Graduate Diploma	No
Graduate Diploma	9/10	SCQF Level 9 or 10 and is allocated a minimum of 120 credits at SCQF Level 9 or above.	Yes	No	No	None	No
Postgraduate Certificate (PG Cert)	11	At least 60 credits, of which a minimum of 40 should be at SCQF Level 11 or above.	Yes	Yes	No	PG Dip, MLitt, MSc, MRes, MPhil (with taught elements), MFA, EngD, DProf	Yes
Postgraduate Diploma (PG Dip)	11	120 credits, of which a minimum of 90 should be at SCQF Level 11 or above.	Yes	Yes	Yes	MLitt, MSc, MRes, MPhil (with taught elements), MFA, EngD, DProf	Yes

<b>Award</b>	<b>SCQF level</b>	<b>Credits/Word count</b>	<b>Entry Award</b>	<b>Exit Award</b>	<b>Graduating Student</b>	<b>Exit from which degrees</b>	<b>Classified</b>
Master of Letters (MLitt) Master of Science (MSc) Master of Research (MRes)	11	at least 180 credits, of which a minimum of 150 are at SCQF level 11.	Yes	Yes	Yes	MPhil (with taught elements), MFA, EngD, DProf	Yes
Master of Philosophy (with taught elements) (MPhil) Master of Fine Arts (MFA)	11	at least 120 credits, of which a minimum of 90 are at SCQF Level 11, and a thesis of up to 40,000 words	Yes	Yes	Yes	EngD, DPerf, DProf	No
Master of Studies(Research) (MSt(Res)) Master of Science (Research) MSc(Res))	11	a thesis of up to 30,000 words	Yes	Yes	Yes	MPhil (Research), PhD, EngD, DProf, DPerf	No
Master of Philosophy (Research) (MPhil)	11	a thesis of up to 60,000 words	Yes	Yes	Yes	PhD, EngD, DProf, DPerf	No
Doctor of Medicine (MD)	12	a thesis of up to 50,000 words	Yes	No	Yes	None	No
Doctor of Philosophy (PhD)	12	a thesis of up to 80,000 words	Yes	No	Yes	None	No
Doctor of Professional Practice (DProf) Doctor of Performance (DPerf)	12	120 credits, a portfolio of professional projects, and a thesis of up to 15,000 words	Yes	No	Yes	None	No
Doctor of Engineering (EngD)	12	Up to 120 credits, and a thesis of up to 80,000 words	Yes	No	Yes	None	No

\* The SCQF credit points indicate the notional hours of work required to achieve the standards required for the degree. At St Andrews, level 1, also referred to as 1000 level, corresponds to SCQF level 7, level 2 to SCQF level 8, and so on. Research degrees or research portions of degrees are not usually credit-rated and expectations are instead reflected in the word limits for the final thesis and the degree descriptions found in Table 2 of the PGR Regulations.

# University of St Andrews

## Overarching Senate Regulations

All policies directly referred to in the Senate Regulations can be found via the [Governance Zone](#).

The Senatus Academicus reserves the right to delegate the implementation of these regulations to other committees or office holders as appropriate.

### Programmes and awards

1. The Senatus Academicus shall approve the awards of the University and their associated programmes of study in accordance with the requirements laid down in the respective Senate Regulations.
2. All programmes which include credit-bearing modules must align with the Scottish Credit and Qualifications Framework (SCQF).
3. All new or amended modules and programmes must be approved in accordance with the policy on Module and Programme Approval.

### Admission

4. Applications to study at the University must be submitted to the University Admissions Office, which shall have power, as laid out in the [Admissions policy](#) and after consultation with the relevant School/s, to admit applicants who satisfy the admissions requirements.
5. No applicant shall be eligible for admission to or allowed to matriculate at the University who would thereby be registered simultaneously on multiple programmes leading to awards in this or any other institution, except under the terms of an agreement between the University and another institution, or with the permission of the Assistant Vice-Principal (Dean of Learning and Teaching) or Assistant Vice-Principal (Provost). The discovery of any such unapproved multiple registration may result in suspension or termination of studies.
6. Candidates in full-time employment may not register as full-time students except where they have requested and received explicit permission from the University.
7. An applicant may be admitted as a graduating student who intends to complete a programme of studies leading to the award of a degree or as a non-graduating student who does not intend to complete a programme of studies leading to the award of a degree or other qualification. A non-graduating student may apply for admission to graduating status. Applications will be considered by the relevant Dean.

