



Calendar 2007-08

UNIVERSITY  
*of*  
GLASGOW

## DEGREES, DIPLOMAS AND CERTIFICATES AWARDED IN CONJUNCTION WITH THE GLASGOW SCHOOL OF ART

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## I APPEALS BY STUDENTS

The Code of Appeals for students pursuing programmes which are taught either wholly or partly in The Glasgow School of Art, and which lead to the award of degrees and diplomas of the University of Glasgow, is set out at the end of this section of the *Calendar*. The validity of this procedure has been accepted by the Senate of the University and the Academic Council of the School. Appeals will not be entertained against marks or decisions of examiners, or other matters of academic judgement, but only on grounds of unfair procedure or medical evidence.

## II INTRODUCTION

The University of Glasgow awards degrees to students who have undertaken degree programmes in several Higher Education Institutions associated with the University. Most classes are taken in the Institution where the student is based, but where appropriate examining and some teaching is by staff of the Institution and the University.

It shall be competent for the University Court, on the recommendation of the *Senate*, to recognise as teachers of the University such lecturers and other officers of The Glasgow School of Art as having responsibility for programmes qualifying for all degrees.

- a) The Examiners shall be the Professors, Readers and Lecturers of the University whose subjects qualify for graduation in Architectural Studies together with teachers of The Glasgow School of Art appointed in accordance with section (b) below: and such External Examiners as may be appointed by the University Court.
- b) The University Court may appoint as an examiner, but not as an External Examiner, any teacher recognised in accordance with paragraph (a) above.

### The Study of Architecture

The Degree of Bachelor of Architectural Studies (B.Arch), taught in the Mackintosh School of Architecture in The Glasgow School of Art, is awarded as an Ordinary (three years full-time or four years part-time), or Honours (four years full-time or four years part-time with one year full-time) Degree.

The Diploma in Architecture is awarded after successful completion of two years of full-time study, or three years of part-time study. A student who achieves a distinction at the Diploma in Architecture examination will be offered the opportunity to convert the Diploma to a Master of Architecture (by Conversion) Degree, by undertaking a further period of one term of full-time study, or one session of part-time study.

The Mackintosh School provides the teaching required to Part 2 level for registration as an architect in the U.K., recognised by the Architects Registration Board (ARB) and by the Royal Institute of British Architects (RIBA). Full registration (i.e. to Part 3 level) involves study over seven years, as follows: three years full-time or four years part-time (ARB/RIBA Part 1); Practical experience, one year (full-time only); two years full-time or three years part-time (ARB/RIBA Part 2); Practical experience, one year, followed by Professional Practice Examination (RIBA Part 3), taken externally.

Details of the programme and the entrance requirements are in The Glasgow School of Art Prospectus available from The Academic Registry, The Glasgow School of Art, 167 Renfrew Street, Glasgow, G3 6RQ. Applications for the full-time programme should be made through the Universities and Colleges Admissions Service (UCAS). Application forms for the part-time mode of study are obtainable from and must be returned to the Admissions Officer, Mackintosh School of Architecture, The Glasgow School of Art, 167 Renfrew Street, G3 6RQ.

### The Study of Fine Art and Design

The Degrees of Bachelor of Arts (BA) in Fine Art and in Design are offered as four-year Honours Degrees taught at The Glasgow School of Art. Applications for the BA (Hons) Art and Design Courses should be made through the Universities and Colleges Admission Service (UCAS).

The Degree of Bachelor of Design (BA) in Ceramics is offered as a part-time, distance learning Degree and is awarded as an Ordinary (four-year) or Honours (six-years) Degree. A Diploma in Higher Education (two-years) is also awarded. Applications for the BA (Hons) Design in Ceramics should be made direct to the School.

The School of Art also offers taught postgraduate courses leading to the award of the Degrees of Master of Fine Art, Masters Degree in Design (Design Practice: Textiles as Fashion), Master of Animation, Master of Philosophy (MPhil), in 2D/3D Motion Graphics, and in Art, Design and Architecture in Education. Application for all of the above part-time and postgraduate degrees should be made to The Academic Registry, The Glasgow School of Art, 167 Renfrew Street, Glasgow G3 6RQ.

### The Study of Product Design

The Degree of Bachelor of Design BDes (Product Design) is offered as a four year Honours Degree taught by The Glasgow School of Art. A five-year programme leading to the award of the Degree of Master of European Design MEdes (Product Design) is also available.

Details of these programmes and the entrance requirements are in The Glasgow School of Art Prospectus available from The Academic Registry. Applications should be made through the Universities and Colleges Admissions Service (UCAS).

## The Study of Product Design Engineering

The University of Glasgow and The Glasgow School of Art jointly run and teach the Product Design Engineering programme. They offer Honours Degrees in Product Design Engineering as a four-year Bachelor of Engineering and a five year Master of Engineering, the latter also offered as a four-year accelerated route to suitably qualified students. The Masters programme is designed to meet the educational requirements for registration as a Chartered Engineer.

The merging of two distinguished and distinctive educational cultures ensures that graduates receive the appropriate breadth and depth of education in engineering and design to be able to provide innovative solutions to the many challenges inherent in new product design and development.

Details may be obtained from: Department of Mechanical Engineering, The University of Glasgow, Glasgow G12 8QQ. Tel: 0141 330 4317.

## III DEGREE OF BACHELOR OF ARCHITECTURAL STUDIES

The Degree of Bachelor of Architectural Studies is governed by Resolution No. 551 of the University Court which came into effect on 1 October 2005 with the following provisions.

1. The Degree of Bachelor of Architectural Studies (BArch) at The Glasgow School of Art may be awarded by the University of Glasgow either as an Ordinary Degree (on a full-time or a part-time basis) or as a Degree with Honours (full-time or part-time with a final full-time year) in such designations as may be prescribed by Regulation.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree - these shall be stated in the section entitled 'Regulations' below.
3. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degree of Bachelor of Architectural Studies.
4. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree of BArch and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.
5. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
6. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 5 above.
7. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## REGULATIONS

### 1. Duration of Degree Study

- 1.1 a) The curriculum for the Ordinary Degree shall extend over no fewer than three sessions full-time or four sessions part-time. The curriculum for the Degree with Honours shall extend over no fewer than four sessions full-time, or four sessions part-time and one session Full-time.
- b) Students engaged in part-time study will be required to spend no fewer than 1½ days per week in attendance on courses or in supervised study. The remaining time will be spent employed in an architect's office approved by the Professor of Architecture.
- c) The Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution; provided always that every candidate whose attendance and examinations are thus recognised shall attend qualifying courses for at least two academic years (including the final year of the curriculum) at The Glasgow School of Art.
- 1.2 Every candidate for the Degree of Bachelor of Architectural Studies must attend, for the minimum period of study stipulated in the Regulations, courses of instruction in The Glasgow School of Art, except that the Academic Council may recognise attendance given and examinations passed in another institution specially recognised by the University Court on the recommendation of the Senate; provided always that every candidate whose attendance or examinations are thus recognised, shall normally attend qualifying courses for at least two academic years full-time or three academic years part-time for the Ordinary Degree or three academic years full-time for the Degree with Honours or, in the case of part-time students, three academic years part-time and one academic year full-time for the Degree with Honours (in each case including the final year of the curriculum) in The Glasgow School of Art and shall pass the Degree examinations appropriate to these courses.

## 2. General Structure and Assessment of Degree

2.1 Courses taught within The Mackintosh School of Architecture will bear the following credits:

Stage 1	Full-time and Part-time routes	120 credits per academic year
Stage 2	Full-time and Part-time routes	120 credits per academic year
Stage 3	Full-time route	120 credits per academic year
Stage 3	Part-time over two years (3a and 3b)	60 credits per academic year
Stage 4	Full-time routes	120 credits per academic year

2.2 The Degree of BArch follows a prescribed curriculum.

2.3 The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

2.4 Regulations for assessment can be found in the Mackintosh School of Architecture Programme Handbook.

## 3. Progress of Students

3.1 a) The curriculum for the First and Second Years may be undertaken by full-time or part-time study; curriculum for the Third and Fourth Years can be undertaken by full-time study, or alternatively, if undertaken by part-time study (P3 and P4) the Third Year must be followed by full-time study in the Honours Year.

Full time: Stage 1	Stage 2	Stage 3	Year Out	Stage 4 (Hons)
Part time: Stage 1	Stage 2	Stage 3a	Stage 3b	

b) A full-time or a part-time student who has passed all First and Second Year subjects after two years of study, or a part-time student who has passed all First, Second and Third Year subjects after three years of study, may be eligible for admission to Honours (refer to note (c) below). A student elects to enter the honours route by undertaking honours options in their third year of study.

A part-time student so eligible must, if admission to Honours is finally approved, enter the Third Year of the full-time course. Alternatively, a part-time student who has completed the full Ordinary Degree curriculum after four years of part-time study but who has not graduated may be permitted to enter the Fourth Year of the full-time Honours course.

c) The decision as to whether to select for Honours a student eligible as in (b) above will be taken by the Professor of Architecture, after appropriate consultation, at the end of the of the Third Year of study for a full-time student. Consideration for progress to the Honours year will be determined by a student gaining a minimum B pass in Studio at the end of the third year of full-time, or fourth year of part-time study.

