These regulations apply to one-year full-time masters degrees, diplomas and certificates by coursework or research (and their part-time equivalents) and, where appropriate, to the taught components of other postgraduate research degrees involving coursework.

This document shows in normal typeface the sections which have the force of regulation. All sections in italic script are guidelines. This document should be read in conjunction with the booklet “Postgraduate Degree Assessment Procedures”

OCTOBER 2001

(Please destroy any previous versions)
EXAMINATION HALL REGULATIONS

1. An examination attendance sheet is laid on the desk for each candidate to complete upon arrival. These are collected by the invigilator after 30 minutes have elapsed from the start of the examination. Candidates are not normally allowed to enter the examination room more than fifteen minutes after the time at which the examination is scheduled to begin.

2. Candidates arriving more than 15 minutes after the start of the examination are required to complete a “Late arrival form” which requires him/her to sign a statement that they understand that they are not entitled to any additional time. Candidates are not allowed to leave the examination room less than 30 minutes after the commencement of the examination.

3. Books, papers, briefcases and cases must be left at the back or sides of the examination room. It is an offence against University discipline for a candidate to have in his/her possession in the examination any material relevant to the work being examined unless this has been authorised by the examiners.

4. Candidates must take their seats within the block of desks allocated to them and must not communicate with other candidates either by word or sign, nor let their papers be seen by any other candidate.

5. Candidates wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any candidate who causes a disturbance in an examination room may be required to leave the room, and shall be reported to the Secretary to the University.

6. Personal handbags must be placed on the floor at the candidate’s feet; they should be opened only in full view of the Invigilator.

7. An announcement will be made to candidates that they may start the examination, although they may begin without waiting for this announcement. Candidates must stop writing immediately when the end of the examination is announced.

8. Answers should be written in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out. Script books must be left in the examination hall.

9. During an examination, candidates will be permitted to use only such dictionaries, other reference books and calculators as have been issued or authorised by the examiners. The use of hand held personal technology such as “Personal Organisers” and mobile telephones is not permitted. Calculators that have a QWERTY, AZERTY or similar keypads are not permitted unless their use is expressly authorised by the examiners. Such authorisation will be stated on the front page of the examination paper. (See also 3.2.)

10. It is an offence against University discipline for any candidate knowingly
   (i) to make use of unfair means in any University examination,
   (ii) to assist a candidate to make use of such unfair means,
   (iii) to do anything prejudicial to the good conduct of the examination, and
   (iv) to impersonate another candidate or allow another candidate to impersonate him/her.

11. Candidates will be required to display their University Card on the desk throughout all written degree examinations and certain other examinations. If a card is not produced, the candidate will be required to make alternative arrangements to allow his/her identity to be verified before the examination is marked.

12. Smoking and eating are not allowed inside the examination room.

13. If an invigilator suspects a candidate of cheating, she/he shall impound any prohibited material and shall inform the Examinations Office as soon as possible.

14. Cheating is an extremely serious offence, and any candidate found by the Discipline Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination or the entire diet of examinations, or be subject to such penalty as the Discipline Committee considers appropriate.
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1. APPOINTMENT OF EXAMINERS AND DUTIES OF EXTERNAL EXAMINERS

Appointment of Examiners

1.1 The examiners for the various subjects of study in the degree(s) shall be:

(i) those Professors, Readers, Senior Lecturers, Lecturers and such other staff in the University as the Faculty may from time to time approve who conduct courses of instruction qualifying for the degree(s) and who are appointed to act as examiners in accordance with such procedure as shall be prescribed by the Senatus Academicus from time to time;

(ii) such Honorary Professors and Honorary Fellows (and, in the School of Agriculture, Honorary Senior Lecturers and Honorary Lecturers; in the Faculty of Medicine, such Honorary Professors and others upon whom the Faculty of Medicine has conferred honorary status; in the Faculty of Education, teachers and senior staff from partner schools) as are appointed to act as examiners in accordance with such procedure as shall be prescribed by the Senatus Academicus from time to time; and

(iii) such other internal and external examiners as are appointed on the recommendation of the Senatus Academicus in accordance with such procedure as shall be prescribed by the University Court (see Postgraduate Regulations 3.12.15, 5.1.12, 5.2.10, 5.3.9, 5.4.8, 5.5.5.2, 6.8.2, 7.8.2); provided that every candidate shall be examined in each course, module or component by at least two Examiners, of whom one shall be an external examiner. In large courses, the External Examiner may act as a moderator rather than an examiner (ie, the External Examiner may be required to assess only a selection of the assessed work rather than all of it; this selection should include all failed and distinction level work, all borderline performances, and work on which the internal examiners are in disagreement).

Involvement in Assessment

1.2 No member of the academic staff of the University, or External Examiner, shall be involved in the conduct (whether by setting, invigilating, marking, or otherwise) of any form of assessment, including an examination for a prize or scholarship, in which she/he may reasonably be regarded as having a strong personal interest because of close relationship or intimate friendship with a candidate whom she/he would otherwise be expected to examine.
1.3 In circumstances in which a member of staff or external examiner is a close relative to a candidate, she/he shall decline to act as examiner. For the purposes of this regulation, categories of "close relative" shall comprise a spouse or a partner, a parent or a child, a brother or a sister.

1.4 If in doubt as to what course professional integrity requires, the staff member shall consult the relevant Associate Dean (Postgraduate) or the Convener of the Faculty Postgraduate Studies Committee who may bring the case to the attention of the Senatus Postgraduate Studies Committee.

EXTERNAL EXAMINERS (Resolution Number 35/1999)

Appointment

1.5 An External Examiner must be a person both competent and having the requisite experience to examine the course or programme at the level at which it is taught.

External Examiners must normally be resident in the United Kingdom.

If the examiner is resident abroad, the department should check that the Faculty is prepared to pay the cost of travel to Edinburgh, before proposing the appointment.

1.7 No person who has held an appointment on the teaching or research staff or has been a research student of the University, or who has been granted honorary status in the University, is eligible to act as an External Examiner until a period of three years has elapsed since the termination of the appointment or the status. In exceptional circumstances this rule may be waived by the Senatus Postgraduate Studies Committee.

1.8 No External Examiner may hold office for a longer period than four consecutive years, and no person who has held an appointment as External Examiner for a period of four consecutive years is eligible for re-appointment until she/he has ceased to hold that office for not less than one year. In exceptional circumstances this rule may be waived by the Senatus Postgraduate Studies Committee.

1.9 Subject to these conditions, External Examiners may be appointed either for a specified period of years or on a year-by-year basis.

1.10 Recommendations for the appointment of External Examiners for postgraduate degrees by coursework are called for early in each session by Faculty Officers, who notify Departments of the vacancies which are about to arise. The Head of a Department is expected to ascertain in advance that the proposed External Examiner is willing to accept the appointment. An External Examiner for a postgraduate degree by coursework should not normally be appointed from a department in a university where a member of staff from the inviting University Department is known to be serving as an examiner, unless this imposes difficulties in obtaining the services of an External Examiner.

1.11 Names of proposed External Examiners are submitted by the department to the Faculty/Faculty Postgraduate Studies Committee for scrutiny and approval, and by the latter to the Senatus Postgraduate Studies Committee for information. Appointments normally take effect from 1 January. Letters appointing the External Examiners are dispatched by the Faculty Offices, on behalf of the Secretary to the University, enclosing information about the courses or programmes to be examined, relevant information about assessment and the Faculty's Code of Practice for External Examiners. The letters should make reference to the method of calculating the fees, or the precise fee payable, the date when the fees shall be paid, and to the fact that receipt of the External Examiner's report is a prerequisite for payment.

