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 should be read in conjunction with Registry’s “Postgraduate Assessment Procedures”; the University’s Assessment Principles; the External Examining Code of Practice; and the Glossary of Terms defined by the Senatus. These are all available at: [http://www.aaps.ed.ac.uk/regulations/exam.htm](http://www.aaps.ed.ac.uk/regulations/exam.htm)

OCTOBER 2003

This version applies to work submitted for assessment in Academic Year 2003/2004.
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**Examination Hall Regulations**
POSTGRADUATE DEGREES AND DIPLOMAS

Any member of staff who requires guidance on examination procedure additional to that given below may consult the University Secretary, the relevant Head of College, College Postgraduate Office or University Postgraduate Office. The Registry exercises general oversight, on behalf of the Secretary, of procedure, relating to the provision of question papers, the receipt and notification of results, examination timetabling and the provision of accommodation. The University Secretary and his or her nominees have authority to make urgent decisions relating to assessment issues.

1. APPOINTMENT OF EXAMINERS AND DUTIES OF EXTERNAL EXAMINERS (Resolution Number 35/2002)

The Examiners

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

(a) Those Professors, Readers, Senior Lecturers, Lecturers and such other staff in the University as a College 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;

(b) Such Honorary Professors and Honorary Fellows (and, in the College of Medicine and Veterinary Medicine, such Honorary Professors and others upon whom the College of Medicine and Veterinary Medicine has conferred honorary status; in Moray House School 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

(c) 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 in order to provide 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. Exceptionally, in large courses, the External Examiner may act as a moderator rather than an examiner. In this case 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 normally all 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, nor any External Examiner, shall be involved in the conduct of any form of assessment, or of any examination in which s/he may reasonably be regarded as having a strong personal interest because of a current or previous relationship to, or close friendship with, a candidate.

1.3 If in doubt as to what course professional integrity requires, s/he shall consult the relevant Dean of Postgraduate Studies, who may bring the case to the attention of the Principal, the Head of College or the Senatus Postgraduate Studies Committee.
Appointment of External Examiners

1.4 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.

1.5 External Examiners should normally be resident in the United Kingdom.

1.6 An External Examiner should not be appointed from a department in a university where a member of staff from the inviting university subject discipline is known to be serving as an examiner, unless this imposes difficulties in obtaining the services of an External Examiner. In cases of doubt, the Head of College or his/her nominee shall determine what constitutes a discipline. External Examiners must not be close relatives of any member of the inviting School (see 1.2).

1.7 No person who has held an appointment on the teaching or research staff or has been a 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 s/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 If an External Examiner seeks early termination of the contract, this must be negotiated with the Head of College, or his or her nominee, on behalf of the College. Where possible, a report should be obtained from the External Examiner on the reasons for termination. If, in exceptional circumstances, a School wishes an early termination of an External Examiner’s contract, this should be negotiated with the Head of College, or his or her nominee, on behalf of the College. A report on the reasons for termination must be obtained from the School and the External Examiner. The Head of College has the authority to appoint a replacement External Examiner.

Duties of External Examiners

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

1.12 The External Examiner has the right to see all degree examination scripts and all other coursework contributing to the assessment. Where it has been 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 in all cases the External Examiner should be involved in all failed and normally all distinction level work, all borderline performances, and work on which the internal examiners are in disagreement. The guiding principle is that External Examiners should have enough evidence to determine that internal marking and decisions are of an appropriate standard and are consistent.

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

1.14 At least one External Examiner must attend at each meeting of the Board of Examiners (see 9.2). All External Examiners have the right to attend meetings of all relevant Boards of Examiners. The External Examiner should sign the Results Sheet. If no
External Examiners will sign the Results Sheet or if any External Examiner refuses to sign it, then the Head of the College, after consultation with the External Examiner, and then with the Principal or another Vice-Principal, has delegated authority from the Senatus Academicus and must sign the Results Sheet or convene a reconvened Board of Examiners. After exercising such authority, the Head of the College must fully report the circumstances, including the views of the External Examiner, to the Principal.

1.15 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 that they examine.