A student may be refused admission if previous performance does not offer a reasonable prospect of reaching the standard required but a student so refused admission will have the right of appeal to the Sub-Committee for Student Progress, submitting for its consideration any relevant special circumstances.

d) A student refused admission to Honours will, subject to 3.1 (e) and (f), and 3.2 (a)-(b) below, continue on the curriculum for the Ordinary Degree.

e) A part-time student who has been admitted on a probationary basis while he or she completes the full General Entrance or Faculty Requirements and who by the end of his or her probationary year has failed to obtain a pass in the subject(s) necessary to fulfil these Requirements will be excluded from further study, even if he or she has met satisfactorily the progress requirements set out below.

f) A student, full-time or part-time, except a Fourth Year full-time Honours student, at the end of each year will satisfy the examiners and be eligible to pass to the next year of the course if:

i) he or she has achieved a grade of at least D for all elements in the year's work and in Stage 3 a B pass in Studio Work (see 3.1 c above)

3.2 a) In all cases, a student who has passed the year's work in the third term diet of examinations will be so informed. A student who has failed the year's work at that diet must retake all programme elements in which he or she has not attained a grade of at least D: subjects which have been passed in the third term diet will not be retaken and the mark will stand. A student resitting in August will be informed whether he or she has passed on the same criteria as above. A student who fails in August and who is permitted to retake the year must repeat all course elements in that year.

b) A Third Year student on the Honours Degree course will be excluded from further study in June of that year if a grade of B in Studio Work is not achieved. Such a student may be awarded a pass in any subject which also forms part of the curriculum of the Ordinary Degree course.

c) A Fourth Year full-time Honours student, in order to complete the Year's work successfully, must:

i) attain a grade of at least D in each of the following subjects, with the following weightings:

Studio Work	50%
Research Project 4	18%
Housing Studies	8%
Urban Studies	8%
Architectural History	8%
Professional Studies	8%

*and*

- ii) attain an aggregate grade of at least B in Studio Work and Research Project 4.
- 3.3 a) A student, full-time or part-time, on the Ordinary Degree course, or a Third Year student on the Honours Degree course, may be excluded from further study for the relevant degree if in any year he or she has not completed satisfactorily the progress requirements set out above.
- b) A student, full-time or part-time, on the Ordinary Degree course, or a Third Year student on the Honours Degree course, will be excluded from further study if after a repeat year of study he or she has failed to complete satisfactorily the progress requirements.
- c) A Fourth Year student on the Honours Degree course will be excluded from further study for Honours if at the end of that year he or she has not completed satisfactorily all the requirements set out above. (Such a student may, at the discretion of the Examination Board, be awarded a pass in any subject which also forms part of the curriculum of the first year of the Diploma in Architecture course.)
- 3.4 Decisions on progress, including the exclusion of a student for any of the reasons given above, shall be taken by the Sub-Committee for Student Progress. A student shall have the right of appeal to the Committee and thereafter to the Joint Appeals Committee in accordance with the Code of Appeals which is set out in later pages of this section.

#### **4. Specific Structure of the Degree and the Awards Associated with it**

- 4.1 a) A student for the Degree with Honours will undertake the programme of study for his or her Research Project subjects under the supervision of a member of staff from the appropriate subject area. If the student does not maintain regular and frequent contact with his or her supervisor or produce work of a satisfactory standard he or she will not be permitted to present him or herself for final assessment.
- b) Before the end of each session the schemes of examinations for the Ordinary Degree for the next session shall be submitted for approval by the Academic Council and by the Senate. Each scheme of examination must include in addition to the number and duration of written papers required as Degree examinations at the regular diets of examination, a statement of the conditions under which these papers are to be taken, any other work to be taken into consideration by the examiners in assessment of the candidates, and the relative weight to be attached by the examiners to such other work and to the several parts of the Degree examinations.
- c) A scheme of examinations at the Honours standard shall be approved by the Academic Council and by the Senate not less than two years before the diet of examination to which it applies; but the Academic Council and the Senate may, in special circumstances and not later than one year before the diet of examination, allow modifications which shall be notified to all candidates for Honours.
- d) All written Degree examinations and final assessments for the Degree with Honours shall be taken at one and the same diet in the third term of the Fourth Year; except with the approval of the Senate on special cause shown, a candidate who has presented himself or herself for examination at the Honours standard may not present himself or herself at a subsequent diet.
- e) There shall be four classes of Honours in which the candidates shall be arranged on the merit of the performances in the whole examination. The classes of Honours are first, upper second, lower second and third.
- f) If a candidate, having duly completed the work in his or her Honours subject or subjects, is prevented by illness medically certified or other good cause from presenting himself or herself for the Honours examination, or, having begun it, from completing it, assessment will be conducted in accordance with the Policies and Procedures outlined in the Programme Handbook.
- g) A candidate who has completed the curriculum for the Degree with Honours but who has failed to reach the standard required for the award of Honours may, if in the opinion of the Board of Examiners he or she has given evidence of sufficient attainment, be exempted in whole or in part from the examination prescribed for the Ordinary Degree.
- 4.2 Full time students are required to undertake a Year Out, normally at the end of Third Year. For further details see the Programme Handbook.
- 4.3 A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted in consultation with the Professor of Architecture to enrol on the course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

## IV DIPLOMA IN ARCHITECTURE AND MASTER OF ARCHITECTURE (BY CONVERSION) DEGREE

The Degree of Master of Architecture (By Conversion) is governed by Resolution of the University Court with provision that:

1. The Degree of Master of Architecture (By Conversion) may be conferred by the University of Glasgow at The Glasgow School of Art.
2. The Senate will make Regulations governing the award of the Degree which are subject to the approval of the University Court. These shall be stated under 'Regulations' below.
3. The minimum duration of attendance on courses of instruction in The Glasgow School of Art for the award of the Degree is specified in the Regulations below. However, the Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution.
4. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degree of Master of Architecture (By Conversion).
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.
6. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
7. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 6 above.
8. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

### REGULATIONS

#### Diploma in Architecture

1. a) A candidate for the Diploma in Architecture must have passed or obtained exemption from Part 1 of the Examination in Architecture of the RIBA, and submit a portfolio of architectural design project work of a standard approved by the Professor of Architecture.
- b) A candidate with the Honours Degree of Bachelor of Architectural Studies of the University may be exempted from the First Year of the Diploma course. A candidate with an equivalent degree of another University may also be admitted on this basis.
2. A candidate for the Diploma full-time, with the exception of those admitted under Regulation 1(b), must attend during not less than two academic years full-time courses of instruction in the University of Glasgow or in The Glasgow School of Art. A candidate for the Diploma part-time must attend for not less than three years. Transfer from full-time to part-time and vice versa will be at the discretion of the Professor of Architecture. Students engaged in part-time study will be required to spend not less than the equivalent of ten full days each term in periods of not less than one half day in attendance on courses or in supervised study. The remaining time will be spent employed in an architect's office approved by the Professor of Architecture.

#### 3. Curriculum

- a) *The curriculum of study for the Diploma full-time shall be:*

##### First Year

Studio work  
 Research Project 4  
 Urban Studies  
 Housing Studies  
 Architectural History  
 Professional Studies  
*Total credits = 120*

##### Second Year

Final Design Thesis  
 Research Project 5  
 Design in Detail  
 Professional Studies  
*Total credits = 120*

b) *The curriculum of study for the Diploma part-time shall be:*

**First Year**

Studio Work  
Housing Studies  
Urban Studies  
Professional Studies

**Second Year**

Final Design Thesis 1  
Urban Studies 2  
Research Project 4  
Professional Studies

**Third Year**

Final Design Thesis 2  
Technical Design Study  
Research Project 5  
Architectural History & Theory  
Professional Studies

**4. Progress Rules**

- a) A full-time student will not be allowed to proceed to Second Year studies if he or she has not obtained passes in all subjects. A part-time student will not be allowed to proceed to Second Year Studies if he or she has not obtained passes in all First year subjects or to Third Year if he or she has not obtained passes in all Second Year subjects.
- b) A student in his or her final year of either full-time or part-time study shall be Required to present himself or herself for examination at the first diet of examination (covering June and September) following the conclusion of his or her studies, and may not thereafter submit himself or herself for examination without the permission of the Sub-Committee for Student Progress.
- c) A candidate for the Diploma will not normally be permitted to be in attendance for more than three years of full-time study or five years of part-time study or equivalent combination of the two forms of study
- d) Decisions on progress, including the exclusion of a student for any of the reasons given in paragraphs a) to d) above, shall be taken by the Sub-Committee for Student Progress. A student shall have the right of appeal to the Committee and thereafter to the Joint Appeals Committee in accordance with the Code of Appeals.