1.12 If an External Examiner seeks early termination of the contract, this must be negotiated with the Dean on behalf of the Faculty. Where possible, a report should be obtained from the External Examiner on the reasons for termination. If, in exceptional circumstances, a department wishes an early termination of an External Examiner's contract, this should be negotiated with the Dean on behalf of the Faculty. A report on the reasons for termination must be obtained from the department and the External Examiner. The Dean has the authority to appoint a replacement External Examiner.
Duties

1.13 Draft degree examination papers must be sent to the External Examiner for comment and approval. Emailing of draft degree papers to External Examiners is not permitted.

1.14 The External Examiner has the right to see all degree examination scripts and any other coursework including other examination scripts contributing to the assessment. Where it is agreed that an External Examiner will see a selection of scripts or other written work, the principles governing the selection must be agreed in advance and the External Examiner should always examine the scripts of cases which fall on the borderline of pass/fail and pass/distinction.

The guiding principle is that the External Examiner should have enough evidence to determine that internal marking is of an appropriate standard and is consistent.

1.15 Where an oral examination is held for only a proportion of the candidates, the principles for selection of candidates shall be agreed in advance with the External Examiner.

An oral examination is normally conducted jointly by the External Examiner and one or more internal examiner(s).

1.16 External Examiners should attend meetings of Boards of Examiners. The External Examiner should sign the Results Sheet. If an External Examiner refuses to sign the final list, then the Dean of the relevant Faculty, after consultation with the External Examiner, and then with the Principal or a Vice-Principal, has delegated authority from the Senatus Academicus to sign the list. After exercising such authority, the Dean must fully report the circumstances, including the views of the External Examiner, to the Principal. (See also 8.2).

For Boards of Examiners, where an External Examiner is unable to attend, views should be sought, ideally by video- or tele-conferencing and otherwise by email, telephone or fax. A signed paper copy of these views should follow. Even when they cannot be physically present, External Examiners should be involved in the scrutiny of scripts and should have access to assessed coursework as appropriate. The External Examiner’s signature must appear on the final degree examination results list; when time is tight it is acceptable for this to be faxed initially providing the signed paper copy follows. Email is not acceptable. (See also 8.3).

1.17 Conveners of Boards of Examiners should ensure that, as part of the formal proceedings of the Board, External Examiners are invited to comment on the structure, content, teaching and examination of the courses or programmes which they examine.

External Examiners should feel free to comment at any stage on assessment procedures, marking schemes, the structure of the course or programme and the curriculum. They should report on the department’s processes for assessment and examination, and on the extent to which the determination of awards are sound and have been fairly conducted. Faculty Postgraduate Studies Committees should write annually to External Examiners asking for a report on the courses or programme which they examine. The contents of the External Examiner’s report should be made available to the Head of the relevant Department.

2. CONSTITUTION OF BOARDS OF EXAMINERS

2.1 Each degree, diploma or certificate examination shall have a Board of Examiners responsible for determining the final award of the qualification.

2.2 At least one External Examiner shall be appointed for all programmes leading to a postgraduate degree, the number of External Examiners being determined by the diversity of the academic work contributing to the degree examination or the award of the degree. It shall be the responsibility of the Faculty Postgraduate Studies Committee to ensure that all elements of the programme which contribute to the award of a degree from the University are represented by at least one external examiner.
2.3 Names of proposed members of the Board of Examiners are subject to the approval of the Faculty Postgraduate Studies Committee (or the Convener and Secretary to that Committee acting under delegated powers). The list of examiners making up each Board shall be certified by the Associate Dean (Postgraduate) or Convenor of the Faculty Postgraduate Studies Committee and shall be definitive unless an appeal to the Senatus is made by an interested party challenging the composition of the Board.

2.4 Where any External Examiner is taken ill during the examination period, or is unable to attend due to other unforeseen circumstances, the Associate Dean (Postgraduate) or the Convener of the Faculty Postgraduate Studies Committee (in consultation with the Dean) shall have the authority to appoint a replacement External Examiner.

2.5 Where only one department is concerned with an examination or where one Department clearly has a predominant interest, the Convener of the Board of Examiners is normally the head or convener of that department or his/her nominee. Where more than one department is concerned the composition of the Board shall reflect the contribution of the departments to the work under examination, and the heads of departments concerned shall nominate one of the internal examiners as Convener. In the case of any disagreement, the Convener is nominated by the relevant Associate Dean (Postgraduate) or Convenor of the Faculty Postgraduate Studies Committee (in consultation with the Dean).

2.6 The Convener will receive and be responsible for correspondence on behalf of the Board.

2.7 Heads of Department concerned should notify the Faculty Office and Registry not later than 15 January of the names of those External and Internal Examiners who it is proposed will constitute the Board. Where there are two or more diets of examination in any year the Board need not comprise the same examiners for each diet. Any objection to the lists of names of examiners submitted by Heads of Departments should be made to the Associate Dean (Postgraduate) or Convenor of the Faculty Postgraduate Studies Committee by 28 February. Complete final lists of examiners are maintained by both the Registry and the Faculty Office and are available for inspection by members of staff.

3. **ASSESSED COURSEWORK**

3.1 Programme Organisers should hand out to candidates at the start of each programme a clear statement of how and when each of their courses is to be assessed, carefully specifying what pieces of coursework are or are not to be counted in the final assessment, and what weighting is to be assigned to the various components of the assessment scheme. This statement should specify how assessed coursework may be taken into account by resit Boards of Examiners. The statement should specify procedures to be followed if a candidate does not attempt, or does not complete, all the assessed coursework. (See also Section 12.)

3.2 Candidates should be made aware of the fact that marks for assessed coursework are provisional and may be modified when considered at the Board of Examiners meeting in that year. (See also section 9.5 below.)

*Candidates should be informed about their formative marks or grades throughout the year so that they can monitor their progress.*

3.3 If oral performance is to be assessed, candidates should be aware of how it is to be assessed and special efforts should be made to involve at least two examiners in making the assessment.

*In many subjects there will be no wish to make any assessment of oral performance in tutorial work because of the subjective nature of the evaluation and the potential threat to the relationship between the teacher and the candidate. In training relating to clinical or counselling professions, however, oral performance may be of special significance.*

3.4 Coursework which is used for assessment should be of a type that can be made available for the use of an External Examiner. If limited use is made of assessment types which cannot be made available, this should be made explicit to the External Examiner in advance and included in the statement to candidates. If a department wishes to assign more than 50% of the final marks to
coursework only (as distinct from examinations), then the External Examiner should have the opportunity, whenever appropriate, to be involved in the assessment of that coursework.

*The guiding principle is that the External Examiner should have enough evidence to determine that internal marking is of an appropriate standard and is consistent.*

3.5 Boards of Examiners confirm marks for students. Boards may, exceptionally in extenuating circumstances, exercise discretion to vary the weighting given to any piece of work included in the final assessment when a candidate falls on a borderline, notwithstanding any information on assessment procedures that may have previously been published by Departments.

3.6 Candidates wishing to proceed to a masters degree must pass the assessment requirements at the postgraduate diploma stage at an appropriate level at the first attempt before progression to the dissertation. Candidates may be required to resit certain elements of the taught programme for the award of diploma. Candidates who are required to resubmit any components may exit, if successful in the resubmission, with a postgraduate diploma.

