



Calendar 2006-07

UNIVERSITY
of
GLASGOW

DEGREES AWARDED IN CONJUNCTION WITH THE SCOTTISH AGRICULTURAL COLLEGE

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I APPEALS BY STUDENTS

The Code of Appeals for students pursuing courses at the Scottish Agricultural College which contribute to degrees of the University are set out in the appropriate section V of the following pages. Any appeal must be intimated in writing within fourteen days of the intimation to the student of the decision which he or she appeals against, stating the grounds of appeal. 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.

In certain circumstances students who are dissatisfied with the decision of the Academic Appeals Committee may make a further appeal to the University Senate. The Code of Procedure for Appeals to the Senate is printed in the section of the University *Calendar* entitled *University Fees and General Information for Students*.

II INTRODUCTION

The University of Glasgow awards degrees to students who have undertaken degree courses in several colleges associated with the University, including the Scottish Agricultural College.

Application for admission to first degree courses at the College must be made through the Universities and Colleges Admissions Service (UCAS), Rosehill, New Barn Lane, Cheltenham, Glos. GL52 3LZ. Further information about courses may be obtained from the Admissions Officer, SAC Edinburgh, King's Buildings, West Mains Road, Edinburgh EH9 3JG or by email toadmissions@sac.ac.uk.

III DEGREE OF BACHELOR OF ARTS (SCOTTISH AGRICULTURAL COLLEGE)

The Degree of Bachelor of Arts (Scottish Agricultural College) is governed by Resolution No. 529 of the University Court which came into effect on 1 October 2003 with provision that:

1. The Degree of Bachelor of Arts (Scottish Agricultural College) may be awarded by the University of Glasgow as a Degree in such designations as may be prescribed by Regulations.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree. These are set out in the section entitled 'Regulations' below.
3. The Degree may be awarded as a General Degree or as a Degree with Honours in any one of the following subjects:
 - Adventure Tourism and Outdoor Pursuits
 - Leisure Management (Sport and Recreation)
 - Rural Recreation and Tourism Management
 - Rural Recreation and Tourism Management (Equine Studies)
 - Rural Recreation and Tourism Management (Heritage Studies).
4. The programme for the award of the Degree shall be administered by the Scottish Agricultural College (hereinafter 'the College'). The College shall, subject to Senate's approval where appropriate, be responsible for the content and conduct of programmes and Degree examinations and other methods of assessment, the admission and progress of students and related matters. The day-to-day management of each Degree programme shall be the responsibility of a management team appointed by the College.

REGULATIONS

1. Duration of Study

1.1 Study in the College or the University of Glasgow

The programmes for the Degree shall be delivered at the College or in the University of Glasgow. The curriculum for the General Degree shall extend over not fewer than three academic sessions of full-time study or not fewer than five sessions of part-time study. The curriculum for the Degrees with Honours shall extend over not fewer than four academic sessions of full-time study or not fewer than seven sessions of part-time study.

1.2 Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education

A candidate who has attended courses of instruction and passed the appropriate assessments at other institutions approved by the University Court on the recommendation of the College and the Senate may be permitted to count such courses towards qualification for the Degree. Such candidates whose attendance and passes in assessments are thus recognised must attend the College or the University of Glasgow for at least one final year of full time study for the General Degree or at least two final years of full-time study for the Degree with Honours.

2. General Structure and Assessment of Degree

2.1 Courses

The programmes for the Degree shall comprise courses at SCQF levels 7, 8, 9 and 10, broadly corresponding to years 1, 2, 3 and 4 of full-time study. In all cases, the structure of the Degree programme in terms of the proportion of courses at different levels in a given year of study shall conform with the principles of the SCQF.

The names, levels and credit-value of courses shall be specified in the appropriate Programme Handbooks. The credit-value of a course shall be determined on the principle that each credit represents 10 hours of learning and assessment time ('notional student effort'), the standard full-time workload being 120 credits per session. The curriculum for years 1 and 2 shall comprise 15 course-equivalents¹ per year (8 credits per course-equivalent) and the curriculum for years 3 and 4 shall comprise 8 course-equivalents per year (15 credits per course-equivalent), recognising that some courses have credit-values of half, double or triple the norm.

2.2 Recognised Qualifying Courses

The curriculum shall be specified in terms of core and elective courses, as described in the appropriate Programme Handbooks. The courses listed shall not necessarily all be available in each session; the choice of a curriculum shall be subject to this limitation and to that imposed by timetables.

