



University of
St Andrews

Undergraduate senate regulations 2020-2021

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| | Regulations for the 2020/21 Academic Year | | Kevin McNamara, Academic Policy Officer, Principal's Office | 22 June 2020 |

UNIVERSITY OF ST ANDREWS
UNDERGRADUATE SENATE REGULATIONS 2020-2021

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.

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)
Resolution 2003 No.1 Degree of Master in Mathematics (MMath) (2003)
Resolution 2008 No.3 Degree of Bachelor of Arts (International Honours) (5 December 2008)
Resolution 2009 No.1 Degree of Master of Research in Medicine (26 February 2010)
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)

2. SENATE REGULATIONS DEFINITIONS

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| “Dean of the Faculty” means | the Dean of the Faculty or other Faculty Officer to whom the Dean may delegate the authority |
| “Head of School” means | Head of School or the person to whom the authority may be delegated |
| “LTC” means | Learning and Teaching Committee or the standing Committee to which it may delegate the authority |
| “Requirements for a module” means | attendance at such classes, performance of such work and completion of all the assessment at such a standard as may be specified by the School concerned |
| “full-time study” means | full-time study or equivalent period of part-time study, where the equivalent period for a programme is normally twice the period specified |
| “Honours Programme” means | that element of the Degree Programme which comprises 3000 level modules or above |
| ‘Applicant’ means | a person applying to the University |

'Student' means

a person who has been admitted to the University and successfully matriculated in the current academic session

I GENERAL REGULATIONS

All students admitted to the University must satisfy both the General Minimum Entry Requirements of the University and the specific requirements of individual programmes.

A. General Entry Requirements

- 1-2. Prior to admission an applicant must have obtained qualifications which satisfy the General Minimum Entry Requirements.
3. Any or all of these requirements may be waived by the Director of Admissions in consultation with the Dean of the relevant Faculty either for applicants who are at least 21 years of age on entry or in order to promote wider access.
4. No applicant shall be eligible for admission or allowed to matriculate who would thereby be registered simultaneously on multiple programmes leading to awards in more than one institution at the University or any other institution, except a) under the terms of an agreement between the University and that another 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.

B. Credit Transfer

5. An applicant who, before matriculating in a Faculty, has completed a period of study in another University or Institution of Higher or Further Education, or has alternative accredited study or experience may be deemed by the Dean of that Faculty to have gained up to 120 credits for courses passed in each year of study in that institution up to a maximum of 240 credits. For a student admitted to a General degree a maximum of only 180 credits may be awarded in recognition of prior study.
6. An applicant for an Honours degree, who has obtained appropriate Advanced Level, Advanced Higher or equivalent passes, may be offered entry with advanced standing. Such applicants may be awarded up to 120 credits towards a particular degree programme by the Dean of the relevant Faculty.
7. In the case of applicants eligible for admission under 5 above, the Head of School in consultation with the Dean of the relevant Faculty shall determine the programme and module pre-requisites that are deemed to have been fulfilled by prior study.
8. For students registered on an accredited overseas educational programme, a period of study at a foreign university will form an integral and compulsory part of the degree programme.

C. Students

9. 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.
10. An applicant, graduating or non-graduating, may be admitted to full-time study or to part-time study. A full-time student shall at the beginning of each year register normally for modules leading to the award of 120 credits, or 60 per semester. Under no circumstances may a student register for more than 160 credits per session. A part-time day-time student shall at the beginning of each year normally register for modules leading to the award of at least 20 credits per semester and normally no more than 80 credits per session. A part-time Evening degree student shall at the beginning of each year normally register for modules leading to the award of at least 15 credits per semester and normally no more than 80 credits per session.
11. A non-graduating student may apply for admission to graduating status. Applications will be considered by the Dean of the relevant Faculty.
12. No students shall be admitted to any module unless they have had their programmes of studies approved by the Dean of the relevant Faculty and have matriculated in the University. Students may, with the permission of the Dean of the relevant Faculty, amend their programmes of studies, but only up to the end of the re-advising period. Exceptionally, the Dean of the relevant Faculty, with the approval of the Head of School(s) concerned, may permit later amendments.