In the case of modular master degrees (High Performance Computing, Dental Primary Care and those in the Faculty of Education) candidates are permitted one further attempt to pass the assessment for the first four modules within two months of the result being made known, without prejudicing their progress to the masters degree. In the case of the vocational Master of Social Work and the collaborative degrees in Advanced Silicon Processing and System Level Integration candidates may be permitted one further attempt to complete all the coursework requirements; in the case of the collaborative degrees this must normally be within two years of the first attempt. (See also Postgraduate Regulation 5.1.16).

*Exceptionally, with the permission of the relevant Faculty Postgraduate Studies Committee, a candidate who is unable to sit an examination because of illness may, if that illness is certified, be allowed to progress to the dissertation stage on condition that the dissertation may subsequently be set aside if the candidate is eventually unsuccessful in the taught element of the programme.*

3.7 If a dissertation is judged to be marginally unsatisfactory, the Board of Examiners may, at its discretion, agree that the candidate satisfies the requirements for the award of degree provided that the candidate either (i) makes editorial corrections to the dissertation or (ii) corrects stated deficiencies in the dissertation. Any such corrections must be certified by the internal examiner(s) and by the external examiner where so requested. A candidate who fails to reach the standard required for the degree may be permitted, on the recommendation of the examiners, to transfer to ante-dated candidature for an appropriate postgraduate diploma, where one exists, in terms of the regulations for that postgraduate diploma. (See also Postgraduate Regulation 5.1.17).

4. **EXAMINATION TIMETABLE**

4.1 It is the candidate’s own responsibility to ascertain his/her assessment deadlines, including examination times and locations.

*Candidates with special needs identified by the Registry and the Disability Office receive separate notification of examination times and locations from Registry. See Registry Postgraduate Assessment Procedures booklet.*

4.2 Attention is drawn to the possibility of examinations being scheduled in the evenings and on the Saturday of week 9 of the Autumn term, Saturdays of weeks 3, 4 and 9 of the Spring term and Saturdays of weeks 6, 7, 8 and 9 of the Summer term, and the first three Saturdays of the September examination diet.

4.3 Candidates may not appear for degree examination at times other than those prescribed, or at a place other than the designated one, except in cases of serious illness, injury or physical handicap, or on grounds of religious scruples or unavoidable overlapping of examination hours, or in other exceptional circumstances, and in each case only with the express approval of the relevant Associate Dean (Postgraduate) or Convener of the Faculty Postgraduate Studies Committee, after consultation with the Secretary to the University. A candidate who is permitted
to appear for examination at a time other than that prescribed may be required at the discretion of
the Associate Dean (Postgraduate) or Convener of the Faculty Postgraduate Studies Committee
concerned to answer a set of questions specially prepared for the purpose. Only in the most
exceptional circumstances will candidates be allowed to sit examinations away from Edinburgh.

4.4 For candidates to appear at examinations at times or places other than those prescribed, detailed
arrangements must be made with the Assistant Secretary (Examinations), Registry (650 2214), as
early as possible.

4.5 Candidates with special needs: A candidate who, because of handicap or injury, suffers from
serious disability in writing may be allowed extra time, or may be permitted to provide an
amanuensis (with additional time) who takes down the candidate's answers in longhand. In all
such cases, the arrangements must be approved in advance by the Assistant Secretary
(Examinations), Registry (650 2214), and reported to the examiners. The Registry must see and
accept a medical certificate relating to the candidate or be satisfied that an acceptable certificate
will be produced. Requests for arrangements of this kind must be made as early as possible,
giving full details.

4.6 Candidates who think they may be dyslexic or who received individual examination arrangements
prior to entry to the University should make themselves known to the Disability Office (650 6828)
at the earliest opportunity. Referrals for assessment are arranged by the Disability Office, after
seeking support from a relevant member of academic staff. If the Educational Psychologist
recommends individual examination arrangements, these will be implemented by the Registry,
which circulates this information to the relevant members of staff.

5. INVIGILATION AND CONDUCT OF EXAMINATIONS

5.1 Invigilation of degree examinations is undertaken by members of the academic staff or other
authorised staff on the basis of arrangements made from time to time by the Secretary’s Office in
consultation with Heads of Department. Examinations that contain practical or oral elements will
continue to be invigilated solely by members of academic staff.

5.2 A Guide to Invigilators is published annually by the Registry.

5.3 The Examination Hall regulations are as follows:

(1) An examination attendance sheet is laid on the desk for each candidate to complete upon
arrival. These are collected by the invigilator after 30 minutes have elapsed from the start of
the examination. Candidates are not normally allowed to enter the examination room more
than fifteen minutes after the time at which the examination is scheduled to begin.

(2) Candidates arriving more than 15 minutes after the start of the examination are required to
complete a “Late arrival form” which requires him/her to sign a statement that they
understand that they are not entitled to any additional time. Candidates are not allowed to
leave the examination room less than 30 minutes after the commencement of the
examination.

(3) Books, papers, briefcases and cases must be left at the back or sides of the examination
room. It is an offence against University discipline for a candidate to have in his/her
possession in the examination any material relevant to the work being examined unless this
has been authorised by the examiners.

(4) Candidates must take their seats within the block of desks allocated to them and must not
communicate with other candidates either by word or sign, nor let their papers be seen by
any other candidate.

(5) Candidates wishing to attract the attention of an invigilator shall do so without causing a
disturbance. Any candidate who causes a disturbance in an examination room may be
required to leave the room, and shall be reported to the Secretary to the University.

(6) Personal handbags must be placed on the floor at the candidate’s feet; they should be
opened only in full view of the Invigilator.
(7) An announcement will be made to candidates that they may start the examination, although they may begin without waiting for this announcement. Candidates must stop writing immediately when the end of the examination is announced.

(8) Answers should be written in the script book provided. Rough work, if any, should be completed within the script book and subsequently crossed out. Script books must be left in the examination hall.

(9) During an examination, candidates will be permitted to use only such dictionaries, other reference books and calculators as have been issued or authorised by the examiners. The use of hand held personal technology such as "Personal Organisers" and mobile telephones is not permitted. Calculators that have a QWERTY, AZERTY or similar keypads are not permitted unless their use is expressly authorised by the examiners. Such authorisation will be stated on the front page of the examination paper.

(10) It is an offence against University discipline for any candidate knowingly
    (i) to make use of unfair means in any University examination,
    (ii) to assist a candidate to make use of such unfair means,
    (iii) to do anything prejudicial to the good conduct of the examination, and
    (iv) to impersonate another candidate or allow another candidate to impersonate him/her.

(11) Candidates will be required to display their University Card on the desk throughout all written degree examinations and certain other examinations. If a card is not produced, the candidate will be required to make alternative arrangements to allow his/her identity to be verified before the examination is marked.

(12) Smoking and eating are not allowed inside the examination room.

(13) If an invigilator suspects a candidate of cheating, she/he shall impound any prohibited material and shall inform the Examinations Office as soon as possible.

6. MARKING

6.1 The Convener of the Board of Examiners is responsible for co-ordinating arrangements for marking assessed work and ensuring that all examiners are aware of their responsibilities and of the University's postgraduate common marking scheme.

More than one examiner should be involved in marking a candidate's work. This does not mean "double marking" in all cases, but only ensuring that one examiner does not mark all the essays, examinations, projects, etc. which contribute to a candidate's final assessment.