**Admission to the Degree of Master of Architecture (by conversion)**

A Diploma in Architecture student assessed by the Diploma Examination Board as having achieved in the final examinations a standard in Final Design Thesis or Research Project 5 significantly higher than that required for the award of the Diploma shall be given the option of undertaking additional studies, and submitting for the Degree of Master of Architecture (by Conversion). Alternatively a student may present to the Professor an argued case to proceed to a further term of study of a particular aspect of Architecture in relation to the Final Design Thesis or Research Project 5. A student so transferred will enrol for a further period of three months full-time supervised study at the Mackintosh School of Architecture, in the first term of the following session, and will submit work at the conclusion of this period for examination for the Degree of M.Arch; or, a student will enrol for a further session of part-time supervised study at the Mackintosh School of Architecture, and will submit work at the conclusion of this period, *i.e.* in June for examination for the Degree of M.Arch (by Conversion). Exceptionally, the Sub-Committee for Student Progress may permit a student who does not submit for the Degree at the conclusion of the period of further study to undertake an additional period of part-time study before submitting.

**V DEGREES IN PRODUCT DESIGN ENGINEERING**

This Resolution governs the undergraduate degrees and undergraduate diplomas and certificates in Product Design Engineering. Reference is made in the Regulations to the Engineering Section of the Calendar which should be read in conjunction with this section.

Degrees in Product Design Engineering are governed by Resolution of the University Court with provision that:

1. The Degrees of Master of Engineering (Product Design Engineering) (MEng), Bachelor of Engineering (Product Design Engineering) (BEng), and Bachelor of Science in Engineering (BSc) may be conferred by the University of Glasgow.

Hereinafter these Degrees are called the 'Degrees' where reference is made to all three Degrees together and are called the Degrees of MEng; BEng and BSc, respectively, when referred to separately.

2. The Degree of BSc (in Engineering) is conferred as an Ordinary Degree. The early exit awards of Diploma of Higher Education in Engineering Studies (DipHE (Engineering Studies)) and Certificate of Higher Education in Engineering Studies (CertHE (Engineering Studies)) are also included in the Regulations.
3. It shall be the duty of the Joint Board of Management for Degrees in Product Design Engineering to consider annually the curriculum for the Degrees and such other matters as may be remitted to it by the *Senatus*, and to report to the *Senatus* thereon.
4. It shall be competent for the University Court on the recommendation of the *Senatus* to recognise as teachers of the University for the purposes of the Degrees such lecturers and other officers of The Glasgow School of Art having responsibilities for courses qualifying for the Degrees as may be proposed for such recognition by the Joint Board, and the University Court shall be associated with the School in the appointment of any lecturer or officer of the School in respect of whom such recognition may be proposed.
5. Admission to the Degree of MEng shall be either at entry to the Faculty or by transfer of suitably qualified applicants who are registered in a course leading to the Degree of BEng.  
The Joint Board may take cognisance of the views of suitable outside individuals in considering applications. In respect of admission, account shall be taken both of academic record and of potential for development as a professional engineer.
6. The University Court may appoint as an examiner for the Degrees, but not as an external examiner, any teacher recognised in accordance with section 4 hereof.
7. The examiners shall be drawn from the Professors, Readers and Lecturers in the University of Glasgow and The Glasgow School of Art, whose subjects qualify for graduation in pursuance of section 3, such examiners as are appointed in pursuance of section 6 and such external examiners as may be appointed by the University Court, on the recommendation of the Joint Board.
8. It shall be competent for the *Senatus* on the recommendation of the Joint Board to constitute a Board of Examiners, which shall have power to receive and to assess reports from individual examiners for transmission to the *Senatus*.
9. The *Senatus* with the approval of the University Court may from time to time make regulations:
  - a) determining the subjects of study and the course of instruction;
  - b) determining the subjects for examination and the number of divisions in which the examinations for the Degrees shall be arranged.

## REGULATIONS

### 1. Duration of Degree Study

The regulations concerning the Duration of Degree Study are detailed in the corresponding section of the Engineering Section of the Calendar in section III, subsection 1 Duration of Degree Study.

### 2. General Structure and Assessment of Degree

Subjects in which the Degrees may be awarded are listed in section 4.3 of this section of the Calendar. All other regulations concerning the General Structure and Assessment of the Degree are detailed in the corresponding section of the Engineering Section of the Calendar in section III, subsection 2 General Structure and Assessment of Degree.

### 3. Progress of Students

#### 3.1 Progress Rules

The progress of all students in their chosen curriculum is reviewed annually. Students who fail to satisfy the requirements for progress on the Degree for which they are registered will also have their performance reviewed in terms of the progress regulations for other degrees under Resolution 291; and may, in the light of this review, be transferred from one programme to another (e.g. MEng to BEng).

At any stage, a student who fails to meet the progress regulations will be considered for the early exit awards of Dip. H.E. and Cert. H.E.

Requirements to remain a matriculated student for any degree are detailed in the corresponding section of the Engineering Section of the Calendar in section III, subsection 3.1 Progress Rules. In addition, candidates for admission to year 4 of the Curriculum for MEng must have completed Product Design Engineering 3 with a minimum grade of B.

Notwithstanding these requirements, at any time before admission of a candidate to the final year of the curriculum either for the Degree of BEng or for the Degree of MEng it shall be at the discretion of the Professor(s) or Heads of Departments concerned and the Director of The Glasgow School of Art to restrict a future curriculum to that of the Degree of BSc if a candidate's academic performance does not offer a reasonable prospect that the candidate will be able to reach the standard required for the appropriate Degree. A candidate whose curriculum is thus restricted may submit to the Senate for its consideration any special circumstances bearing on his or her case.



### **3.2 Administration of progression (Progress Committee)**

The regulations concerning the Administration of progression are detailed in the corresponding section of the Engineering Section of the Calendar in section III, subsection 3.2 Administration of progression (Progress Committee).

### **3.3 Appeals against Decisions relating to Progress of Students**

The regulations concerning Appeals against Decisions relating to Progress of Students are detailed in Section XI Code of Appeals, Grounds for Appeals.

## **4. Specific Structure of the Degree and Sub-Degree Awards**

### **4.1 Minimum Requirements for the awards**

The regulations concerning Minimum Requirements for the awards are detailed in the corresponding section of the Engineering Section of the Calendar in section III, subsection 4.1 Minimum Requirements for the awards.

### **4.2 Placement Year Abroad**

The regulations concerning Placements and Years Abroad are detailed in the corresponding section of the Engineering Section of the Calendar in section III, subsection 4.2 Placement, Year Abroad.

### **4.3 Designated Degrees**

Full details of the curriculum for each Degree programme are provided in the Department of Mechanical Engineering Undergraduate Student Handbook which must be read in conjunction with this Calendar.

Listed here are all the available Honours Degrees. BSc (Ord) in Product Design Engineering may also be awarded.

MEng in Product Design Engineering

MEng in Product Design Engineering (Accelerated Route)

BEng in Product Design Engineering

## **VI DEGREE OF BACHELOR OF ARTS (BA) IN FINE ART**

The Degree of Bachelor of Arts in Fine Art is governed by Resolution of the University Court. The provisions of Resolution No. 549 which, at the time of going to print, is in draft form are as follows:

1. The Degree of Bachelor of Arts (BA) in Fine Art at The Glasgow School of Art may be awarded by the University of Glasgow either as an Ordinary Degree or as a Degree with Honours in such designations as may be prescribed by Regulation.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree - these shall be stated in the section entitled 'Regulations' below.
3. The early exit awards of Certificate of Higher Education and Diploma of Higher Education are also included in the Regulations.
4. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degree of BA in Fine Art at The Glasgow School of Art.
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree of BA in Fine Art and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.
6. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
7. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 6 above.
8. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## **REGULATIONS**

### **1. Duration of Degree Study**

- 1.1 The curriculum for the Degree shall extend over no fewer than four academic years for the Honours Degree, and no fewer than three academic years for the Ordinary Degree.
- 1.2 The Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution; provided always that every candidate whose attendance and examinations

are thus recognised shall attend qualifying courses for at least two academic years (including the final year of the curriculum) at The Glasgow School of Art.

## 2. General Structure and Assessment of Degree

2.1 Courses taught within the School of Fine Art will bear the following credits

Stages (levels) 1-4	Unit – Fine Art Studio	96 credits
	Unit – Historical and Critical Studies	24 credits
	Total	120 credits

2.2 The Degree of BA Fine Art follows a prescribed curriculum. The studio component of the curriculum during the Second, Third and Fourth years of the programme shall be carried out within the following departments:

Sculpture / Environmental Art  
 Painting / Printmaking  
 Fine Art Photography

2.3 Regulations for assessment can be found in The School of Fine Art Programme Handbook.

## 3. Progress of Students

3.1 Students must complete each year of study to the satisfaction of the Board of Examiners. Any student whose work fails to reach the published required standard of assessment or attendance approved prior to the commencement of each academic year by the Academic Council will not be allowed to proceed to the next year of study.

3.2 a) In the Degree in Fine Art there will be Degree examinations in Studio Work and in Historical and Critical Studies. These components contribute either 80% and 20% respectively, or 70% and 30% respectively to the final award.

b) The Degree examinations in the First, Second and Third years will be held in June and there will be a second diet in the following August. A student who has not obtained passes in both Studio and Historical and Critical Studies by the end of the year of study will not be permitted to proceed to the subsequent year of the programme. The Board of Examiners may permit a candidate who has not achieved a pass in both components after the August diet of examinations to resubmit the failed component(s) on one final occasion at the diet of examinations held in the following June.

c) The examinations in the Fourth year shall be taken at one and the same diet.

d) There shall be three classes of Honours to be called the First, Second and Third Classes respectively, but the examiners shall divide the Second Class into two divisions.