2.3 Existence of pre-requisites and co-requisites

The majority of courses can be studied independently of others. However, some courses may have one or more prerequisite or corequisite courses, details of which shall be given in the relevant course descriptors and Programme Handbooks.

2.4 Approval of Curricula

The curriculum of each candidate must be approved at the start of each session by the candidate's Adviser of Studies. Once approved, the curriculum may not be altered except by an Adviser of Studies.

2.5 Minimum requirements for the award of credit

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 Assessment

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

In years 1 and 2, there shall be continuous assessment of students in each course. In years 3 and 4, assessment shall be by coursework and examination, such that coursework normally contributes 50% of the total assessment (range 40-60% where some variation is justified). The only exception to this rule is for courses that are demonstrably best assessed by coursework only (e.g. case studies). Details of the assessment regimes for individual courses shall be given in the course descriptors in the Programme Handbooks.

Year 3 and Year 4 work that is submitted later than the date stipulated, without an acceptable reason being provided, will be subject to a reduction in the mark awarded according to a scale given in writing at the beginning of the programme.

2.7 Re-assessment in a Course

In years 1 and 2, two attempts at each assessment shall normally be allowed during the academic year, usually within the period when a course is being delivered. Students who do not demonstrate competence in an assessment at the second attempt shall have the opportunity for further re-assessment during a defined period, normally the last week in August/first week in September, on payment of a fee for each uncompleted course.

In year 3, a candidate who is awarded a grade A, B, C or D for a course after the first assessment diet shall not normally be allowed a re-assessment. Any other candidate shall be entitled to re-assessment during a defined period, normally the last week in August/first week in September, on payment of a fee for each uncompleted course. The grade awarded as a result of the re-assessment shall be no higher than D. A candidate who fails the re-assessment is entitled to repeat the year once, paying the appropriate fee.

In year 4, candidates shall not normally be entitled to re-sit examinations, re-submit coursework, or re-submit the Honours Project dissertation.

¹ The term 'course equivalents' is used here to encompass courses with different credit ratings. The majority of courses are single-weighted and have a credit rating of 8 (years 1 and 2) or 15 (years 3 and 4), although some courses, for example the Honours project, may be double- or triple- weighted.

3. Progress of Students

3.1 General progress requirements for all levels of the award

Progression from year 1 to year 2 will depend upon attaining a satisfactory standard in each course from the approved curriculum. Where a candidate has not successfully completed all the courses in the year 1 curriculum, he or she may be permitted to progress to the second year of the programme provided he or she has successfully completed at least 13 of the 15 course equivalents (104 credits).

To progress to the third year a candidate must have attained 240 credits from the approved curriculum.

In year 3, candidates who attain the requisite standard in the examinations and the assessment of course work shall be eligible for the award of the General Degree. Alternatively, they shall be eligible to proceed to a fourth year leading to the Degree with Honours.

3.2 Administration of progression

The case of any candidate who fails to meet the minimum requirements for progression shall be considered by the Board of Examiners. Mitigating circumstances should be discussed with his or her Adviser of Studies and notified in writing to the Programme Leader.

3.3 Appeals against Decisions relating to the Progress of Students

A candidate whose studies have been terminated because he or she has not satisfied the requirements for progression shall have the right of appeal in accordance with the appeals procedures established by the College and the University and published in the College section (SAC) of the University Calendar.

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

4.1 Minimum requirements for the award of the Degree and other awards.

To be eligible to graduate with the Degree of BA, a candidate must normally have:

- a) successfully completed courses totalling at least 360 credits from the approved curriculum;
- b) achieved a grade D or higher in at least 8 course equivalents in year 3;
- c) achieved a Grade Point Average (GPA) of at least 10 in year 3.

However, candidates who achieve a grade E in one of the courses may be given a compensatory pass for the course so long as the GPA for the year is at least 10.

To be eligible to graduate with the Degree of BA (Honours), a candidate must normally have successfully completed courses totalling at least 480 credits from the approved curriculum. There shall be four classes of Honours, to be called first, upper second, lower second and third class. The Board of Examiners shall award a class of Honours determined by the mean aggregation score calculated from the eight Year 4 course equivalents and one course equivalent representing the mean aggregation score for Year 3. Failed year 4 courses do not influence the overall outcome beyond their influence on the mean aggregation score.