D. Modules: Enrolment, Attendance and Assessments

13. No student may enrol in a module who does not have the pre-requisite(s) for that module save with the permission of the Head of the School concerned and of the Dean of the relevant Faculty.
14. No full-time student may enrol for a 3000-level or above with fewer than 200 credits, including at least 40 at 2000-level. Before taking modules at 3000 level or above as part of an Honours programme, a student must have gained at least 220 credits, including 80 at 2000 level, and met all other requirements specified in the Policy on Entry to Honours. A student on a General degree programme may not enrol in more than 60 credits in modules at 4000 level or above.
15. Regular attendance (as set down in School Handbooks) is required from all students who wish to proceed in a module. Students who breach this requirement may be awarded 0X by the Board of Examiners and receive no credits for the module.
16. No student who has been absent from a module for more than two consecutive weeks or more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days shall be permitted to continue in that module, save in exceptional circumstances and with the consent of the Dean of the relevant Faculty.
17. A student who is absent from classes for a two-year period, may be required to reapply for admission and in such circumstances the Dean of the relevant Faculty will determine the amount and nature of the credit to be awarded in respect of any previous study.
18. To gain a pass in a module a student must perform at, or above, the standard specified in the School Handbook for that module. A student who gains a pass in a module shall be awarded the credits for that module.
19. The method of assessment for a module shall be by written or practical examination, coursework, dissertation or by a combination of these methods.
20. There will be three diets of examinations in each academic year: one at the end of each semester, and one before the end of the session.
21. Students enrolled in a module proceed to an end-of-semester assessment and (if unsuccessful in the assessment) to re-assessment subject to the two following requirements:
 - a. where the student has fulfilled the terms and conditions of attendance and submission of work required in the School Regulations; and
 - b. where the student has in the end-of-semester examination fulfilled the requirements laid down in the School Handbook.
22. Students who fail re-assessment in a module are not eligible for a further re-assessment.
23. Once a pass grade has been achieved in a module a student cannot re-register for the module.

24. The Deans, with advice from the Curriculum Approvals Group, shall approve the modules which may be offered in the Faculty, and, for each module, shall determine:
 - a. the pre-requisites;
 - b. the method of assessment and re-assessment; and
 - c. the credits to be awarded to a student who passes the assessment.

E. Certificates, Diplomas and Degrees

25. For a student who has transferred credits (see Regulation B4), that student must have gained passes in modules taught in the University of St Andrews worth at least 120 credits in order to be eligible for the award of a Certificate or Diploma by the University of St Andrews, at least 180 credits to be eligible for the award of a General Degree by the University of St Andrews and at least 240 to be eligible for the award of an Honours degree by the University of St Andrews. Exceptions to this requirement may be made at the discretion of the Dean of the relevant Faculty.
26. A graduating student who, over a minimum period of one year of full-time study, has gained passes in modules taught in the University worth 120 credits shall be eligible for the award of a Certificate of Higher Education.
27. A student who, over a minimum period of two years of full-time study, has gained 240 credits in modules taught in the University, of which at least 80 are in 2000-level modules, shall be eligible for the award of a Diploma of Higher Education.
28. A student who, over a minimum period of three years of full-time study, or fewer where Recognition of Prior Learning has been granted, has gained 360 credits, of which at least 80 are at 2000-level and at least 60 are at 3000-level or above, and who has fulfilled any other requirements prescribed in the relevant Faculty Regulations, shall be eligible for the award of a General Degree.
29. The General Degree may be awarded with Distinction to a student who fulfils the conditions for the award of the degree and who either gains:
 - passes at grade 16.5 or above in modules totalling 120 credits;
 - OR
 - passes at grade 13.5 or above in modules totalling 180 credits of which 20 credits must be passed at grade 16.5 or above and 40 credits must be at 2000 and 3000-level.