2. CONSTITUTION OF BOARDS OF EXAMINERS AND RESPONSIBILITIES OF THE CONVENER OF THE BOARD OF EXAMINERS

2.1 Each degree, diploma or certificate examination shall have a Board of Examiners responsible both for determining progression to diploma/masters dissertation and for determining the final award of the qualification. Degrees, diplomas and certificates are awarded by the Senatus on the basis of the Board of Examiners’ recommendations.

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 College 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 Where any External Examiner is taken ill during the examination period, or is unable to attend due to other unforeseen circumstances, the Head of College or the Dean of Postgraduate Studies (in consultation with the Head of College) shall have the authority to appoint a replacement External Examiner (see also 9.2).

2.4 Names of proposed members of the Board of Examiners are subject to the approval of the College Postgraduate Studies Committee (or the Dean of Postgraduate Studies acting under delegated powers). The list of examiners making up each Board shall be certified by the Dean of Postgraduate Studies and shall be definitive unless an appeal to the Senatus is made by an interested party challenging the composition of the Board.

2.5 Heads of Schools concerned should notify the College Postgraduate Office and University 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 Schools should be made to the Dean of Postgraduate Studies by 28 February. Complete final lists of examiners are maintained by both the University Registry and the College Postgraduate Office and are available for inspection by members of staff.

2.6 Where only one School is concerned with an examination or where one School clearly has a predominant interest, the Convener of the Board of Examiners is normally the Head of that School or his/her nominee. The Programme Director for the degree in question should not convene the Board of Examiners. Where more than one School is concerned the composition of the Board shall reflect the contribution of the Schools to the work under examination, and the Heads of School concerned shall nominate one of the internal examiners as Convener. In the case of any disagreement, the Convener is nominated by the relevant Dean(s) of Postgraduate Studies (in consultation with the Head(s) of College).
2.7 The Convener of the Board of Examiners has responsibility for the security of and arrangements for setting papers and examining and marking scripts and processing and storing marks and grades. Information may be processed or stored only on computers designated by the Convener of the Board of Examiners. The Convener approves the content of examination papers taking account of comments of External Examiners. The Convener receives and is responsible for correspondence on behalf of the Board and ensures that copies of the minutes of the Board of Examiners’ meetings are sent to the College Office.

3. **ASSESSED COURSEWORK**

3.1 At the start of each programme, candidates should be given a clear statement of how and when each of their courses are to be assessed, 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. The statement should specify procedures to be followed if a candidate does not attempt, or does not complete, all the assessed coursework. (See also 13). Sufficient depth and breadth of formal examination should be present to allow the Board of Examiners to be reassured of the candidate’s ownership of summative coursework.

3.2 Candidates should be made aware that marks for assessed coursework are provisional and may be modified when considered at the Board of Examiners meetings (See also 10.4 – 10.8).

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.

3.4 Coursework that is used for assessment should be of a type that can be made available for the scrutiny and use of an External Examiner. If limited use is made of assessment types that cannot be made available, this should be made explicit to the External Examiner in advance and included in the programme handbook given to all to candidates. If a School 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.

3.5 Boards of Examiners receive and confirm marks for candidates from internal examiners.

4. **PROGRESSION FROM DIPLOMA TO MASTERS AND RESUBMISSION OF DISSERTATION**

4.1 Candidates wishing to proceed to a masters degree must pass the assessment requirements of the taught stage at an appropriate level at the first attempt before progression to the dissertation. Candidates may be required to resubmit certain elements of the taught programme for the possible award of diploma. (Refer also to section 8.2).

4.2 Exceptionally, with the permission of the relevant College Postgraduate Studies Committee, a candidate who has been unable to sit an examination because of illness or other extenuating circumstance may, if that circumstance is certified, be allowed to progress to the dissertation stage prior to completion of the coursework assessment on condition that the dissertation will subsequently be set aside if the candidate is eventually unsuccessful in the coursework element of the programme.
4.3 In the case of modular master degrees in High Performance Computing, Dental Primary Care and those in the Moray House School 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 collaborative degrees this must normally be within two years of the first attempt.