4.2 Award of Certificates for Graduates Studying at Undergraduate Level

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 programme management team to enrol in a course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

IV DEGREE OF BACHELOR OF SCIENCE (SCOTTISH AGRICULTURAL COLLEGE)

The Degree of Bachelor of Science (Scottish Agricultural College) is governed by Resolution No. 528 of the University Court which came into effect on 1 October 2003 with provision that:

1. The Degree of Bachelor of Science (BSc) (Scottish Agricultural College) may be awarded by the University of Glasgow as a Degree in such designations as may be prescribed by Regulations.
2. The Senate may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree. These are set out in the section entitled 'Regulations' below.
3. The Degree may be awarded as a General Degree or as a Degree with Honours in any one of the following subjects:
 - Agricultural Science
 - Agriculture
 - Applied Bioscience
 - Countryside Management
 - Horticulture
 - Horticulture with Plantsmanship
 - Landscape Management

The Degree with Honours may be offered in any one of the following subjects:

- Agriculture (Animal Science)
- Agriculture (Crop Science)
- Agriculture (Rural Enterprise)
- Applied Bioscience (Animal Science)
- Applied Bioscience (Plant Science)
- Applied Bioscience (Biotechnology)
- Applied Bioscience (Environment)
- Applied Bioscience (Food Science)

4. The programme for the award of the Degree shall be administered by the Scottish Agricultural College (hereinafter 'the College'). The College shall, subject to Senate's approval where appropriate, be responsible for the content and conduct of programmes and Degree examinations and other methods of assessment, the admission and progress of students and related matters. The day-to-day management of each Degree programme shall be the responsibility of a management team appointed by the College.

REGULATIONS

1. Duration of Degree Study

1.1 Study in the College or the University of Glasgow

The programmes for the Degree shall be delivered at the College or in the University of Glasgow. The curriculum for the General Degree shall extend over not fewer than three academic sessions of full-time study or not fewer than five sessions of part-time study. The curriculum for the Degrees with Honours shall extend over not fewer than four academic sessions of full-time study or not fewer than seven sessions of part-time study.

1.2 Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education

A candidate who has attended courses of instruction and passed the appropriate assessments at other institutions approved by the University Court on the recommendation of the College and the Senate may be permitted to count such courses towards qualification for the Degree. Such candidates whose attendance and passes in assessments are thus recognised must attend the College or the University of Glasgow for at least one final year of full time study for the General Degree or at least two final years of full-time study for the Degree with Honours.

2. General Structure and Assessment of Degree

2.1 Courses

The programmes for the Degree shall comprise courses at SCQF levels 7, 8, 9 and 10, broadly corresponding to years 1, 2, 3 and 4 of full-time study. In all cases, the structure of the Degree programme in terms of the proportion of courses at different levels in a given year of study shall conform with the principles of the SCQF.

The names, levels and credit-value of courses shall be specified in the appropriate Programme Handbooks. The credit-value of a course shall be determined on the principle that each credit represents 10 hours of learning and assessment time ('notional student effort'), the standard full-time workload being 120 credits per session. The curriculum for years 1 and 2 shall comprise 15 course-equivalents² per year (8 credits per course-equivalent) and the curriculum for years 3 and 4 shall comprise 8 course-equivalents per year (15 credits per course-equivalent), recognising that some courses have credit-values of half, double or triple the norm.

2.2 Recognised Qualifying Courses

The curriculum shall be specified in terms of core and elective courses, as described in the appropriate Programme Handbooks. The courses listed shall not necessarily all be available in each session; the choice of a curriculum shall be subject to this limitation and to that imposed by timetables.

2.3 Existence of pre-requisites and co-requisites

The majority of courses can be studied independently of others. However, some courses may have one or more prerequisite or corequisite courses, details of which shall be given in the relevant course descriptors and Programme Handbooks.

2.4 Approval of Curricula

The curriculum of each candidate must be approved at the start of each session by the candidate's Adviser of Studies. Once approved, the curriculum may not be altered except by an Adviser of Studies.

² The term 'course equivalents' is used here to encompass courses with different credit ratings. The majority of courses are single-weighted and have a credit rating of 8 (years 1 and 2) or 15 (years 3 and 4), although some courses, for example the Honours project, may be double- or triple- weighted.

2.5 Minimum requirements for the award of credit

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 Assessment

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

In years 1 and 2, there shall be continuous assessment of students in each course. In years 3 and 4, assessment shall be by coursework and examination, such that coursework normally contributes 50% of the total assessment (range 40-60% where some variation is justified). The only exception to this rule is for courses that are demonstrably best assessed by coursework only (e.g. case studies). Details of the assessment regimes for individual courses shall be given in the course descriptors in the Programme Handbooks.