3.3 a) If a candidate is unable to complete the whole or part of the final examinations, or fails to meet the required standard, by reason of his or her own illness or other good cause, assessment will be conducted in accordance with the policies and procedures in The School of Fine Art Programme Handbook.

b) Candidates shall be required to comply with such departmental instructions as are prescribed by the Head of School and by the Head(s) of Department(s) in charge of the course concerned. Such instructions will require students to attend studio at specific times, lectures, tutorials, study trips, examinations and other events; to provide themselves with such books, equipment and other materials as are necessary for the programme; to submit items of work including studio work, completed projects, essays and dissertations, by such dates as may be instructed. All such instructions shall be given to students in writing at an appropriate point in the programme. Reasonable notice of any alteration to these will also be given. A student who fails to comply with departmental instructions may be excluded from the programme prior to Degree examinations in the subject.

c) A student liable to exclusion under paragraphs 2.4, 3.2(a) and (b) above shall have the right of appeal to the Appeals Committee of the Academic Council.

## 4. Specific Structure of the Degree and the Awards Associated with it

4.1 The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

4.2 The awards for this Degree are BA (Ordinary) (360 Credits) and BA (Honours) (480 Credits) with exit awards of CertHE (120 Credits) and DipHE (240 Credits).

4.3 A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with The Head of School to enrol on the programme, complete the assessment elements of the programme and receive certification of the outcome of the assessment.

## VII DEGREE OF BACHELOR OF ARTS IN DESIGN

The Degree of Bachelor of Arts in Design is governed by Resolution of the University Court. The provisions of Resolution No. 550 which, at the time of going to print, is in draft form are as follows:

1. The Degree of Bachelor of Arts (BA) in Design at The Glasgow School of Art may be awarded by the University of Glasgow either as an Ordinary Degree or as a Degree with Honours in such designations as may be prescribed by Regulation.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree - these shall be stated in the section entitled 'Regulations' below.
3. The early exit awards of Certificate of Higher Education and Diploma of Higher Education are also included in the Regulations.
4. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degree of BA in Design at The Glasgow School of Art.
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree of BA in Design and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.
6. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
7. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 6 above.
8. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate

### REGULATIONS

#### 1. Duration of Degree Study

- 1.1 The curriculum for the Degree shall extend over no fewer than four academic years for the Honours Degree and no fewer than three academic years for the Ordinary Degree.
- 1.2 The Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution; provided always that every candidate whose attendance and examinations are thus recognised shall attend qualifying courses for at least two academic years (including the final year of the curriculum) at The Glasgow School of Art.

#### 2. General Structure and Assessment of Degree

- 2.1 Courses taught within The School of Design will bear the following credits

Stages (levels) 1-4	Unit – Design Studio	96 credits
	Unit – Historical and Critical Studies	24 credits
	Total	120 credits

- 2.2 The Degree of BA Design follows a prescribed curriculum. The studio component of the curriculum during the Second, Third and Fourth years of the programme shall be carried out within the following departments:

Ceramic Design  
 Interior Design  
 Silversmithing and Jewellery  
 Textiles  
 Visual Communication

- 2.3 Regulations for assessment can be found in The School of Design Programme Handbook.

#### 3. Progress of Students

- 3.1 Students must complete each year of study to the satisfaction of the Board of Examiners. Any student whose work fails to reach the published required standard of assessment or attendance approved prior to the commencement of each academic year by the Academic Council will not be allowed to proceed to the next year of study.
- 3.2 a) In the Honours Degree in Design there will be Degree examinations in Studio Work and in Historical and Critical Studies. These components contribute either 80% and 20% respectively, or 70% and 30% respectively to the final award.

- b) The Degree examinations in the First, Second and Third years will be held in June and there will be a second diet in the following August. A student who has not obtained passes in both Studio and Historical and Critical Studies by the end of the year of study will not be permitted to proceed to the subsequent year of the programme. The Board of Examiners may permit a candidate who has not achieved a pass in both components after the August diet of examinations to resubmit the failed component(s) on one final occasion at the diet of examinations held in the following June.
  - c) The examinations in the Fourth year shall be taken at one and the same diet.
  - d) There shall be three classes of Honours to be called the First, Second and Third Classes respectively, but the examiners shall divide the Second Class into two divisions.
- 3.3 a) If a candidate is unable to complete the whole or part of the final examinations, or fails to meet the required standard, by reason of his or her own illness or other good cause, assessment will be conducted in accordance the policies and procedures of The School of Design Programme Handbook.
- b) Candidates shall be required to comply with such departmental instructions are as prescribed by the Head of School and by the Head(s) of Department(s) in charge of the course concerned. Such instructions will require students to attend studio at specific times, lectures, tutorials, study trips, examinations and other events; to provide themselves with such books, equipment and other materials as are necessary for the programme; to submit items of work including studio work, completed projects, essays and dissertations, by such dates as may be instructed. All such instructions shall be given to students in writing at an appropriate point in the programme. Reasonable notice of any alteration to these will also be given. A student who fails to comply with departmental instructions may be excluded from the course prior to Degree examinations in the subject.
  - c) A student liable to exclusion under paragraphs 3.1, 3.2(a) and (b) above shall have the right of appeal to the Appeals Committee of the Academic Council.

#### **4. Specific Structure of the Degree and the Awards Associated with it**

- 4.1 The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.
- 4.2 The awards for this Degree are BA (Ordinary) (360 Credits) and BA (Honours) (480 Credits) with exit awards of CertHE (120 Credits) and DipHE (240 Credits).
- 4.3 A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with The Head of School to enrol on the programme, complete the assessment elements of the programme and receive certification of the outcome of the assessment.

### **VIII DEGREES IN PRODUCT DESIGN**

The Degrees in Product Design at The Glasgow School of Art are governed by Resolution of the University Court with provision that:

1. The Degree of Bachelor of Design BDes (Product Design) and Master of European Design MEDes (Product Design) at The Glasgow School of Art shall be conferred by the University of Glasgow.  
Hereinafter these Degrees are termed the 'Degrees' where reference is made to both Degrees together and called the Degrees of 'Bachelor of Design (Product Design)' and 'Master of European Design (Product Design)' respectively, when referred to separately.
2. The Degree of Bachelor of Design (Product Design) may be conferred as a General Degree or as a Degree with Honours. The General Degree of Bachelor of Design (Product Design) and the Degree of Master of European Design (Product Design) may both be conferred with distinction.
3. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degrees.
4. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degrees, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degrees, as may be proposed for such recognition by the Academic Council.
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degrees and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degrees.
6. The External Examiner(s) for the Degrees shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## REGULATIONS

### 1. Duration of Study

- 1.1 a) The curriculum shall extend over a period of 4 academic years in the case of the Bachelor of Design (Product Design) with Honours and over 5 academic years in the case of the Master of European Design (Product Design) and shall include courses of instruction both in The Glasgow School of Art and in the University of Glasgow
- b) The Bachelor of Design (Product Design) with Honours shall be completed in no more than 7 academic years and the Master of European Design (Product Design) in no more than 8 academic years.
- c) In the case of the Master of European Design (Product Design), two academic years, in Years 3 and 4 of the programme, will be taken at an overseas partner institution as part of a European network agreement approved by the Academic Council.

### 2. General Structure and Assessment of Degree

2.1 Courses taught within The School of Design will bear the following credits

Stages (levels) 1-5	Full session	120 credits
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2.2 The Degrees of BDes (Product Design) and MEDes (Product Design) follow a prescribed curriculum.

2.3 Regulations for assessment can be found in the Programme Handbook.

### 3. Progress of Students

- 3.1 a) Students must complete each year of the study to the satisfaction of the Examinations Board. Any student whose work fails to reach the published required standard of assessment or attendance in any element prior to the commencement of each academic year, will not be allowed to proceed to the next year of study.
- b) A student will not be allowed to proceed to Second Year if, s/he has not obtained passes in all elements of the Year 1 curriculum at grade D or above.
- c) To be eligible for progression to the Bachelor of Design (Product Design) with Honours, a student will normally be required to obtain passes in all elements of the Year 2 curriculum at grade D or above.
- d) To be eligible for progression to the Master of European Design (Product Design), a student will normally be required to obtain passes in all elements of the Year 2 curriculum at grade B or above.
- e) To be eligible for progression to Year 4 of the Bachelor of Design (Product Design) with Honours, a student will normally be required to obtain passes in all elements of the Year 3 curriculum at grade D or above:
- f) To be eligible for progression to the Year 4 of the Master of European Design (Product Design), an MEDes guest student will be required to obtain passes in all elements of the Year 3 curriculum at grade D or above<sup>1</sup>:
- g) To be eligible for progression to Year 5 of the Master of European Design (Product Design), an MEDes guest student will be required to obtain passes in all elements of the Year 4 curriculum at grade D or above<sup>2</sup>:
- 3.2 a) The Degree examinations in the First, Second and Third years will be held in June and there will be a second diet in the following August. A student who has failed to obtain passes in all required elements by the end of the year of study will not be permitted to proceed to the subsequent year of the programme. The Board of Examiners may permit a candidate who has not achieved a pass in all elements after the August diet of examination to resubmit the failed component(s) on one final occasion at the diet of examinations held in the following June.
- b) At the end of the Third Year, any candidate who has not met the requirements for continued progression on either the Bachelor of Design (Product Design) with Honours or the Master of European Design (Product Design) may at the discretion of the Examinations Board, be awarded the Degree of Bachelor of Design. In the case of the Master of European Design, the Examinations Board may recommend that any such candidate be admitted to year 4 of the Bachelor of Design (Product Design) with Honours.
- c) The Third and Fourth Year examinations for the Master of European Design (Product Design) will be taken at the host partner institution.
- d) The examinations in the Fifth year of the Master of European Design (Product Design) and the examinations in the Fourth year of the Bachelor of Design (Product Design) with Honours shall be taken at one and same diet.