4.4 A dissertation presented as a part of the assessment for a taught masters degree may be judged satisfactory, as presented and without alteration, for the award of the degree despite containing small deficiencies and editorial imperfections. If however, a dissertation with such deficiencies and imperfections is judged as marginally unsatisfactory for an award, and in the view of the Board may become satisfactory if the deficiencies and imperfections be corrected, then the Board of Examiners may, at its discretion, agree that the candidate satisfies the requirements for the award of degree provided that the candidate corrects the stated deficiencies and imperfections to the certified satisfaction of the internal and, if required, the External Examiner. The time allowed for correction is not more than ten working days.

5. EXAMINATION TIMETABLE

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

5.2 Examinations may be scheduled outside normal University teaching hours.

5.3 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 disability, 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 Dean of Postgraduate Studies after consultation with the University Secretary. A candidate who is permitted to appear for examination at a time other than that prescribed may be required at the discretion of the Dean of Postgraduate Studies concerned to answer a set of questions specially prepared for the purpose.

5.4 Candidates will only be allowed to sit examinations away from Edinburgh in the most exceptional circumstances and with the approval of the Senatus Postgraduate Studies Committee.

5.5 If required, specific reasonable adjustments will be made to enable disabled students to sit examinations, including any written, practice or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment. Arrangements for degree examinations must be approved in advance by the Registry (650 2214), and the Disability Office (650 6828) for dyslexic students, and reported to the examiners. The Registry requires to have notification of specific examination arrangements for dyslexic students well in advance of examination weeks and specific deadlines apply (see http://www.registry.ed.ac.uk/StudentHandbook/Dyslexia.htm). For all other disabled students the Registry must see and accept a medical certificate or similar documentation relating to the candidate or be satisfied that an acceptable certificate will be produced. Such candidates should discuss their requirements with their Programme Director and/or the Disability Office at the earliest opportunity.

6. CONDUCT OF EXAMINATIONS
6.1 Invigilation of degree examinations is undertaken by authorised staff on the basis of arrangements made from time to time by the University Secretary, or his or her nominee. Examinations that contain practical or oral elements will continue to be invigilated solely by members of academic staff.

6.2 An oral examination is normally conducted jointly by an External Examiner and one or more internal examiners.

6.3 The Examination Hall regulations are in Appendix I and are a formal part of these regulations.

7. **MARKING**

7.1 The Programme Director, is responsible to the Convener of the Board of Examiners 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 that contributes to the final overall assessment. This does not necessarily require double marking of individual pieces of work. However, all pieces of work contributing a substantial proportion to the final assessment must be double marked. Double marking should also take place where a substantial proportion of the total of a candidate’s essay, examination and project work fall within the remit of a single member of staff. A proportion greater than one sixth is taken to be substantial.

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

7.3 Where practicable, examination papers and assessed coursework should be marked anonymously.

7.4 Assessment outcomes should not be determined solely by automatic processing.
8. POSTGRADUATE COMMON MARKING SCHEME

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

**Assessment of the taught component**

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% - 100%</td>
<td>A</td>
<td>An excellent performance, satisfactory for a distinction</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>40% - 49%</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>

**Assessment of the dissertation component**

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% - 100%</td>
<td>A</td>
<td>An excellent performance, satisfactory for a distinction</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>40% - 49%*</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>

* A mark of 47 – 49 may be used to denote the possibility that by minor revision the work may be upgraded to masters standard

** A mark of 37 – 39 may be used to denote the possibility that by minor revision the work may be upgraded to diploma standard

*** In those programmes where a diploma may be awarded for the taught component only, a failed dissertation may be put aside and the diploma awarded.

The time allowed for revision is not more than ten working days.

8.2 Candidates wishing to proceed to a masters degree must pass the assessment requirements of the initial (taught) stage at an appropriate level at the first attempt before progression to the dissertation (refer to section 4 of these regulations). Candidates with marginal failures in elements assessed early in their courses, and for whom such performances may be shown to be atypical in the light of later examination performance, may bring their case to the Examination Board by way of the Special Circumstances Committee. Major revisions of the dissertation with re-submission are not allowable in the case of masters programmes unless a special case has been submitted to, and agreed by, the relevant College Postgraduate Studies Committee.
8.3 Colleges and Schools are free to amplify, but not to alter, the overall description of grades (Column 3) for the further guidance of their candidates, where this is thought to be helpful.