Arrangements should wherever possible specify that the marking method will allow, as a minimum, for markers to work independently, each without knowledge of the other’s decision. Further details are given in the Postgraduate Assessment Procedures booklet.

6.2 The original versions of examination scripts may not be sent outside the United Kingdom.

Where it is necessary to send examination scripts by post, photocopies should be made and sent.

6.3 Anonymity: Where practicable, examination papers of all candidates should be marked anonymously.

This policy extends to marking of assessed coursework, where possible.

Notes on the procedure are issued by the Registry. The policy on anonymity extends also to dyslexic candidates. The majority of dyslexic candidates will be offered a package which requires their work to be identified by a stamp stating 'dyslexic' which alerts examiners to the existence of a problem and to take no account of poor spelling. However, some students will be offered a package which does not require their examination papers to be stamped 'Dyslexic'. Their papers will then be marked in the same way as any other student's. (See also regulations 8.9 and 8.10.)
6.4 Assessment outcomes should not be determined solely by automatic processing without any human intervention.

This condition can be met, for example, by a member of staff reviewing the outcome of automatic processing, or by a Board of Examiners reaching the final decision on the result. ‘Reviewing’ the outcome of automatic processing does not mean checking it in detail, but includes inspecting the results in order to identify possible errors or anomalies so that these may be investigated further.

7. POSTGRADUATE COMMON MARKING SCHEME

7.1 The marking scheme below is to be used for degree assessment.

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-100</td>
<td>A</td>
<td>An excellent performance</td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>A very good performance</td>
</tr>
<tr>
<td>50-59</td>
<td>C</td>
<td>A good performance, satisfactory for a masters degree</td>
</tr>
<tr>
<td>47-49</td>
<td>D</td>
<td>A Marginal Fail (minor revisions to the dissertation are permitted)</td>
</tr>
<tr>
<td>40-46</td>
<td>D</td>
<td>A satisfactory performance for the diploma, but inadequate for a masters degree</td>
</tr>
<tr>
<td>0 – 39</td>
<td>E</td>
<td>Fail for the diploma</td>
</tr>
</tbody>
</table>

The table applies to the results of all assessment, except for the dissertation element of modular masters degrees in the Faculty of Education. The notation and description in these columns apply both to the overall result and to each discretely identified unit of assessment contributing to the overall result (see section 9).

7.2 Faculties and Departments are free to amplify, but not to alter, the overall description of grades (Column 3) for the further more specific guidance of their candidates, where this is thought to be helpful.

7.3 Award of Distinction

The masters degree may be awarded with distinction. To achieve a distinction, a candidate must have been awarded at least 70% on the University’s Postgraduate Common Marking Scale for the dissertation and must also have been awarded a mark for the coursework element that is close to the 70% standard. Precise criteria for the award of the degree with distinction are specified by each faculty, but a distinction can never be awarded unless a mark of 70% or above has been awarded for the dissertation.

A diploma may be awarded with distinction where, for good reason, a candidate has withdrawn from the programme after the taught element. The diploma cannot be awarded with distinction when a candidate has attempted the dissertation.

The award of distinction is not made in the Faculty of Education.

7.4 Publication of results in transcripts (see also section 10)

The notation in columns 1 and 2 is to be used by Boards of Examiners to enable implementation of the provisions of regulation 9 below. Both forms of notation must appear on the transcript issued on the authority of the Board of Examiners.
8. EXAMINERS' MEETINGS

8.1 The Convener of the Board of Examiners is responsible for giving reasonable notice of meetings, ensuring that the recommendations of the Board are approved in writing by the appropriate examiners and made available to the appropriate Faculty Office (Postgraduate Section) and to Registry at the required time, and ensuring that a minute of the meeting is produced. The minute is a confidential document, although information on a particular candidate may need to be disclosed under the Data Protection Act. *Inter alia*, the minute should record the names of the persons attending the meeting, relevant individual circumstances raised at the meeting and the outcome of subsequent discussion, and comments by the External Examiner(s) about the examination of the programme or courses and the performance of the candidates in general. Details of any modification of boundary marks between grades should be recorded together with the reasons for these.

8.2 All members of the Board of Examiners, including External Examiners, should attend meetings of the Board but, provided reasonable notice of a meeting has been given, a meeting is properly quorate and empowered to act if not fewer than half of the internal examiners (or, in exceptional circumstances and by agreement with the Associate Dean (Postgraduate) or the Convener of the Faculty Postgraduate Studies Committee and the Convener of the Board, representatives nominated and authorised by them) and at least one External Examiner, are present. In addition, in the case of examinations involving more than one Department, each Department must be represented and, whenever practicable, an External Examiner from each subject should be present. (See also Regulation 1.16).

*Should an External Examiner be unable to attend at very short notice, advice should be sought from the relevant Faculty Postgraduate Office.*

8.3 For a meeting of a reconvened or resit Board of Examiners, the quorum is normally not less than 50% of the internal members of the Board of Examiners, with an absolute minimum of two. In the case of small Boards of Examiners, it may be necessary to appoint nominees or proxies for members of the original Board unable to attend the reconvened or resit Boards. The Associate Dean (Postgraduate) or the Convener of the Faculty Postgraduate Studies Committee and Convener of the Board must approve the nomination of such representatives. Any decision reached by a reconvened or resit Board of Examiners must be agreed in writing by at least one External Examiner. (See also Regulation 1.16).

8.4 The Convener of the Board may, at his or her discretion, invite any person who has been involved in the teaching or assessment of the work under consideration by the Board to be present “in attendance” (without voting rights) at the meeting of the Board even where the person concerned has not been appointed to the Board or is not eligible for appointment to the Board.

8.5 Boards of Examiners are required to establish guidelines in advance on how the results of individual papers or units of assessment are to be aggregated, averaged or profiled to produce the overall final result. These guidelines are an integral part of the disclosure process outlined in section 10 below and must be published to candidates no later than the end of October in the academic year when examinations counting towards the degree, diploma or certificate are first sat. Where a programme involves subjects from two or more Departments, the basis for assessments and comparative weightings for the different parts of assessment should also be agreed by the time the programme and/or course handbooks are distributed in the October preceding the examinations.

8.6 The internal and External Examiners should concur in the mark and grade to be awarded to each candidate. In exceptional circumstances, where agreement cannot be reached, the External Examiner’s marks must be accepted.

8.7 The marks must be accurately transcribed on to the *Results Sheet* provided by the Faculty Office (Postgraduate Section).

*At least two people should normally be involved in checking both the calculation of the mark and its transcription to the Results Sheet.*
The Convener of the Board will need to ensure that the Board records a final result for each such paper or discretely identified unit of assessment for each candidate.

8.8 Boards of Examiners are normally convened in May or June to consider the results of the taught component of the degree, and in October to consider the final award of degrees. The results of degree, diploma and certificate assessments must be notified to the Faculty Postgraduate Studies Committee on the form provided and must be signed by at least one internal examiner (normally the Convener) and by at least one External Examiner. In the Faculty of Education, module results are submitted to Registry direct. Examination results for the summer (May and June) examinations should reach the Registry as soon as possible and certainly not later than 14 days before the date of graduation, to give enough time for the preparation and printing of the graduation programme. In the case of autumn (September) examinations, results should be submitted as soon as possible and not later than 10 days before the start of term.

The deadline for submitting the final degree results to Registry is Friday of week 4 of the Autumn Term.

8.9 Anonymity: Where candidates have been assessed anonymously, anonymity should be retained until, in the opinion of the Board of Examiners, the best interests of the candidates are no longer being served.