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<sup>1</sup> Outgoing students (i.e. students undertaking Year 3 of the curriculum at a host institution) will be required to obtain passes equivalent to the above)

<sup>2</sup> Outgoing students (i.e. students undertaking Year 4 of the curriculum at a host institution) will be required to obtain passes equivalent to the above).

- e) There shall be three classes of Honours for the Degree of Bachelor of Design (Product Design) to be called the First, Second and Third Classes respectively. The examiners shall divide the Second Class into two divisions.
  - f) At the discretion of the Examinations Board, a candidate for the Degree of Bachelor of Design (Product Design) with Honours who has completed the assessment and has failed to be placed in any class, may be recommended for the Degree of Bachelor of Design (Product Design). Any such recommendation shall take into account the performance of the candidate in the Honours examinations and assessed course work and other course work in the final year of the programme.
  - g) At the end of the Fourth Year any candidate who has failed to meet the standard for progression on the Master of European Design (Product Design) may, at the discretion of the Examinations Board, be recommended for the Degree of Bachelor of Design (Product Design) with Honours in the appropriate degree classification or for the Degree of Bachelor of Design (Product Design). Any such recommendation shall take into account the performance of the candidate in the Honours examinations and assessed course work and other course work in the final year of the programme.
  - h) At the discretion of the Examinations Board, a candidate for the Degree of Master of European Design (Product Design) who has completed the final assessment and has failed to reach the standard for the award of the Degree may be recommended for the award of Bachelor of Design (Hons) in the appropriate classification. Any such recommendation shall take into account the performance of the candidate in the Honours examinations and assessed course work and other course work in the final year of the programme.
- 3.3 a) If a candidate is prevented by medically certified illness, or other good cause, from completing the assessment for either the Bachelor of Design (Product Design) with Honours or the Master of European Design (Product Design) then assessment will be conducted in accordance with Policies and Procedures of The Glasgow School of Art.
- b) A student liable to exclusion under paragraphs 3.3 (b), 3.1 (a) and 3.2 (a) above shall have the right of Appeal to the Appeals Committee of the Academic Council.

#### **4. Specific Structure and the Awards Associated with it**

- 4.1 The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.
- 4.2 The awards for this Degree are BDes (Ordinary) (360 Credits), BDes (Honours) (480 Credits) and MEdes (600 Credits) with exit awards of CertHE (120 Credits) and DipHE (240 Credits).
- 4.3 To be eligible for the award of Master of European Design with distinction, candidates must obtain passes in all components of the programme (Design, plus H&C, plus Social Sciences) above grade C and the aggregate grade of all components should be grade A.
- 4.4 A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by the Department in consultation with the Head of School to enrol on the programme, complete the assessment elements of the programme and receive certification of the outcome of the assessment.

## **IX DEGREE OF BACHELOR OF ARTS IN DESIGN (PART-TIME) IN A DESIGNATED SUBJECT**

The Degree of Bachelor of Arts in Design (Part-time) in a Designated Subject is governed by Resolution No. 517 of the University Court which came into effect on 1 October 2003 with the following provisions.

1. The Degree of Bachelor of Arts in Design at The Glasgow School of Art may be awarded by the University of Glasgow in such designations as may be prescribed by Regulation, either as an Ordinary Degree or as a Degree with Honours.
2. The Senate may make Regulations governing the award of the Degree which are subject to the approval of the University Court. These shall be stated under 'Regulations' below.
3. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.
4. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degree of BA in Design at The Glasgow School of Art.
5. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degree of BA in Design and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degree.

6. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Academic Council.
7. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 6 above.
8. The External Examiners for the Degree shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## REGULATIONS

### 1. Duration of Study

- 1.1 The programme leading to the award of BA (Hons) in Design will normally comprise of six academic years of part-time study and, except with the approval of the Board of Examiners, a student must have completed the programme within a period of ten academic years from the date of the initial registration.
- 1.2 Each candidate for the Honours Degree must attend for no fewer than six academic years. The Academic Council of The Glasgow School of Art may, however, recognise attendance at, and awards obtained from, other institutions, provided always that each candidate whose attendance and awards are thus recognised shall attend qualifying courses for at least four academic years (including the final level of the curriculum) at The Glasgow School of Art.

### 2. General Structure and Assessment of Degree

- 2.1 Subjects in which programmes of study are provided are as follows:

Ceramics

- 2.2 Admission to the programme leading to the award of this Degree shall be at Level 2.

- 2.3 The programme shall include a prescribed curriculum consisting of:

Studio

Historical and Critical Studies (H & C)

both components being delivered by residential school and distance learning.

- 2.4 Courses taught within the Degree programme shall bear the following credits

Level 2	Part-time	Studio	96 Credits
		H & C	24 Credits
		Total	120 Credits
Level 3	Part-time	Studio	96 Credits
		H & C	24 Credits
		Total	120 Credits
Level 4	Part-time	Studio	96 Credits
		H & C	24 Credits
		Total	120 Credits

- 2.5 The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

- 2.6 Regulations for assessment can be found in Programme Handbook.

### 3. Progression

- 3.1 Students must complete each year of study to the satisfaction of the Board of Examiners and in compliance with the regulations for progression as set out in the Programme Handbook (Grade D or above in both Studio and Historical and Critical Studies).

- 3.2 a) In the Honours Degree there shall be examinations in Studio Work and in Historical and Critical Studies. These components shall contribute 80% and 20% respectively to the final assessment in the event of students electing the extended essay (5,000 to 7,000 words), or 70% and 30% in the event of their electing to submit a dissertation (8,000 to 12,000 words). Students may select from these alternatives in consultation with course tutors.

- b) The degree examinations at the conclusion of Levels 2, 3 and 4 shall be held in September, and there shall be a second diet of examinations in November. A student at Level 2 or Level 3 who has not, by the end of the second diet, obtained passes at Grade D or above in both 'Studio' and 'Historical and Critical Studies'

will not be permitted to proceed to the subsequent Level of the programme. The Board of Examiners may, however, permit such a candidate to resubmit to examination in the component(s) in which he or she has been unsuccessful on one further occasion only, at the diet of examinations held in July following.

- c) In order to satisfy the requirements for the award of the Degree with Honours, a candidate must obtain passes in the Level 4 examinations at the first attempt and in a single diet.
  - d) There shall be three classes of Honours to be called the First, Second and Third Classes respectively, but the examiners shall divide the Second Class into two divisions.
- 3.3 a) If a candidate is unable to complete the whole or part of the final examinations, or fails to meet the required standard, by reason of his or her own illness or other good cause, assessment will be conducted in accordance the Policies and Procedures of The Glasgow School of Art published in the University *Calendar*.
- b) Candidates shall be required to comply with such departmental instructions as are prescribed by the Head of School and by the Head(s) of Department(s) in charge of the course concerned. Such instructions will require students to attend studio at specific times, lectures, tutorials, study trips, examinations and other events; to provide themselves with such books, equipment and other materials as are necessary for the programme; to submit items of work including studio work, completed projects, essays and dissertations, by such dates as may be instructed. All such instructions shall be given to students in writing at an appropriate point in the programme. Reasonable notice of any alteration to these will also be given. A student who fails to comply with departmental instructions may be excluded from the course prior to degree examinations in the subject.
  - c) A student liable to exclusion under paragraphs 3.1, 3.2(a) and (b) above shall have the right of appeal to the Appeals Committee of the Academic Council.

#### **4. Specific Structure of the Degree and Awards Associated with it**

- 4.1 The title of the Degree shall include the designation in which it is awarded and the Degree may not be awarded without such designation. Designations in which the Degree may be awarded are as follows:
- Ceramics
- 4.2 The awards for this Degree are BA (Ordinary) (360 Credits) and BA (Honours) (480 Credits) with exit awards of CertHE (120 credits) and DipHE (240 credits).
- 4.3 A graduate of this University or of another University or Institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with the Head of School to enrol on the programme complete the assessment elements of the programme and receive certification of the outcome of the assessment.

## **X TAUGHT POSTGRADUATE AWARDS AT THE GLASGOW SCHOOL OF ART**

### **POSTGRADUATE CERTIFICATE AT THE GLASGOW SCHOOL OF ART**

#### **REGULATIONS**

A student admitted to a programme leading to a Postgraduate Certificate must follow the instructions issued by the Department or equivalent and be aware of the content of the Programme Document (often referred to as the 'Programme Handbook') issued by the Department which will contain further details on the Programme including, in some cases, further requirements associated with the award.