### Collaborations

8. The University Court may enter into agreements with third parties, which may include other universities, institutions, or companies, to provide joint provision of modules, taught programmes, or supervision of postgraduate research students.
9. Appropriate joint agreement(s) must be signed between the two institutions. The purpose of the agreement(s) is:



- a. to delineate the collective and individual responsibilities of the institutions in relation to the provision, management, monitoring, evaluation, and development of the programmes including in relation to outcome awards.
  - b. to agree a programme for each individual student, where this is required given the nature of the collaboration.
10. The agreement will outline the rules and regulations relevant to the programme in operation through the collaboration and where these diverge from individual institutional norms. In the case of an agreement for the joint supervision of postgraduate research students, one of the two institutions will typically act as the lead institution and the student will then be subject to the academic regulations of the lead institution.
11. The University Court may approve variations or exceptions to the established policies and regulations of the University of St Andrews in the joint agreement. In such cases, the exceptions will be detailed in either the programme requirements or in the agreement as relevant to the collaboration. In all cases, information on the policies and regulations will be made available to the students and the students must comply with those rules.

### **Mode of attendance**

12. Applicants will be admitted as full-time, part-time, or flexible students. In these regulations, where only full-time periods are mentioned and unless stipulated otherwise, it should be understood to mean “or part-time or flexible equivalent”.
13. Students may request a change of mode of attendance if they can satisfy the Assistant Vice-Principal (Dean of Learning and Teaching) or Assistant Vice-Principal (Provost) that it is appropriate.

### **Registration and Matriculation**

14. All students are required to abide by all University policies and procedures which apply to their cohort and mode of attendance.
15. Only students may receive credit for a module.
16. All students registered on programmes taught solely in St Andrews shall, for the duration of their programme, be resident within a commutable distance of St Andrews in accordance with the [Location of Studies](#) policy.
17. Students must matriculate in each year of study as set out in the [Failure to Matriculate](#) policy and shall commence their studies no later than two weeks after the matriculation deadline.
18. A student may request a change of programme. Approval will be considered in line with the [Changes to Studies](#) or [Postgraduate Change of Registration](#) policy.

### **Registration of University Staff as Students**

19. Full-time members of staff of the University may not register for full-time study, except as detailed in regulations 21 below.
20. Eligibility for concessionary staff fees will be assessed by the University Fees Officer in accordance with the [Staff Fees](#) policy.
21. Exceptionally, a member of staff may request to study full-time for a postgraduate research degree if they can satisfy the Assistant Vice-Principal (Provost) that:

- a. if they are funded from external sources, these bodies have given their permission; and
- b. the work on which they are engaged as full-time employees of the University is of sufficient scope and originality as to be appropriate for study as part of a degree; and
- c. the level and character of supervision offered to the member of staff is in no way incompatible with that normally associated with study for a higher degree.

22. Where full-time registration by a member of staff is approved, the appropriate full-time fee will be payable.

### **Auditing**

23. 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, or delegated authority, who will determine whether and to what extent the student may attend lectures, seminars and/or practical sessions, and whether or to what extent they will receive resources for the module or access to School facilities. Students will not receive a grade or any credit for the module.

### **Appeals**

24. A student may seek a formal review of an academic decision made by the University about a student's assessment (examination or coursework), discretionary progression within, or completion of, a programme of study, or termination of studies on academic grounds as described in the policy on [Student Academic Appeals](#).

25. Students who have submitted a Stage 1 academic appeal against a termination of studies decision may continue to attend classes until the expiry of the deadline for the submission of a Stage 2 Senate level appeal or until conclusion of the Stage 2 appeal if submitted. The record for a student whose studies are terminated will remain open until expiry of the deadline for submission of a Stage 2 Senate level academic appeal, or until the conclusion of the Stage 2 appeal if submitted. The student's record will be closed if the deadline for submission expires without a Stage 2 appeal having been lodged, or on conclusion of the Stage 2 appeal, if such an appeal has been unsuccessful. This regulation shall not be applicable to Undergraduate students in the School of Medicine. Such students are bound by the provision of Undergraduate Senate Regulation 23.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	New regulations following a significant overhaul	Approved	Emmy Feamster, Deputy Head of Education Policy and Quality	03/08/2023
1.1	Clarification of exit routes to align with the Postgraduate change of registration policy.	Approved	Emmy Feamster, Deputy Head of Education Policy and Quality	23/08/2023
1.2	Updated link.	Approved	Emmy Feamster, Deputy Head of Education Policy and Quality	11/09/2023
1.3	Additional Court Resolution to award Doctor of Divinity	Approved	Emmy Feamster, Deputy Head of Education Policy and Quality	16/05/2024
1.4	Correction of Regulations 8 & 11 to reflect that Court is the body authorised to enter into 3 <sup>rd</sup> -party agreements.	Approved	Jennifer Norris, Academic Policy Officer (Digital & Student Experience)	04/09/2024