Where candidates have to attend oral examinations or perform or otherwise present some of their work, anonymity is impractical. Where possible, however, anonymity should be breached only for those examiners conducting the orals, and marks should be re-encrypted for presentation at the Board of Examiners meeting. (See also 6.3 and 8.10).

8.10 Anonymity and Personal Circumstances: Any personal circumstances which are clearly beyond the candidate’s control and for which there is sufficient documentary evidence to show that these circumstances may have adversely affected a candidate’s performance in the examination should be reported and should be recorded in the minute of the meeting of the Board of Examiners, regardless of the impact on the candidate’s marks or grades. Responsibility for producing the documentary evidence rests with the candidate.

The Programme Organiser should be alert to the possibility that evidence may be submitted and be ready to pass it in confidence to the Convener of the Board of Examiners or a relevant sub-committee of the Board which may be constituted to consider special circumstances. Where such information has to be presented, this should not be circulated to the Board of Examiners but rather brought to the Board’s attention by the Programme Organiser, Convener of the Board of Examiners or Convener of the special circumstances sub-committee, in as concise a form as is consistent with clarity, preferably still retaining the anonymity of the candidate.

8.11 Once the Board of Examiners has received all the marks and decided on the final marks and grades for each candidate, the candidates’ names must then be substituted for their students’ examination numbers. There must then be a final check of the results before the list is agreed and signed by the examiners.

Only in the event of detection of an error, which was not detectable when students’ examination numbers were used, should changes be made to the marks or grades at this stage. Any such change should be recorded in the minutes.

8.12 The Board of Examiners should take account of any personal circumstances and of the candidate’s general academic record, when determining the degree result. It is not within the power of a Board of Examiners to recommend the award of a degree, diploma or certificate without substantial evidence of attainment to at least the lowest level required for the award of that qualification. Boards of Examiners may not be generous in cases of failure other than within the limits already set out in these regulations.
8.13 Decisions by a Board of Examiners, once certified in writing, are final except that:

(a) a Board of Examiners may, at the instance of any of its members, review a decision if information relevant to that decision, but unavailable at the time the decision was made, comes to light or if any error having a material bearing on that decision or an error in the written certification of that decision has been made; if the Board is satisfied that there are grounds for varying the decision the Board shall forthwith report its recommendation to that effect to the Secretary to the University, who may implement the recommendation and refer it to the Senatus Postgraduate Studies Committee for decision.

(b) where an error is discovered in the assessment or marking of any examination or any component of an examination or in the calculation, recording or notification of the result of any examination or any component thereof or in the result of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result whether or not the result has been published or otherwise notified to the candidate. The University shall notify the candidate of the corrected result as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the candidate or to a third party. Having been notified of the corrected result the candidate shall return to the University any documentation which may have been issued to the candidate notifying the original result which has been corrected. The candidate shall have no claim against the University for any loss or damage which may have been incurred by the candidate as a result of any error which may have been made.

(c) a candidate has the right of appeal provided by Section 15 below.

(d) any member of Senatus may request Senatus to refer for investigation any matter concerning examinations.

(e) in proved cases of substantial and significant copying, plagiarism or other fraud, the Senatus has the power to reduce the marks awarded or to revoke any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned. (See section 13 below).

9. CONFIDENTIALITY - RELEASE OF MARKS

9.1 In this Section of the Regulations:

(a) “Marks" includes grades where appropriate.

(b) "Processing" has the meaning ascribed to it under current the Data Protection Act except that it excludes processing undertaken solely for the preparation of statistics or the carrying out of research provided that the resulting statistics or the results of the research are not available in a form which identifies any individual candidate.

(c) If computers are used in this process such information may be processed or stored only on computers designated by the Convener of the Board of Examiners.

9.2 All discussion at a Board of Examiners’ meeting is confidential, and no comments or remarks should be reported to any candidates, whether or not they are unattributed. Under normal circumstances the views of a particular examiner should not be made known to a candidate. However, if a candidate makes a request under the Data Protection Act, information on that particular candidate may need to be disclosed.

9.3 Other than with the permission of the candidate concerned, members of staff should not make available information about marks to persons or bodies outside the University except when necessary in the context of a confidential reference. The award of distinction is not confidential (see also 7.3).
9.4 **Retention of assessed material:** Material which contributes to the final assessment of the degree, including any written examinations, dissertations, essays, laboratory or studio work and projects, should be retained in the department for four months after the Board of Examiners meeting which decides the award of the degree, diploma or certificate.

*Students should be advised that if they submit one copy of an item of assessed coursework then this will be retained in the Department but that if they choose to submit two copies of assessed coursework, one of these should be returned to them.*

9.5 **Marks for individual units of assessment:** Candidates are entitled to obtain the mark or grade for each paper or other discretely identified unit of assessment employed by the Board in reaching its final mark for the assessment. Such marks will be made available to the candidate on request through the Programme Organiser or through another member of the academic staff nominated by the Board of Examiners, together with guidance on the meaning of the marks or grades. There is no obligation to provide this information under these Regulations if the request is made more than one year after the date of the assessment.

The Board of Examiners will approve a single mark for each unit of assessment for which marks are to be released; the released marks will be the final marks used by the Board of Examiners when determining the overall result for the course. In each case, the candidate will be informed of the status of the marks released and be reminded that the Board of Examiners, in determining the final marks, may have exercised discretion by taking into account additional relevant information.

9.6 **Assessed coursework marks:** Departments which use assessed coursework normally provide candidates with the assessed coursework marks at the time that the assessment is marked, as a guide to each candidate's performance, together with guidance on the meaning of the marks. Where such marks count towards the overall result of the course and are released prior to confirmation by the Board of Examiners, candidates will be advised that the marks are provisional and may be modified when considered at the Board of Examiners meeting in that year (see also Section 3 on Assessed Coursework).

9.7 **Provisional degree examination marks:** Prior to the meeting of the Board of Examiners, marks are inherently provisional and have no status until they are approved or modified by the Board. In consequence such marks (other than assessed coursework marks) may not be released to candidates.

10. **NOTIFICATION AND PUBLICATION OF RESULTS**

10.1 Candidates have the right to exclude their name, examination results and/or exemption results from being publicly announced, with the exception of excluding this information from Registry’s graduation programme.

10.2 Although a Board of Examiners may not certify that a candidate for a degree is entitled to receive the degree, it has full power (subject to the exceptions stated in section 8.13 above) to decide upon result of degree examinations.

10.3 Departments may post lists of those candidates invited or required to attend orals.

10.4 One copy of the detailed degree assessment examination results, duly certified by the Convener of the Board and the External Examiner, shall be lodged with the Faculty Postgraduate Office and Registry as soon as possible after the meeting of the Board of Examiners, and one photocopy shall be retained by the member of the academic staff nominated by the Board in terms of regulation 9.5 above, to be copied to the candidate on request.

10.5 **Degree Transcripts:** Faculties or Departments are required to issue automatically to candidates a transcript of the candidate’s results using a standard format transcript within two months of the date of the meeting of the Board of Examiners. This applies to all transcripts that are issued for study undertaken after 1 October 1998. Transcripts issued after October 1998 for study undertaken before academic year 1998/99 do not have to use this format.
10.6 **Transcripts should record the result of the degree.** They should list: the component of assessment; the percentage contribution this item made to the degree; the mark obtained (expressed as a percentage); the grade of each item, and the academic year in which the result was obtained. Information about the University’s common postgraduate marking scale should be pre-printed on the back of the transcript together with the faculty’s definition of a distinction. Transcripts for some degree programmes within the Faculty of Education may be exempt from the requirement to complete the columns on “contribution to the degree” and the latter also may be exempt from completing the “marks” column, at least during the transitional period of the academic years 1998-99 to 2001-02.