#### **1. Application of the Regulations**

These regulations apply without modification to the Certificates listed in Regulation 9 below.

#### **2. Admission**

Applicants should normally be employed by a UK HEI (or equivalent professional experience) with a commitment to meet the minimum attendance requirements for the programme.

#### **3. Duration of Study**

The minimum period of study for the award of a Certificate is normally 12 months (September to September).

#### **4. Programme Components**

In order to qualify for an award in respect of the programmes specified in Regulation 9, a candidate must complete minimum credits as follows:

- i) For the award of a Postgraduate Certificate: 60 credits including at least 40 credits at Level (M)/SCQF Level 11.

#### **5. Minimum Requirements for the Award of Credits**

The minimum requirement for the award of credits for a component of the programme shall be specified by the Department or equivalent concerned, with the approval of Faculty, and given to candidates in writing at the beginning of the programme component. This requirement shall normally include a specified minimum level of compliance with instructions in terms of attendance and completion of work, and a specified minimum level of



performance in assessed work. Normally no grade or credits shall be awarded to a candidate who has not met this minimum requirement.

## **6. Assessment**

Regulations for assessment are governed by the code of assessment which is contained in the General Information and Fees section of the *Calendar*.

## **7. Reassessment**

A candidate will be permitted reassessment in any taught course for which he or she has obtained a grade E or worse. All reassessment results will be capped at grade D. A candidate will be entitled to one reassessment only in any course and the timing and nature of the reassessment will be as specified in the Programme Document.

## **8. Requirements for the award of a Postgraduate Certificate and rules for the award of distinction and merit**

8.1 The requirement for the award of a Postgraduate Certificate is an average of Grade D in 60 credits, with not less than 40 of these credits at Grade D or above

8.2 A candidate who has achieved Grade C or better in all components and Grade B or above in at least one third of the total credits of the award will be eligible for the award with Merit.

8.3 A candidate who has achieved Grade B or better in all components and Grade A in at least one third of the total credits of the award will be eligible for the award with Distinction.

## **9. Certificates to which these regulations apply**

The following awards are governed by the above regulations:

### **9.1 Certificates**

#### **9.1.1 Research and Postgraduate Studies**

Postgraduate Certificate in Supervision (Creative Practices)

## **TAUGHT MASTERS DEGREES AT THE GLASGOW SCHOOL OF ART**

The Masters Degrees listed in Regulations 11 and 12 below are governed by Resolution No. 561 of the University Court which came into effect on 1 September 2006 with the following provisions.

1. The Masters Degrees listed in Regulations 11 and 12 may be awarded by the University of Glasgow at The Glasgow School of Art.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degrees - these are set out in the section entitled 'Regulations' below.
3. The Senate recognises The Glasgow School of Art, through its Academic Council, as being corporately responsible for the administration and development of the courses leading to the Degrees listed in Regulations 11 and 12.
4. It shall be the duty of the Academic Council of The Glasgow School of Art to consider annually the curriculum for the Degrees and such other matters, including the admission and progress of students, as may be remitted to it by the Senate and to report to the Senate thereon. It shall be competent for the Academic Council to make recommendations to the Senate, with regard to the appointment of Examiners for the Degrees.
5. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degrees, such lecturers and other officers of The Glasgow School of Art having responsibility for courses qualifying for the Degrees, as may be proposed for such recognition by the Academic Council.
6. The Senate may appoint as an Examiner for the Degrees, but not as an External Examiner, any teacher recognised in accordance with Section 5 above.
7. The External Examiners for the Degrees shall be appointed by the University Court on the recommendation of the Academic Council and the Senate.

## **REGULATIONS**

A student admitted onto a programme leading to an award must follow the instructions issued by the relevant Department or equivalent and be aware of the content of the Programme Document (often referred to as the Programme or 'Course' Handbook) issued by that Department or equivalent which will contain further details on the Programme including, in some cases, further requirements associated with the award.

### **1. Application of Regulations**

- 1.1 These regulations apply without modification to the Degrees listed in Regulation 11 below.
- 1.2 These regulations apply also to the Degrees listed in Regulation 12 below subject to alternative requirements described in the relevant Programme Document. The requirements for these Degrees may vary only in respect of duration of study (Regulation 3), reassessment (Regulation 8) or progress (Regulation 7) to reflect the requirements of professional or statutory bodies.

## 2. Admission

Before being considered for admission to study for an award to which these Regulations apply, a candidate must normally have obtained either a degree from a recognised University or an equivalent qualification to the satisfaction and approval of the Academic Council of the Glasgow School of Art.

## 3. Duration of Study

The minimum period of study for the award of a Masters Degree is 12 calendar months. The maximum period for full-time study is 24 calendar months of registered study. The Academic Council of The Glasgow School of Art may recognise attendance given and examinations passed in another institution. The maximum period within which all students must complete the programme is five years from the date of initial registration.

## 4. Programme Components

4.1 In order to qualify for an award in respect of the programmes specified in Regulation 11, a candidate must complete minimum credits<sup>3</sup> as follows:

- (i) For the award of a Masters Degree: 180 credits, which includes both taught courses and a 60 credit (or more) dissertation or other substantial independent work.
- (ii) For the award of a Postgraduate Diploma: 120 credits of taught courses.
- (iii) For the award of a Postgraduate Certificate: 60 credits of taught courses.

4.2 The taught courses will normally be undertaken during the academic session (September - June) and are specified in the relevant Programme Document. The length and nature of the dissertation or other substantial independent work is as specified in the relevant Programme Document.

## 5. Minimum Requirement for the Award of Credits

The minimum requirement for the award of credits for a component of the programme shall be specified by the Department or equivalent concerned, and given to candidates in writing at the beginning of the programme component. This requirement shall normally include a specified minimum level of compliance with instructions in terms of attendance and completion of work, and a specified minimum level of performance in assessed work. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

## 6. Assessment

Regulations for assessment are, insofar as not modified by these regulations, governed by the Code of Assessment which is contained in the Fees and General Information section of the *Calendar*.

## 7. Candidates for a Masters Degree: Progress

7.1 A candidate will be permitted to progress to preparation of the dissertation, or other substantial independent work required by the Degree, only if he or she has obtained an average of Grade C in the taught courses described in Regulation 4 with no more than 25% of the credits for these courses at grade E and none below grade E.<sup>4</sup> The Programme Document may specify a course or courses in respect of which grade D is a minimum requirement of progression.

7.2 A candidate who has commenced study midway through an academic session will be permitted to progress to preparation of the dissertation, or other substantial independent work, only if he or she has obtained an average of Grade C in the taught courses assessed by the end of the session in which study was commenced with no more than 25% of the credits for these courses at grade E and none below grade E. The Programme Document may specify a course or courses in respect of which grade D is a minimum requirement of progression.

## 8. Reassessment

8.1 A candidate will be permitted reassessment in any taught course, for which he or she has obtained a grade D1<sup>5</sup> or worse. A candidate will be entitled to one reassessment only in any course and the timing and nature of the reassessment will be as specified in the Programme Document.

8.2 Reassessment of the dissertation or other substantial independent work will be permitted on one occasion only, under such conditions as the Examiners may prescribe in each particular case. Normally, resubmission should be no later than 3 months after the date of the meeting of the Board of Examiners. There is no automatic entitlement to repeat any previous practical work associated with the dissertation or substantial independent work or to undertake further practical work.

8.3 The Programme Document may specify more stringent criteria for reassessment on the basis of requirements of external bodies.

<sup>3</sup> In compliance with the Scottish Credit and Qualification Framework a minimum component of the total credit must be gained from **Masters level** courses (Level M/SCQF Level 11) as follows: 150 credits for a Masters Degree, 90 credits for a Postgraduate Diploma, 40 credits for a Postgraduate Certificate. Degrees which have a minimum duration of two years full-time, such as the Master of Fine Art and the MPhil 2D/3D Motion Graphics, will require completion of a higher volume of credit which will be specified in the Programme Document.

<sup>4</sup> In this and subsequent paragraphs in which references to average grades occur, such averages are determined as arithmetic means of aggregation scores corresponding to the grades defined in the University's Code of Assessment.

<sup>5</sup> Changed from '... grade E' on 9 October 2007.

8.4 All reassessment results will be capped at grade C3<sup>67</sup>.

**9. Requirements for the award of a Masters Degree and rules for award of distinction and merit**

9.1 A candidate will be eligible for the award of the Degree on obtaining an average of Grade C or better (with no more than 25% of credit at Grade E and none below grade E) in all the taught courses within the programme, as specified in Regulation 4, and obtaining a grade D or better in the dissertation or other substantial independent work.

9.2 A candidate who has achieved Grade C or better in all components and Grade B or above in at least one third of the total credits of the award at the first sitting<sup>8</sup> will be eligible for the award with Merit.

9.3 A candidate who has achieved Grade B or better in all components and Grade A in at least one third of the total credits of the award at the first sitting<sup>9</sup> will be eligible for the award with Distinction.

**10. Requirements for the award of a Postgraduate Diploma or Postgraduate Certificate and rules for award of distinction and merit**

10.1 The requirement for the award of a Postgraduate Diploma is an average of Grade D in 120 credits, with not less than 80 of these credits at Grade D or above.