Year 3 and Year 4 work that is submitted later than the date stipulated, without an acceptable reason being provided, will be subject to a reduction in the mark awarded according to a scale given in writing at the beginning of the programme.

2.7 Re-assessment in a Course

In years 1 and 2, two attempts at each assessment shall normally be allowed during the academic year, usually within the period when a course is being delivered. Students who do not demonstrate competence in an assessment at the second attempt shall have the opportunity for further re-assessment during a defined period, normally the last week in August/first week in September, on payment of a fee for each uncompleted course.

In year 3, a candidate who is awarded a grade A, B, C or D for a course after the first assessment diet shall not normally be allowed a re-assessment. Any other candidate shall be entitled to re-assessment during a defined period, normally the last week in August/first week in September, on payment of a fee for each uncompleted course. The grade awarded as a result of the re-assessment shall be no higher than D. A candidate who fails the re-assessment is entitled to repeat the year once, paying the appropriate fee.

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Progression from year 1 to year 2 will depend upon attaining a satisfactory standard in each course from the approved curriculum. Where a candidate has not successfully completed all the courses in the year 1 curriculum, he or she may be permitted to progress to the second year of the programme provided he or she has successfully completed at least 13 of the 15 course equivalents (104 credits).

To progress to the third year a candidate must have attained 240 credits from the approved curriculum.

In year 3, candidates who attain the requisite standard in the examinations and the assessment of course work shall be eligible for the award of the General Degree. Alternatively, they shall be eligible to proceed to a fourth year leading to the Degree with Honours.

3.2 Administration of progression

The case of any candidate who fails to meet the minimum requirements for progression shall be considered by the Board of Examiners. Mitigating circumstances should be discussed with his or her Adviser of Studies and notified in writing to the Programme Leader.

3.3 Appeals against Decisions relating to the Progress of Students

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

4.1 Minimum requirements for the award of the Degree and other awards.

To be eligible to graduate with the Degree of BSc, a candidate must normally have:

- a) successfully completed courses totalling at least 360 credits from the approved curriculum;
- b) achieved a grade D or higher in at least 8 course equivalents in year 3;
- c) achieved a Grade Point Average (GPA) of at least 10 in year 3.

However, candidates who achieve a grade E in one of the courses may be given a compensatory pass for the course so long as the GPA for the year is at least 10.

To be eligible to graduate with the Degree of BSc (Honours), a candidate must normally have successfully completed courses totalling at least 480 credits from the approved curriculum. There shall be four classes of Honours, to be called first, upper second, lower second and third class. The Board of Examiners shall award a class of Honours determined by the mean aggregation score calculated from the eight Year 4 course equivalents and one course equivalent representing the mean aggregation score for Year 3. Failed year 4 courses do not influence the overall outcome beyond their influence on the mean aggregation score.

4.2 Award of Certificates for Graduates Studying at Undergraduate Level

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 programme management team to enrol in a course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

V CODE OF PROCEDURE FOR APPEALS

PREAMBLE

1. The Senate of the University of Glasgow is charged by the Universities (Scotland) Act with a duty to superintend the teaching of the University. This is understood to include examining.
2. The Senate of the University of Glasgow has agreed with the Principal of the Scottish Agricultural College (hereinafter referred to as 'SAC') that a procedure be established to dispose of appeals by students pursuing courses at SAC which lead to an award of the University of Glasgow. The validity of this procedure has been accepted by the Senate of the University and by the Executive Management Team of SAC.
3. The procedure is set out in the remainder of this document.

CONSTITUTION OF THE APPEALS COMMITTEE

4. The Executive Management Team of SAC shall establish an Academic Appeals Committee (hereafter referred to as 'the Committee').
5. Full powers for deciding appeals are vested in the Committee.
6. The Committee shall consist of the Vice-Principal (Education and Training) [Convener], Education Group Managers, and at least one representative of the Senate of the University of Glasgow.
7. No member shall sit in judgement on a case in which he or she has any interest.
8. The quorum for a meeting of this Committee, including the Convener, shall be five.
9. No member of the Senate Appeals Committee or the University Court shall be entitled to serve on the Committee. Where a member of the Academic Appeals Committee has participated directly in the decision appealed against, that member shall not sit for that individual appeal.

JURISDICTION

10. The jurisdiction of the Committee shall comprise all academic decisions affecting students, but not proceedings under the Code of Discipline or the Complaints Procedure. This includes Examinations Board decisions on student progress and final Degree Examinations.