10.7 **All transcripts should contain the following statement:**

“This is a transcript of marks obtained by the candidate, and is not a degree certificate. Under the University’s regulations, Boards of Examiners may, where appropriate, take account of information additional to the profile of marks listed above in deciding the final mark or grade awarded to any candidate.”

11. **SUSPENSION FROM POSTGRADUATE DEGREES INVOLVING COURSEWORK OR RESEARCH**

11.1 A candidate is not normally permitted to suspend his or her studies before the completion of the programme or course and of the examinations relating to it except by permission of the relevant Faculty Postgraduate Studies Committee (as detailed in 11.2 below) and on production of satisfactory evidence of illness or other circumstances beyond his or her control which justifies such a measure.

11.2 If the application to the relevant Faculty Postgraduate Studies Committee is lodged before the diet of examinations, the decision on the application shall rest with the Associate Dean (Postgraduate) or the Convener of the Faculty Postgraduate Studies Committee. If the candidate is permitted by the Committee to suspend his or her studies, he or she shall be told in writing whether part of or the whole of the course, including any material counting towards the assessment of the course which she/he may already have submitted, will have to be repeated.

12. **FAILURE TO COMPLETE DIPLOMA OR DEGREE ASSESSMENT**

12.1 A candidate for a diploma or degree who fails to complete part of the final written examination (or any written assessment other than the dissertation), and who can produce satisfactory evidence that the failure was due to reasons beyond the candidate's control, may be deemed by the Board of Examiners to have satisfied the requirements for that written examination if the Board considers that it has sufficient evidence of the candidate's prior satisfactory academic performance in the programme or course. In such a case, the Board may award a pass in that course and determine the appropriate mark or grade. Alternatively, the Board may, with the approval of the head of department and the Associate Dean (Postgraduate) or Convener of the Faculty Postgraduate Studies Committee, permit the candidate to resit the examination at the next diet of examinations within the same academic year or to take specially prepared examination papers.

12.2 Where a Board of Examiners makes use of the powers given in this regulation, the Board must inform the Associate Dean (Postgraduate) or the Convener of the Faculty Postgraduate Studies Committee, and its decision in the case requires the approval of the Faculty Postgraduate Studies Committee. A pass awarded under this regulation must be clearly indicated on the Results Sheet submitted to the Faculty Postgraduate Office and to the Registry.
12.3 If a candidate has completed no part of the final coursework examinations (where “examinations” is construed as in 12.1 above) but can produce satisfactory evidence that the failure was due to reasons beyond the candidate's control, the Board should not award a pass, but should report the case to the relevant Faculty Postgraduate Studies Committee. The report to the Faculty Postgraduate Studies Committee should contain such evidence from medical and welfare agencies as is necessary to support the case and also, as far as is practicable and appropriate, the views of the candidate, the Course or Programme Organiser and the Convener of the Board of Examiners. The Faculty Postgraduate Committee may recommend that a pass be awarded, that the examinations be retaken (as set out in 12.1 above) or that a diploma or degree aegrotat be awarded. Such a recommendation must be submitted for approval to the Senatus Postgraduate Studies Committee.

12.4 When such a case has been brought to the attention of the Senatus Postgraduate Studies Committee, this Committee, after such consultation as it thinks fit, shall recommend to Senatus either
   (i) that the candidate be awarded a pass;
   (ii) that the candidate be awarded an aegrotat diploma or degree;
   (iii) that the candidate be required to take the examination paper(s) at the next diet within the same academic year; or, exceptionally,
   (iv) in cases involving exceptional hardship and where the Head of Department is prepared so to recommend, that the candidate be permitted to take specially prepared examination paper(s) in the same academic year. Where a pass is awarded under this regulation, it must be clearly indicated in the Examiners' List submitted to the Faculty Postgraduate Office and to the Registry.

12.5 When a candidate has missed part or all of the final examinations (where “examination” is construed as in 12.1 above) and the candidate's circumstances are medical and are such that the Board of Examiners does not believe that the candidate will be able to complete the work, even after suspension of studies for a period, the Board of Examiners may propose to the Faculty Postgraduate Studies Committee the award of a diploma or degree aegrotat. The report to the Faculty Postgraduate Studies Committee should contain such evidence from medical and welfare agencies as is necessary to support the case and also, as far as is practicable and appropriate, the views of the candidate, the Course or Programme Organiser and the Convener of the Board of Examiners. If the case is supported by the Faculty Postgraduate Studies Committee, the recommendation and supporting evidence shall be referred to the Senatus Postgraduate Studies Committee. This Committee shall then decide whether to recommend to Senatus the award of a diploma or degree aegrotat.

12.6 Posthumous Degrees and Diplomas

The Senatus may authorise the conferment of posthumous degrees and has expressed itself in favour of such action in appropriate circumstances. Each such conferment requires a positive proposal from the relevant Faculty Postgraduate Studies Committee and the Senatus Postgraduate Studies Committee.

Normally a posthumous degree is conferred only where the candidate was fully qualified to receive the degree at the time of death. The Secretary's Office should be consulted (650 2140) before any proposal is brought forward.

13. PLAGIARISM AND CHEATING

13.1 Plagiarism (that is, the act of including or copying, without adequate acknowledgement, the work of another in one's work as if it were one's own) is academically fraudulent and an offence against University discipline.
13.2 All work submitted for assessment by candidates is accepted on the understanding that it is the candidate’s own unassisted effort without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. In so far as candidates rely on sources, they should indicate what these are according to the appropriate convention in their discipline.

13.3 The innocent misuse or citation of material without formal and proper acknowledgement can constitute plagiarism, without the presence of a deliberate intent to cheat. Work may be considered to be plagiarised if it consists of close paraphrase or unacknowledged summary of a source, as well as word-for-word transcription. Plagiarism is a serious disciplinary offence. Any failure adequately to acknowledge or properly reference other sources in submitted work could lead to lower marks or to a mark of zero being returned or to disciplinary action being taken.

13.4 Because cheating is a serious disciplinary offence, the Convener of the Board of Examiners should seek advice from the secretary of the Discipline Committee (650 2140).

Suspected plagiarism

13.5 Plagiarism, at whatever stage of a candidate’s course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University. If after investigation it is established that work submitted for assessment has been plagiarised to a significant extent, that will be permanently noted on a candidate’s record in the Faculty Office.

13.6 The University may take the following steps in cases where a candidate uses or is thought to have used the work of another person or persons in his/her academic work:

(1) The person marking the work and who suspects plagiarism will inform the Convener of the appropriate Board of Examiners. The candidate will be interviewed and the circumstances giving rise to the suspicion will be investigated as soon as practicable in consultation with the other examiner(s) of the piece of work to determine whether or not some action should be taken in view of the suspected plagiarism.

The candidate should receive a written invitation to this meeting, which should give a reasonable amount of notice and be organised at a reasonable time of day. The candidate should be given the opportunity to be accompanied at the meeting by another member of the University community (which can include a Students’ Association adviser). The Convener should be accompanied by another member of the Board of Examiners.