10.2 The requirement for the award of a Postgraduate Certificate is an average of Grade D in 60 credits, with not less than 40 of these credits at Grade D or above.

10.3 These awards may be granted with Merit or Distinction according to the criteria specified in Regulation 9.2 and 9.3 above.

**11. Degrees<sup>10</sup> to which these regulations apply**

The following Degrees are governed by the above regulations:

Master of Architecture

Masters in Art, Design and Architecture in Education

Master of Design (Design Practice: Textiles as Fashion)

Master of Research in Creative Practices

Master of Animation

**12. Degrees<sup>11</sup> which include variations to Regulations 3, 7 and 8 above**

The following Degrees are governed substantially by the above regulations. The requirements for these Degrees may vary in respect of duration of study (Regulation 3), progress (Regulation 7) or reassessment (Regulation 8) or and such variations will be described in the Programme Document:

Master of Fine Art

MPhil 2D/3D Motion Graphics (final cohort: 2007-08)

## **XI CODE OF PROCEDURE FOR APPEALS**

### **1. Introduction**

The Senate of the University of Glasgow has agreed with the Academic Council of The Glasgow School of Art that a joint procedure for the consideration of appeals against academic decisions be established for students following courses which are taught wholly or partly in The Glasgow School of Art, and which lead to awards of the University of Glasgow. Appeals will be considered by a joint Glasgow School of Art and University of Glasgow Appeals Committee (see paragraph 5).

This procedure has been approved by the Senate of the University and the Academic Council of the School and covers appeals against academic decisions on progress and final degree examination(s). It applies to all Undergraduate, Taught Postgraduate and Research Postgraduate students.

The School shall provide an annual report to the Liaison Committee of the University of Glasgow and The Glasgow School of Art. The report will contain a review of activities in relation to academic appeals.

<sup>6</sup>Changed from '... grade D3' on 9 October 2007.

<sup>7</sup> It is necessary to define the secondary band at the lowest point for C (i.e. C3) in the capping process for resits in order to prevent students achieving a C2 or C3 at the first sitting being disadvantaged against students gaining higher results at resit (i.e. C1 or C2).

<sup>8</sup>'... at the first sitting' added on 9 October 2007.

<sup>9</sup>'... at the first sitting' added on 9 October 2007.

<sup>10</sup> Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see Regulation 10 above).

<sup>11</sup> Each of these degree programmes also offer awards of Postgraduate Diploma and Postgraduate Certificate with the same title (see Regulation 10 above).

## 2. Principles

The Glasgow School of Art Code of Procedure for Appeals observes the general principles outlined below.

- 2.1 A student should have a full opportunity to raise an appeal against an academic decision without fear of disadvantage and in the knowledge that confidentiality will be respected.
- 2.2 The School will provide enrolled students with a copy of the appeals procedure as well as advice and support on the procedure as required. Additional advice and support may be provided by the President of the Student Representatives Council (SRC) of The Glasgow School of Art or alternatively by the Academic Registrar.
- 2.3 Members of the Joint Appeals Committee (See paragraph 5.3) should be provided with regular guidance on the Code of Procedure for Appeals.
- 2.4 Where an appeal is upheld, the School will reimburse the student with any reasonable and proportionate incidental expenses associated with her/his appeal.
- 2.5 The procedure will comply with the legislation relating to Data Protection and Freedom of Information.

## 3. Definition of an Appeal

- 3.1 An appeal is defined as a request for a review of a decision of an academic body charged with making judgments concerning student progression, assessment or award.
- 3.2 A student may appeal on the grounds outlined in paragraph 6.5 below.
- 3.3 **A student may not appeal against decisions of Examiners or other matters of academic judgment unless the grounds of the appeal are contained in paragraph 6.5 below.**
- 3.4 **A former student may not appeal once s/he has graduated from the School. By graduating, the former student is deemed to have accepted the recommendation of the Board of Examiners.**
- 3.5 Procedures for Incomplete Assessment resulting from Good Cause, outlined in the Code of Assessment (see Fees and General Information Section XVI, paras 16.26-16.33), are concerned with the sudden unforeseen onset of illness or adverse personal circumstances affecting the student. A chronic medical condition shall not itself be considered a good cause. **Examiners will mark and classify the performance as it stands and will not judge undemonstrated capability.** Where there is chronic illness, good cause shall only be established where the candidate's performance has been compromised by a sudden severe episode of the illness.

## 4. The Appeal Process

### Informal Resolution

- 4.1 Prior to submitting a formal appeal, students are advised to discuss the matter with their Course Tutor, Head of Department or equivalent in an attempt to resolve the matter informally. An Officer of the SRC can assist or represent the student in seeking an informal resolution.

### An Appeal against a decision on Progress

- 4.2 An appellant who wishes to appeal on grounds of medical or other adverse personal circumstances against the application of published PROGRESS regulations, should obtain a medical report or a report on the other adverse circumstances and should submit it to the Academic Registrar with the note of appeal. This will then be passed to the Convener of the Board of Examiners for consideration.
- 4.3 The Joint Appeals Committee (see paragraph 5.3) will entertain a progress appeal by a student against the decision of a Board of Examiners only on the grounds that:
  - a) that there has been defective procedure at the level of the Board of Examiners;
  - b) the disposal of the Board of Examiners was clearly unreasonable.
  - c) that there is new information that for good and proper reason was not available to the Board of Examiners at the time it reached its decision.

### An Appeal against a Final Degree Examination Decision

Appeals against the decision of a Board of Examiners will follow the process outlined below.

- 4.4 The first stage will be a Preliminary Disposal. The detailed process and the possible outcomes of the Preliminary Disposal are outlined in paragraph 7.3 below.
- 4.5 The Preliminary Disposal may result in a referral of the appeal to a full hearing of the Joint Appeals Committee. The procedure for this is outlined in paragraph 8.
- 4.6 Further review by the Senate Appeals Committee of the University of Glasgow is available following consideration by the Joint Appeals Committee but only on the grounds outlined in paragraph 13.2.

## 5. Joint Appeals Committee

- 5.1 The Academic Council of The Glasgow School of Art shall establish a Joint Glasgow School of Art/University of Glasgow Appeals Committee (hereafter referred to as the Committee).
- 5.2 Full power for deciding appeals are vested in the Committee.

- 5.3 The Committee shall consist of the Director (Convener) or her/his nominee, members of the Academic Council, members of the Joint Board for Product Design Engineering and the President of the SRC. Exceptionally, the Committee shall have powers to co-opt up to two members of the Senate of the University of Glasgow. Where a case in question involves a course taught partly in the University, there shall be at least one University member serving on the Committee. The appellant has the right to object to the involvement of the student representative. Such objection should be submitted in writing along with the letter of appeal.
- 5.4 Where a member of the Committee has participated directly in the decision appealed against, that member shall not sit for the individual appeal. No member of the Senate Appeals Committee shall be entitled to serve on the Committee.
- 5.5 The quorum of the Committee shall be 3.
- 5.6 The Committee may have the assistance of a legal adviser.
- 5.7 The Academic Registrar (or her/his nominee) shall act as Secretary to the Committee.
- 5.8 The Joint Appeals Committee shall not have authority to alter an academic decision. If relevant factors are raised by the appeal which should have been known to the Board of Examiners or which the Board failed to take into account, the Committee shall instruct the Board to reconvene to reconsider the assessment. Where the Board after reconsideration of the issues raised in the appeal retains the original decision, the Deputy Director of the School or her/his nominee shall decide whether the recommendation of the Board should be accepted or rejected.

## 6. Lodging of an Appeal

### Timescales

- 6.1 An appeal or intimation of intention to appeal should be submitted in writing to the Academic Registrar within 10 working days of the intimation to the student of the decision against which the student is appealing. Where an intention to appeal is submitted, the full appeal, including the grounds and the remedy shall be submitted within 20 working days of the date of the letter intimating intention to appeal.
- 6.2 An application for an extension of time for submitting an appeal beyond 20 working days shall be submitted to the Academic Registrar and shall include sufficient information concerning the nature of the appeal, the grounds on which an extension of time is sought and shall be accompanied by such evidence of medical or adverse personal circumstances as are relevant to the application.
- 6.3 An extension of time for submitting an appeal shall not be granted unless the Convener of the Joint Appeals Committee is satisfied that the student was precluded from appealing within 20 working days as a result of serious illness or other circumstances which are both exceptional and relevant to the appeal.
- 6.4 A letter of appeal or other documents for the consideration of an appeal shall be treated as having been given or sent on the day that it is received by the Academic Registrar; and any letter or document sent to any person, including the student, in connection with the appeal shall, if sent to the person's last notified address, be treated as having been given or sent on the day that it was posted.

### Grounds for Appeal

- 6.5 Appeals will not be entertained against marks or decisions of examiners, or other matters of academic judgment, but only on grounds of unfair procedure or new evidence, namely:

#### ***Medical or other adverse personal circumstances***

- a) that there is new information that for good and proper reason was not available to the Board of Examiners at the time when it reached its decision on a particular student.

An appellant who wishes to appeal on grounds of medical or other adverse personal circumstances against a decision reached by a Board of Examiners, is referred to the procedures for Incomplete Assessment resulting from Good Cause in the Code of Assessment (see Fees and General Information Section XVI, paras 16.26-16.33).