BASIS OF APPEAL

11. No appeal may be made on matters of academic judgement: in particular, no appeal may be made by any candidate against the academic judgement of an Examinations Board on the examination results.
12. An appeal may be considered only in matters of procedure, namely:
 - (a) that there is new information that for good and proper reason was not available to the Examinations Board(s) at the time when they reached their decision on a particular student.

An appellant who wishes to appeal on medical grounds should obtain a medical certificate promptly, and should, if possible, submit it to the Academic Services Manager with the note of appeal, and in any case no later than the hearing.
 - (b) that the conduct of the assessment was not in accordance with the approved assessment arrangements for the course.
 - (c) that the candidate was given misleading written information concerning the nature of the examination and its requirements.

LODGING OF APPEAL

13. The grounds of appeal against the decision of the Examinations Board shall be clearly set out in writing and submitted to the Committee through the Academic Services Manager within ten working days following intimation or publication of the decision.
14. *Content of Note of Appeal.* The note of an appeal must state:
 - (a) the name, address and, if possible, telephone number of the appellant.
 - (b) the grounds on which the student considers that the decision should be revised.
 - (c) the remedy, or remedies, which the student seeks.
 - (d) whether the student wishes to speak at a hearing.
 - (e) whether the student intends to be assisted or represented by any person, and if so the name and occupation of that person.

TIME OF MEETING

15. The Committee shall meet within ten working days of receipt of the note of appeal, or as soon as practicable thereafter.

PRELIMINARY DISPOSAL

16. Upon receipt of a written appeal, the Vice-Principal (Education and Training), after consultation with two members of the Committee, may:
 - (a) dismiss the appeal because the appeal is out of time, or provides no sufficient grounds for an appeal, or is frivolous or vexatious; or
 - (b) refer the Appeal to the Committee.

APPEALS PROCEDURE

17. The Committee may decide for or against an appeal on the basis of written evidence, but will be required to see the student in question should he or she wish to argue the case personally. The Committee will also be required to consider the evidence submitted by any person indicated by the student and to see that person if the student so requests. However, the Committee may proceed to hear an appeal in the event of any person failing to attend at the appointed time.
18. The Committee will have discretion to limit the number of persons to be heard if the evidence to be given by them is deemed to be similar in nature.
19. A student interviewed by the Committee may if he or she wishes be accompanied by a friend or adviser, as may any member of staff interviewed by the Committee.

APPEALS FROM STUDENTS IN YEARS OTHER THAN THE FINAL YEAR

20. In cases of appeals from students in years other than the final year, the Committee shall decide on the merit of each appeal and advise the Programme Leader and the appropriate Examinations Board of the decision reached.
21. The Committee must give the relevant Examinations Board an account of the reasons which led to its decision, but excluding any information which the appellant has clearly indicated to be of a confidential nature and to be heard by the Committee only. The power of the Committee shall not be used to overturn an academic decision that a student has failed, but will enable the Committee to rule that a student be granted a repeat year or similar chance to retrieve failure.
22. The Secretary of the Committee will communicate the ruling to the Examinations Board and to the student who, failing production of fresh evidence, will be required to accept this decision.

APPEALS IN THE FINAL YEAR

23. Except as provided in 26, no decisions of an Examinations Board to which the External Examiners have given their approval explicitly or implicitly can be modified by any authority within SAC without the External Examiners' concurrence.
24. The Committee may require an Examinations Board to reconsider its decision on a final examination result in the circumstances detailed in paragraph 12 (a), (b) and (c).
25. In the circumstances detailed in 12 (a), the matter will be referred back to the Examinations Board, with a recommendation and a supporting statement giving the reasons for this recommendation. As with appeals in earlier years, any information will be excluded from the supporting statement which the appellant has clearly indicated to be of a confidential nature to be heard by the Committee only.

26. If after reconsideration, in the circumstances detailed in 12 (b) and (c), the Examinations Board does not modify its decision, the Executive Management Team may annul that decision if in its opinion account has not been taken of the relevant factors as specified in 12 (b) and (c).

APPEAL AGAINST A DECISION OF THE COMMITTEE

A student who is registered for an award of the University of Glasgow, may appeal against a decision of the Academic Appeals Committee of SAC, but only in terms of the University Code of Procedure for Appeals to Senate. A copy of the Code will be found in the Fees and General Information section of the University of Glasgow *Calendar*.

The Senate Appeals Committee will entertain an appeal against the decision of the Academic Appeals Committee of SAC only on the grounds that:

- (i) new evidence has emerged which could not reasonably have been produced to the SAC Committee;
- (ii) there have been defective procedures at SAC level;
- (iii) the disposal by SAC was clearly unreasonable.