30. A student who, over a minimum period of four years of full-time study, or fewer where Recognition of Prior Learning has been granted, has gained 480 credits, of which at least 240 credits were gained during an approved Honours programme involving Honours modules worth at least 210 credits and including at least 90 credits in 4000-level modules, and has satisfied the appropriate Board(s) of Examiners, shall be eligible for the award of BSc/MA/BD or MTheol degree with Honours in the subject(s) of that Honours programme. In the case of the BSc Chemical Sciences programme the minimum number of Honours credits is 200 of which at least 90 credits are in 4000-level modules.
31. A student who over a minimum period of five years of full-time study, or fewer where Recognition of Prior Learning has been granted, has gained 600 credits of which at least 120 are at 5000-level within an approved Integrated Masters programme, and involving Honours modules, at 3000-level and above, worth at least 330 credits, and who has satisfied the appropriate Board(s) of Examiner(s), shall be eligible for the award of a Masters degree with Honours in the subject(s) of that programme.
32. There will be Integrated Masters programmes in Chemistry (Master in Chemistry), Mathematics (Master in Mathematics), Physics (Master in Physics), Geology (Master in Geology), Biochemistry (Master in Biochemistry), Biology (Master in Biology), Marine Biology (Master in Marine Biology) and Science (Master in Science).
33. In order to be eligible for the award of an Honours degree with Integrated Year Abroad a student must, over a minimum period of five years of full-time study, gain 540 credits and satisfy the appropriate Board(s) of Examiners. These credits must include at least 300 obtained during an approved three-year programme, involving Honours modules worth at least 210 credits including at least 90 at 4000 level, and additionally 60 credits gained during an Integrated Year Abroad.
34. There shall be five types of Honours Degrees: Single Honours; Joint Honours; "With" Degrees (Honours); Triple Subject Honours Degrees involving Modern Languages; and International Honours.
 - a. Single Honours degrees shall be degrees where the number of required credits in a single subject area exceeds three-quarters of the total credits for the Honours programme. Any other subjects taken as part of the Honours programme shall not be named.
 - b. Joint Honours degrees shall be degrees where more than one-third of the credits of the Honours programme are taken in each of two subject areas. In these cases both subjects will be named.
 - c. "With" Degrees (Honours) shall be degrees where credits for an Honours programme are obtained from two subject areas, and where no fewer than one-quarter and no more than one-third of the credits are taken in one of the two subject areas. These degrees are also known as Major/Minor degrees.
 - d. Triple Subject Honours degrees involving three modern languages or two modern languages and one other subject shall be degrees where credits for an Honours programme are obtained from three subject areas, at least two of which are modern languages, and where no more than one-half and no fewer than one-quarter of the credits are taken in each of the three subjects.

- e. International Honours degrees shall be degrees where the number of required credits in a single (or core) subject area equals three-quarters of the total credits for the Honours programme. Any other subjects taken as part of the Honours programme shall not be named.
35. There shall be three classes of Honours determined by performance in the Honours Programme: First Class, Second Class, which shall be divided into II (1) and II (2), and Third Class. Boards of Examiners involving one or more Modern Languages shall be empowered to award a distinction in the spoken language(s).
 36. Only grades from 3000-level, 4000-level and 5000-level (where applicable) modules, taken during an approved Honours programme, will be used to calculate the Honours degree classification. Any grades obtained in such modules prior to admission to an Honours programme will not be used. Exceptions to this requirement may be made at the discretion of the Dean of the relevant Faculty.
 37. All approved Honours credits and grades achieved at partner institutions as part of a University Study Abroad programme will be factored into the Honours Degree Classification.
 38. A student who fails the assessment of an Honours module may be reassessed by such means as the Board of Examiners may decide is appropriate. Honours classification shall be based on the grades achieved in the assessment for each module. Honours grades passed at reassessment will be capped at grade 7.0 and will be entered into the Honours degree calculation as a grade of 7.0. Sub honours reassessment grades are not capped at grade 7.0. For Honours modules failed at reassessment (and no credit gained) the original failed grade will be included in the calculation of the Honours degree classification.
 39. For a student who fails an Honours module at both first sitting and reassessment but then subsequently re-takes and passes the module, both the original and subsequent grades will be entered into the calculation of the Honours degree classification.
 40. A student who is awarded a 0X by the Board of Examiners in an Honours level module will have a grade of 0 entered into the calculation for the Honours degree classification even though no credits are obtained for the module.
 41. A student who, owing to medically certified illness or other serious cause, cannot complete the assessment for a module may be assessed by such means as the Board of Examiners shall determine.
 42. The Deans, with advice from the Curriculum Approvals Group, shall approve, for each Honours programme:
 - (a) any pre-requisites for admission to the programme in addition to those general prerequisites stated in the Regulations;
 - (b) the modules, both compulsory and optional, that are available within that programme;
 - (c) amendments to the programme for students who spend part of the study period following an approved course of studies in another institution.