The purpose of the interview is to obtain information about the incident in order to consider a way forward. The Convener should seek advice from the secretary of the Discipline Committee prior to the interview and before communicating to the candidate the outcome of the interview. It is good practice for the candidate to be sent a copy of the report that the Convener draws up following the interview so that s/he can, if need be, comment on matters of fact in the report.

If there is evidence of plagiarism then in the case of a first offence, which is believed to be an innocent transgression of the rules, a warning and further advice will be given to the candidate by the Convener of the Board of Examiners. This will not normally go on the candidate’s record in the Faculty Office.

In any second and subsequent cases of plagiarism by the candidate, written warnings will be issued by the Convener and will be copied to the Associate Dean for recording on the candidate’s record in the Faculty Office.

If a case is not considered to be an innocent transgression of the rules, and a warning is not a sufficient response, then the course of action outlined in (2) below will be followed.
(2) A detailed report will be prepared by the Convener for the relevant Board of Examiners. The report will include the report of the interview with the candidate; any information that the candidate wishes to be taken into account; the evidence of the suspected plagiarism; information given to candidates on the course about the avoidance of plagiarism; and one of the following recommendations:

(i) that the matter should be noted but requires no further action by the Board because it involves no more than a single lapse or a very few minor lapses which have been taken into account in the examiners’ assessment of the work; and that in the circumstances the candidate should receive a warning and instruction on citation conventions; this will be copied to the Associate Dean (Postgraduate) for the candidate’s record; or

(ii) that the nature of the offence is such that the Board of Examiners should reduce the candidate’s mark by an amount to reflect the examiners’ assessment of the extent of the seriousness of the matter; and that it should be reported to the Dean as Authorised Officer in order that appropriate further steps may be taken at the Dean’s discretion, which could include referring the matter as a serious case of academic fraud to the Discipline Committee for action to be taken under the Code of Discipline.

In a case covered by the terms of (ii) above, the Board of Examiners shall have the discretion to reduce marks and results up to the point where the academic rating for the piece of work in question is reduced to zero with whatever consequences would normally follow from such performance, including loss of class in the case of honours examinations, or failure in the case of other examinations.

The Board of Examiners shall have power to make such an adjustment to marks and results only in respect of the specific items of work submitted for assessment which have been the subject of the Convener’s report.

(3) The candidate shall have the right of appeal to the Senatus Postgraduate Studies Committee against the decision of a Board of Examiners under 2(i) and (ii) above, by writing to the Secretary to the University, subject to the conditions set out in the Appeals Section 15.

(4) If the case is referred to the Discipline Committee, the candidate shall have the right to appear before the Committee and to present evidence. The Discipline Committee shall, without prejudice to any other powers it may have under the Code of Discipline, have power to:

(i) award a fail mark in all the candidate’s continuously assessed work or examinations in the subject under investigation in that diet of examinations or issue a mark of zero in the candidate’s whole diet of examinations in question, or

(ii) temporarily suspend the candidate from the University, or

(iii) expel the candidate from the University.

In reaching its decision on the appropriate penalty, the Discipline Committee shall be entitled to consult the Convener(s) of the Board(s) of Examiners.

In all cases of knowingly cheating in examinations, plagiarism included, the penalties would normally be at least the nullification of any award in the diet in question.

(5) If it comes to the University’s notice that the work of a graduate, which has already been assessed for the award of the degree, may contain plagiarism, and that the nature and extent of this may have been material to the award of the degree, diploma or certificate, or class within the degree, the case shall be investigated by a Board of Examiners constituted to reflect as closely as possible the composition of the Board responsible for the award.
The Board of Examiners shall report to the Senatus Postgraduate Studies Committee. The graduate shall have the right to see the report and to submit evidence in writing in defence or in mitigation to the Senatus Postgraduate Studies Committee and shall be invited to attend a hearing. If the case is proved, the Board of Examiners shall then be instructed by the Senatus Postgraduate Studies Committee to review the assessment of the graduate’s qualification. The Board shall make a recommendation to the Secretary to the University that the classification of the degree conferred should be confirmed or reduced or that the degree, diploma or certificate should be revoked. The Secretary to the University shall either implement the recommendation and report it to the Senatus or refer it to the Senatus Postgraduate Studies Committee for discussion. The Senatus shall have the authority to reduce the classification of a degree conferred, or to revoke a degree, diploma or certificate and to require the graduate to return the degree scroll or certificate.

**Suspected cheating**

13.7 It is academically fraudulent and an offence against University discipline for a candidate to invent or falsify data, evidence, references, experimental results or other material contributing to any candidates’ assessed work or for a candidate knowingly to make use of such material.

13.8 It is an offence for any candidate knowingly to make use of unfair means in any University assessment, to assist a candidate to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another candidate or allow another candidate to impersonate him/her in an examination.

13.9 Cheating of any kind is an extremely serious offence against the University’s Code of Discipline. Any candidate suspected of cheating who has been referred to the Discipline Committee, and found by that Committee to have cheated or attempted to cheat in an assessment, may be deemed to have failed that assessment or the entire diet of examinations, and be subject to such penalty as the Discipline Committee considers appropriate.

13.10 If an invigilator suspects a candidate of cheating in the examination hall s/he should call on a fellow-invigilator to observe the candidate before intervening. The invigilator should then speak to the candidate, tell him/her of the suspicions, impound any prohibited material and allow the candidate to complete the examination.

13.11 The invigilators should arrange to speak to the candidate at the end of the examination and tell the candidate that they will be making a report on the incident to the Examinations Office of the Registry and to the Convener of the Board of Examiners.

13.12 Because cheating is a serious disciplinary offence, the Convener of the Board of Examiners should seek advice from the secretary of the Discipline Committee as well as the Examinations Office of the Registry. The paragraphs below set out guidelines on the general approach that should be followed, but it is important that action taken should be informed by practice across the University. If, after investigation, the incident proves to be minor, it may be possible for the Board of Examiners to agree a mark. If it proves to be more serious, the assessment process for the candidate in question may be suspended in order to allow the disciplinary process to be conducted.

13.13 The assessed work should be marked at face value and at the same time as the work for other candidates. This means that anonymity will be lost, but it is important that the work should be treated in a way that is near to that of other work so that, if the charge of cheating is set aside, the student has a mark which is equivalent to that of the rest of the candidates. It will be for the Board of Examiners to decide on what final mark might be agreed when taking into account the circumstances of the incident.

13.14 The Convener of the Board of Examiners should interview the candidate to allow the candidate to give his/her explanation of the incident.
The candidate should receive a written invitation to this meeting, which should give a reasonable amount of notice and be organised at a reasonable time of day. The candidate should be given the opportunity to be accompanied at the meeting by another member of the University community (which can include a Students’ Association adviser). The Convener should be accompanied by another member of the Board of Examiners.

The purpose of the interview is to obtain information about the incident in order to consider a way forward. The Convener should seek advice from the Examinations Office and/or secretary of the Discipline Committee prior to the interview and before communicating to the candidate the outcome of the interview. It is good practice for the candidate to be sent a copy of the report that the Convener draws up following the interview so that s/he can, if need be, comment on matters of fact in the report.

If the Convener considers the offence to be a relatively minor matter, s/he may decide to make a report to the same meeting of the Board of Examiners which considers all other candidates in that cohort. If the Convener considers the offence to be more serious, s/he may decide to suspend the assessment process for the student and refer the matter to an Authorised Officer (usually the Dean) for consideration under the University’s Code of Discipline. If the assessment process is suspended, no indication of the mark should be reported to the student or the Board until the disciplinary process is concluded.