#### ***Unfair or Defective Procedure***

- b) that the conduct of the examination was not in accordance with the approved examination regulations for the course;
  - c) that the candidate was given misleading written information concerning the nature of the examination and its requirements.
- 6.6 The provision for medical evidence or evidence of adverse personal circumstances is not designed to compensate for underperformance due to these circumstances nor are Examiners expected to infer how a candidate might have performed if unaffected. Where a candidate's performance is borderline between grades or classifications of Honours, provision of such evidence shall not necessarily raise the candidate to a higher grade or classification.

### Content of Letter of Appeal

- 6.7 An appeal submitted by E-mail will not be considered. E-mail correspondence will only be acceptable where it has been used to make or confirm arrangements for a hearing, if a hearing is deemed to be necessary.
- 6.8 The note of appeal must include:

- a) the name, address, telephone number and e-mail address of the appellant;
  - b) all the grounds on which the student considers that the decision should be changed; additional grounds may be admitted subsequently but only at the discretion of the Convenor; additional grounds presented at a hearing may lead to adjournment of the hearing.
  - c) the remedy, or remedies, which the student seeks;
  - d) whether the student wishes to make oral representation at any hearing which may be held or whether s/he is content for the appeal to be considered without her/his presence;
  - e) whether the student intends to be assisted or represented by any person and, if so, the name, address and occupation of that person.
- 6.9 A student who wishes to appeal on grounds of medical or other adverse circumstances shall provide a medical report<sup>12</sup> from her/his General Practitioner or Hospital Consultant. The medical report shall detail the severity, duration and possible impact of the medical condition on the student's academic performance. Where the student wishes to appeal on the grounds of adverse personal circumstances, a written statement by an independent witness must be provided. The report shall detail the severity, duration and possible impact of the circumstances.

## 7. Consideration of Appeal

### Power to give directions

- 7.1 The Director or her/his nominee may direct the student (or her or his representative) or any party to the proceedings to furnish additional evidence, information or explanation as may be thought to be appropriate.
- 7.2 A direction to the student (or her or his representative) shall state the period of time by which the student shall respond in writing following which the appeal may be dismissed by the Director.

### Preliminary Disposal

- 7.3 Upon receipt of a written appeal the Director or her/his nominee, after consultation with two other members of the Joint Appeals Committee, may make a Preliminary Disposal which may result in:
  - a) Dismissal of the appeal because:- no competent grounds for appeal have been stated; the appeal is frivolous or vexatious; the appeal is out of time or the student failed to comply with a direction made;
  - b) Dismissal of the appeal because the evidence submitted could reasonably have been presented to the Board of Examiners;
  - c) Referral of the appeal to the relevant Board of Examiners for reconsideration where 16.26 (a-c) of the procedures for Incomplete Assessment and Good Cause, outlined in the Code of Assessment (see Fees and General Information of the University Calendar), has been satisfied and where it is clear that the Board of Examiners was unaware of the medical or personal circumstances described in the letter of appeal.
  - d) Referral of the appeal to a full hearing of the Joint Appeals Committee, whereupon the Convenor may take such other interim action as he/she deems appropriate. Provision of a hearing does not imply that a prima facie case has been established.
- 7.4 The Academic Registrar will state in the letter to the student (or her or his representative) the outcome of the Preliminary Disposal, the reasons for the decision and shall provide the papers which were considered by the Committee.
- 7.5 An appeal which has been dismissed under Preliminary Disposal may be reinstated if the student (or his or her representative) makes representations with reasons why the case should not have been dismissed. The representation and the reasons shall be made in writing within 10 working days of the date of letter intimating the outcome of the Preliminary Disposal.

## 8. Hearing Arrangements

The Committee will normally meet within twenty days after receipt of an adequate note of appeal, or as soon as practicable thereafter.

The Academic Registrar shall:

- 8.1 Request reports and information including information relating to the manner in which the decision appealed against was reached;
- 8.2 Request the attendance of any person or persons whose presence is necessary for the hearing of the appeal;
- 8.3 Provide the student (or his/her representative) normally within 10 working days in advance of the hearing with a copy of all papers which will be before the Committee and the names of the persons who will be in attendance. The papers will normally be sent by recorded delivery or may at the student's request, be collected in person.
- 8.4 Notify the student (or his or her representative) no less than 5 working days prior to the hearing of the date, time and location of the hearing and the names of the members of the Committee who will consider the case.

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<sup>12</sup> A charge may be made by a GP for the provision of a medical report.

## 9. Attendance at Hearing

- 9.1 Where the student is prevented from attending by ill health, the hearing shall normally be deferred on submission of a medical certificate. If the student does not attend on the agreed date and no notification of the absence has been received, if the Convener is satisfied that the student has received due notice of the hearing, the Committee may proceed to deal with the case and to reach a decision in the student's absence.
- 9.2 The student shall have the right to be accompanied at the hearing by one of the following: a parent or guardian; a fellow student or other friend or to be formally represented by an Officer of the Students' Representative Council; a member of the University staff; or a lawyer. Where the student seeks to have two individuals in attendance, one shall attend as an observer only.
- 9.3 The student may name any person or persons s/he wishes to be present to provide evidence on her/his behalf. The name of any person or persons called by the student to provide evidence shall be provided to the Academic Registrar no later than 10 working days before the date of the hearing. The student shall be responsible for arranging the attendance of such persons at the hearing with the exception of members of staff of the School who shall be notified of the date, time and location of the hearing by the Academic Registrar.
- 9.4 If any person or persons are unable or unwilling to attend the hearing, the Convener of the Committee shall be responsible for deciding if the hearing should proceed on the date arranged or be deferred. A written statement may be presented by any person who has been invited to attend the hearing but is not available on the date specified.
- 9.5 The hearing shall be held in private. Confidentiality shall be observed at all times within the constraints of the procedure.

## 10. Professional Advice

Where the Committee requires the advice of an expert to deal with a question of fact or special difficulty, such an expert shall provide a written report and where appropriate shall be invited to attend the hearing to provide evidence.

## 11. Conduct and Procedure for Hearing

The normal procedure at a hearing will be described in the paragraphs which follow, but the Committee may adapt the procedure if it considers that an alternative arrangement would be more fitting in the circumstances

- 11.1 The Committee shall attempt to ascertain all relevant facts with a view to coming to a reasonable disposal;
- 11.2 The Committee shall consider the appeal in the light of the relevant regulations and practices taking account of the entire circumstances of the case.
- 11.3 The Committee shall examine the appellant and invite him or her to make an opening statement, or to have a statement made on his or her behalf. Thereafter the Committee shall:
  - 11.3.1 proceed to examine any person(s) called by the appellant and any person (s) who, in the view of the Convener, might contribute to the consideration of the appeal, and shall afford the appellant or his or her representative the opportunity to question, through the Committee, those persons;
  - 11.3.2 consider all relevant reports and information;
  - 11.3.3 afford the appellant an opportunity to make a final statement, or to have one made on his or her behalf.
  - 11.3.4 The Convener shall seek confirmation from all parties that all necessary and relevant information has been conveyed to the Committee, that the questioning is complete and that in the opinion of the student, the hearing has been conducted in a fair manner.
  - 11.3.5 Thereafter all persons, except the Committee, the Academic Registrar and any legal adviser appointed to advise the Committee shall retire while the Committee considers its decision. The Committee shall reach its decision or defer the decision pending further investigations.
  - 11.3.6 At any stage it shall be competent for the Committee to adjourn the hearing if it considers this to be necessary.

## 12. Disposal

- 12.1 The Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter;
- 12.2 It may decide by a majority;
- 12.2 It may dismiss the appeal because it does not evidence grounds for appeal as outlined in paragraph 6.5;
- 12.4 If it upholds the appeal, the Committee may order whatever remedy it deems appropriate in the circumstances which does not involve overturning an academic judgment;
- 12.5 It may refer the appeal to the Board of Examiners with whatever guidance or direction it considers appropriate;
- 12.6 The Academic Registrar, on the instructions of the Convener, shall intimate the decision in writing to the appellant and to the relevant Head of School and Department or, if appropriate, the Joint Board for Product Design Engineering;

12.7 In its report to the Head of School or the Joint Board for Product Design Engineering, the Committee may wish to include any recommendations related to the matter which has given rise to the appeal. The Committee may also make recommendations, as appropriate, to the Quality in Learning and Teaching Committee.

### **13. Further Review**

13.1 An appellant who is dissatisfied with the decision of the Joint Appeals Committee shall have the right of further appeal to the University Senate. A copy of the *Code of Procedure for Appeals to Senate* can be found in Section XXVIII of the 'University Fees and General Information for Students' extract of the University of Glasgow Calendar.

13.2 The Senate Appeals Committee will entertain an appeal against the Joint Appeals Committee only on the grounds that:

- a) new evidence has emerged which could not reasonably have been produced to the Committee;
- b) there has been defective procedures at the Joint Appeals Committee level;
- c) the disposal of the Joint Appeals Committee was manifestly unreasonable.

#### 13.3 Independent External Review

If the appellant is dissatisfied with the outcome of an appeal to Senate, she/he shall have the right to a review of the Office of the Independent Adjudicator, details of which are available from the Senate Office.