43. Students may be permitted automatic, qualified or conditional entry to Honours in accordance with the Policy on Entry to Honours

F. Progression

44. I. In order to continue to a further semester a full-time student must have passed a minimum of 20 credits in the current semester of study and:
- (a) must have gained 80 credits after two semesters of full-time study as a matriculated student;
 - (b) must have gained 160 credits after four semesters of full-time study as a matriculated student;
 - (c) must have gained 240 credits after six semesters of full-time study as a matriculated student;
 - (d) must fulfil the general requirements for the degree programme within the maximum period specified for that degree. For a General degree the maximum period of full-time study is eight semesters. For an Honours degree the maximum period of full-time study is ten semesters, of which no more than six semesters may form the sub-Honours part of the programme, and exactly four semesters may form the Honours part of the programme. For an Integrated Masters degree the maximum period of full-time study is twelve semesters, of which no more than six semesters may form the sub-Honours part of the programme, and exactly six semesters may form the Honours part of the programme.
- II. In order to continue to a further semester a part-time day-time matriculated student must have passed a minimum of 20 credits in the current semester of study and:
- (a) must have gained 40 credits after two semesters of study as a matriculated student;
 - (b) must have gained 80 credits after four semesters of study as a matriculated student;
 - (c) must have gained 120 credits after six semesters of study as a matriculated student;
 - (d) must have gained 160 credits after eight semesters of study as a matriculated student;
 - (e) must have gained 200 credits after ten semesters of study as a matriculated student;
 - (f) must have gained 240 credits after twelve semesters of study as a matriculated student;
 - (g) must fulfil the general requirements for their degree programme within the maximum period specified for that degree. For a General degree the maximum period of part-time study is sixteen semesters. For an Honours degree the maximum period of part-time study is twenty semesters, of which no more than twelve semesters may form the sub-Honours part of the programme, and no more than eight semesters may form the Honours part of the programme. For an Integrated Masters programme the maximum period of part-time study is twenty-four semesters, of which no more than twelve semesters may form the Honours and part of the programme.
- III. In order to continue to a further semester a part-time Evening degree matriculated student must have passed a minimum of 15 credits in the current semester of study and:

- (a) must have gained 30 credits after two semesters of study as a matriculated student;
 - (b) must have gained 60 credits after four semesters of study as a matriculated student;
 - (c) must have gained 90 credits after six semesters of study as a matriculated student;
 - (d) must have gained 120 credits after eight semesters of study as a matriculated student;
 - (e) must have gained 150 credits after ten semesters of study as a matriculated student;
 - (f) must have gained 180 credits after twelve semesters of study as a matriculated student;
 - (g) must have gained 210 credits after fourteen semesters of study as a matriculated student;
 - (h) must have gained 240 credits after sixteen semesters of study as a matriculated student;
 - (i) must fulfil the general requirements for their degree programme within the maximum period specified for that degree. For a General Evening degree the maximum period of part-time study is twenty-four semesters.
- IV. Semesters of study previously accumulated in a different Faculty, not resulting in an award, are included when considering minimum progression rates.