13.15 If the Convener decides to make a report on the incident to the Board of Examiners, s/he should provide the report from the invigilator; the report of the interview with the candidate; any information that the candidate wishes to be taken into account; and the recommendation from the markers. The Board may follow one of two approaches:

The Board may conclude that the nature of the offence is such that it should reduce the student’s mark by an amount which reflects the markers’ assessment of the seriousness of the matter. The Board has discretion to reduce marks and results up to the point where the academic rating for the piece of work in question is reduced to zero. The Board may, additionally, decide to report the matter to the Dean as Authorised Officer in order that appropriate further steps may be taken at the Dean’s discretion.

The Board may conclude that the matter is of such seriousness that the work cannot be adequately penalised by a reduction of marks. If so, it should refer the matter to the Dean as Authorised Officer for investigation under the University’s Code of Discipline. This, in effect, suspends the assessment procedures for the student in question.

13.16 If the assessment process has been suspended pending the conclusion of any disciplinary process, the case will have to be referred back to the Board of Examiners to decide what mark, if any, should be awarded for the piece of work.

14. UNSATISFACTORY PROGRESS BY CANDIDATES - PROCEDURE FOR EXCLUSION FROM THE UNIVERSITY

14.1 Programme and/or Course Handbooks shall contain details of the progress which candidates are expected to achieve within given periods, and warnings that candidates are liable to be considered for exclusion if these expectations are not fulfilled.

14.2 A candidate who, on the criteria contained in the Programme or Course Handbook, is regarded as potentially unsatisfactory is notified of this and is normally interviewed by the Programme Organiser before any recommendation for exclusion is made to the Faculty Postgraduate Studies Committee.

14.3 The Faculty Postgraduate Studies Committee is regarded as the final judge of the academic grounds for exclusion on the grounds of unsatisfactory progress, as specified in the degree regulations. If the Faculty Postgraduate Studies Committee decides to support a recommendation for exclusion on the grounds of unsatisfactory progress, this decision should be reported to the Senatus Postgraduate Studies Committee.
14.4 A candidate declared unsatisfactory is normally excluded from all further attendance at classes and examinations in that Faculty; a candidate who has made unsatisfactory progress may be required to withdraw from classes but is entitled to apply to the Faculty Postgraduate Studies Committee for permission to re-enter for examination in order to attempt to recover satisfactory progress status.

14.5 A candidate who has been excluded has the right of appeal to the Senatus Postgraduate Studies Committee, through the Secretary to the University, but only if the candidate can produce substantial evidence which, for good reason, was not made available to the Faculty Postgraduate Studies Committee or can allege improper procedure on the part of the Faculty Postgraduate Studies Committee. Such an appeal must be submitted within two weeks of the intimation of the Faculty Committee’s decision to exclude the candidate.

14.6 In hearing an appeal, the Senatus Postgraduate Studies Committee will be guided by the procedures set out in Section 15.

14.7 Senatus has approved a document which sets out the procedures covering all forms of withdrawal and exclusion from the University for academic reasons, together with procedures for appeal and for re-admission where this is allowed. This is available at: http://www.sec.ed.ac.uk/regulations/index.htm

15. APPEALS

In considering appeals, the Senatus Postgraduate Studies Committee acts on behalf of and with the full powers of the Senatus Academicus.

i. Factors which may adversely affect a candidate’s performance in an examination*, such as personal illness or the illness of a close relative or partner immediately before or during the examination, or in the case of postgraduate students their supervision, must be drawn to the attention of the examiners in writing by the student as soon as possible and, in any event, before the meeting of the Board of Examiners.

ii. A candidate may appeal against an examination result on the grounds of:

a. substantial information directly relevant to the quality of performance in the examination which for good reason was not available to the examiners when their decision was taken. Ignorance of the requirement mentioned in paragraph i. above to report timeously factors which may have adversely affected a candidate’s performance, or failure to report such factors on the basis that the candidate did not anticipate an unsatisfactory result in the examination, can never by themselves constitute good reason; or

b. alleged improper conduct of the examination.

*For the purpose of this regulation, “examination” is understood to include any written, practical or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment.

Appeals against the results of a postgraduate examination or assessment at the coursework stage of a master’s degree are heard by the appropriate Faculty Postgraduate Studies Committee. All other postgraduate examination appeals are heard by the Senatus Postgraduate Studies Committee unless that Committee has been involved in the original decision, in which case Principal and Deans’ Committee will hear the appeal.
Appeals are submitted, in writing, to the Secretary to the University in the first instance. The appeal must be submitted within three months of the result being made available to the candidate except in the case of appeals against the results of written examinations which must be submitted within two weeks of the result being made known to the candidate. Only in exceptional circumstances will an appeal be considered if submitted outwith these periods.

Where the appeal is made to the Senatus Postgraduate Studies Committee, the Convener, two members of the Committee (other than the Convener of the Faculty Postgraduate Studies Committee concerned) and the Committee Secretary are empowered as a Sub-committee to decide whether or not a prima facie case of appeal has been established to be heard by the full Committee.

The written presentation of the case, which the appellant is required to submit prior to the prima facie hearing, should contain all the relevant arguments on the basis of which the appeal is being made. Other than in exceptional circumstances and with the approval of the Convener, the appellant will not at any point thereafter be permitted to introduce new circumstances into the appeal.

The Sub-committee may make one of three determinations; it may decide that there is no prima facie case for consideration by the Committee, in which case the proceedings will be concluded; it may decide that there is a prima facie case for consideration by the Committee, in which case arrangements will be made for a full hearing; or, if it is persuaded that the appellant's case is so strong that a full hearing would be unnecessary, it may refer the matter back directly to the Board of Examiners, Programme Organiser or to the Head of Department with a recommendation on a course of action to be considered.

When hearing a full appeal, the appellant will be given reasonable notice of the date of the hearing and will be entitled to attend and to be accompanied by one other member of the University of Edinburgh community. The appellant may present his or her case in person or may nominate another member of the University of Edinburgh community to do so on his/her behalf. On hearing an appeal, the Committee has power either to vary the original decision of the Board of Examiners or to confirm it.

The procedure used by Faculty Postgraduate Studies Committees when hearing appeals against the results of a postgraduate examination or assessment at the coursework stage of a masters degree should be the same as for appeals heard by the Senatus Postgraduate Studies Committee.

For postgraduate candidates who began study at Moray House Institute of Education prior to 1 August 1998, the examination assessment regulations of Moray House Institute of Education and Heriot-Watt University, in force at the time of first registration, shall apply. Irrespective of whether candidates opt to transfer their matriculation to the University of Edinburgh or opt to remain matriculated candidates of Heriot-Watt University, they will be subject to the regulations relating to the conduct of examinations and to the appeals, discipline and complaints procedures of the University of Edinburgh. For those candidates who retain their matriculation at Heriot-Watt University, the delegated powers granted to the University of Edinburgh do not rule out the possibility of a final appeal to the Senate of Heriot-Watt University as the degree awarding body.

Each such action of the Committee must be reported to the Senatus. The Committee is required to report to the Senatus biennially indicating the number of appeals heard by the Committee, the number rejected by the sub-committee and the grounds for rejection.

16. INTERPRETATION AND ADJUDICATION

Any dispute arising from these Regulations, whether of interpretation or otherwise, is determined by the Senatus Postgraduate Studies Committee subject to review by the Senatus.