G. Termination of Studies

- 45. Students who fail to meet any of the minimum requirements in Regulation 44 shall have their studies terminated and shall cease attending modules with immediate effect.
- 46. Students whose studies have been terminated have the right to appeal against the decision to terminate their studies in order to continue their studies in the following semester. They may apply to the relevant Dean who shall determine either that the students' studies be terminated or the conditions under which students may be permitted to continue their studies. As soon as a student submits an appeal against the decision to terminate their studies, the student may attend classes until the outcome of appeal is known.

H. Academic Misconduct

- 47. If academic misconduct relating to work assessed as part of a qualification awarded by the University of St Andrews is at any time proven against someone holding such a qualification, the University reserves the right to withdraw or reclassify the qualification awarded.

I. Auditing of Modules

- 48. 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.

II ARTS REGULATIONS

A. General Degree

1. Modules in the following subjects may contribute to the award of MA General:
 - (i) Ancient History, Arabic, Art History, Classical Studies, Comparative Literature, Divinity, Economics, English, English as a Foreign Language, Film Studies, French, Geography, German, Greek, Hebrew, History, Information Technology, International Relations, Italian, Latin, Linguistics, Management, Mathematics, Mediaeval History, Middle Eastern History, Modern History, Music, Persian, Philosophy, Psychology, Russian, Scottish History, Social Anthropology, Spanish, Statistics, Sustainable Development, and modules with an ID subject code;
 - (ii) any subject contributing to a degree in another Faculty
2. The degree of MA (General) may be awarded to a student who has gained at least 360 credits, of which:
 - (a) at least 80 have been gained at 2000 level;
 - (b) at least 60 have been gained at 3000 level or above;
 - (c) at least 240 have been gained in modules identified by Arts Regulation 1 (i).

B. Honours Entry Requirements

3. A student who has gained at least 240 credits, including at least 80 at 2000 level, and meets all other programme rules and requirements, may enter an Honours programme in accordance with the Policy on Entry to Honours.
4. A student who has gained at least 220 credits, including at least 80 at 2000 level, may enter an Honours programme in accordance with the Policy on Entry to Honours, and take and pass one additional 1000 or 2000-level module worth up to 20 credits.

C. Progression

5. A student cannot progress beyond the first two semesters¹ of an Honours programme if they have not gained 240 credits in 1000- and 2000-level modules, including at least 80 credits at 2000 level.
6. Progression to the final two semesters¹ of an Honours programme is at the discretion of the relevant Head of School, subject to Arts Regulation 5.

¹ Or equivalent, for part-time students.

III DIVINITY REGULATIONS

A. General Degree

1. The degree of MTheol (General) may be awarded to a student who has gained at least 360 credits, of which:
 - (a) at least 80 have been gained at 2000 level;
 - (b) at least 60 have been gained at 3000 level or above in Divinity modules.

B. Honours Entry Requirements

2. A student who has gained at least 240 credits, including at least 80 at 2000 level, and meets all other programme rules and requirements, may enter an Honours programme in accordance with the Policy on Entry to Honours.
3. A student who has gained at least 220 credits, including at least 80 at 2000 level, may enter an Honours programme in accordance with the Policy on Entry to Honours and take and pass one additional 1000 or 2000-level module worth up to 20 credits.

C. Progression

4. A student cannot progress beyond the first two semesters² of an Honours programme if they have not gained 240 credits in 1000- and 2000-level modules, including at least 80 credits at 2000 level.
5. Progression to the final two semesters² of an Honours programme is at the discretion of the relevant Head of School, subject to Divinity Regulation 4.

IV SCIENCE REGULATIONS

A. General Degree

1. Modules in the following subjects may contribute to the award of BSc General:
 - (i) Astronomy, Biology, Chemistry, Computer Science, Earth Science, Economics, Geography, Management, Mathematics, Neuroscience, Philosophy, Physics, Psychology, Statistics; Sustainable Development, and modules with an ID subject code;
 - (ii) Modern Languages as specified in the requirements of a 'With Language' degree in the Faculty of Science;
 - (iii) any subject contributing to a degree in another Faculty.
2. The degree of BSc (General) may be awarded to a student who has gained at least 360 credits, of which:
 - (a) at least 80 have been gained at 2000 level;
 - (b) at least 60 have been gained at 3000 level or above;
 - (c) at least 180 have been gained in modules identified by Science Regulation 1 (i)

² Or equivalent, for part-time students.

- (d) at least 240 have been gained in modules identified by Science Regulation 2 (i)–(ii).

B. Honours Entry Requirements

3. A student who has gained at least 240 credits, including at least 80 at 2000 level, and meets all other programme rules and requirements, may enter an Honours programme in accordance with the Policy on Entry to Honours.

A student who has gained at least 220 credits, including at least 80 at 2000 level, may enter an Honours programme in accordance with the Policy on Entry to Honours, and take and pass one additional 1000 or 2000-level module worth up to 20 credits.

C. Progression

4. A student cannot progress beyond the first two semesters³ of an Honours programme if they have not gained 240 credits in 1000- and 2000-level modules, including 80 credits at 2000 level.
5. Progression to the final two semesters³ of an Honours programme is at the discretion of the relevant Head of School subject to Science Regulation 4.
6. A student on an Integrated Masters Programme who in the opinion of the relevant Head of School fails to reach a sufficient level of attainment in the assessment for the modules taken in any academic year may be required to transfer to an Honours BSc programme.
7. A student on an Integrated Masters Programme may transfer to a BSc programme where permitted by the programme requirements and regulations on maximum periods of study.

V. MEDICINE REGULATIONS

A. Honours Degree

1. To qualify for the Honours degree, students must, during not less than six semesters and not more than seven semesters of full-time study as a matriculated student, meet the programme requirements for the approved programme in Medicine.
2. The University is bound by direction from the General Medical Council (GMC) and applies a regulation that only those students who are fit to become doctors may progress to a course that awards a Primary Medical Qualification (PMQ). Transfer to the MBChB, or equivalent medical degree, is conditional on achieving the academic standards for progression and being deemed Fit to Practise.
3. The University Fitness to Practise policy reflects guidance from the GMC. The University will convene a panel to consider students where Fitness to Practise is in doubt. The options open to the panel include suspension from the BSc and exclusion from Medicine.

B. General Degree

4. The degree of BSc (General) Medicine may be awarded to a student who has gained at least 360 credits, of which:
- (a) at least 80 have been gained at 2000 level;

³ Or equivalent, for part-time students.

- (b) at least 60 have been gained at 3000 level;
- (c) at least 60 have been gained in modules contributing to a degree in another Faculty;
- (d) at least 240 have been gained in modules in Medicine.

C. Termination of Studies

5. Every student on the BSc (Honours) Medicine course:

- (a) must have gained 60 credits at 2000 level in modules in Medicine after two semesters of study as a matriculated student at that level.
- (b) must have gained 120 credits at 2000 level in modules in Medicine after three semesters of study as a matriculated student.
- (c) must have gained 120 credits at 3000 level in modules in Medicine after five semesters of study as a matriculated student.
- (d) must complete all modules for the Honours degree in Medicine within seven semesters of study as a matriculated student.

In order to continue to a further academic year, a matriculated student must have achieved credits in the current academic year of study.

Students who fail to meet the above requirements will have their studies terminated and will cease attending modules.

A student whose studies have been terminated has the right to request a review of the decision to terminate their studies. They may apply to the Dean of Medicine who shall determine either that the student's studies be terminated or the conditions under which the student may be permitted to continue their studies. As soon as a student submits a request to review the decision to terminate their studies, the student may attend classes until the outcome of the request is known.

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