Award of Distinction

8.4 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 Scheme for the dissertation and must also have been awarded a mark for the coursework element that is also at least, or very close to, the 70% standard.

8.5 For those programmes where a diploma may be awarded for the taught component only, the diploma may be awarded with distinction by satisfaction of the above regulation with regard to the assessment of the taught component alone.

8.6 The award of distinction is not available in the modular masters scheme in the Moray House School of Education.

Publication of results in transcripts (see also section 10.9-10.16))

8.7 The notation (marks and grades) 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.

9. BOARD OF EXAMINERS’ MEETINGS

9.1 Boards of Examiners are normally convened twice during the year. The initial meeting to decide matters relating to progression (to masters, or diploma), or failure, is held at the end of the coursework component. A second meeting to consider the dissertation results and the final award of degrees (or diplomas) is held soon after completion of the programme. Both meeting are equally important.

9.2 At least one External Examiner must attend at each meeting of the Board, with an exceptional allowance in the case of one (only) of the two meetings, where the Board may proceed without the external in situ if all of the following apply in addition to all other duties of the External Examiner having been completed:

(a) the External has been invited and encouraged to attend Board, and this is placed on the formal record; and
(b) the External has expressed a wish not to attend on reasonable grounds, and the reasons for non-attendance put in writing and forming part of the minutes of the meeting; and
(c) the person responsible for the Degree programme, the Convener of the Board and the External have all agreed that there are no contentious or unanticipated issues to be considered; and
(d) the business of the Board has been thoroughly scrutinised before the meeting and discussed with the External; and
(e) in the case of this meeting being the second, no new matter additional to the “progression” meeting to be raised other than consideration of dissertation results and final degree award; and
(f) the External examiner be available throughout the course of the meeting by telephone or video-link such as to allow effective and full interaction with the Board if that becomes necessary; and
(g) the full involvement of the External in all Board decisions is made evident and a matter of record in the minutes of the meeting, and where necessary the views of the external be expressed in the form of a signed paper copy, and

(h) the External Examiner’s signature must appear on the final degree examination results list; it is acceptable for this to be faxed initially providing the signed paper copy follows. Email is not acceptable.

9.3 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 College Postgraduate Office 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 to that candidate under the Data Protection Act and generic information may need to be disclosed under Freedom of Information. *Inter alia*, the minute should record the names of the persons attending the meeting, relevant individual circumstances raised at the meeting or considered by a Special Circumstances Committee 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 marks should be recorded together with the reasons for these.

9.4 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 constituted and empowered to act if no fewer than half of the internal examiners (or, in exceptional circumstances, and by prior written agreement with the Dean of Postgraduate Studies and the Convener of the Board, representatives nominated and authorised by them) and at least one External Examiner, are present. No Board should have fewer than four internal examiners present. In the case of examinations involving more than one School, each subject discipline must be represented and, whenever practicable, an External Examiner from each subject should be present. It is not necessary for the same members of the Board to be at both meetings of the Board provided a quorum is achieved.

9.5 For a meeting of a reconvened Board of Examiners, the quorum is as stated above. If circumstances necessitate, appointments may be made of nominees or proxies for members of the original Board unable to attend the reconvened Boards. The Dean of Postgraduate Studies and Convener of the Board must approve the nomination of such representatives. Any decision reached by a reconvened Board of Examiners must be agreed in writing by at least one External Examiner.

9.6 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.

9.7 Boards of Examiners, including those involving subjects from two or more of the Schools, 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 and must be published to candidates within one month of the start of the programme.
9.8 For part-time candidates, the Board of Examiners should agree marks in the year in which they are obtained. The Board of Examiners for final year candidates is responsible for determining the award of degree. The Board of Examiners should not normally revise marks agreed by the Board of Examiners for previous years.

Anonymity

9.9 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 may be 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.

Special Circumstances

9.10 These are considered through the medium of the Special Circumstances Committee, the business of which relates directly to the main Board of Examiners. The Special Circumstances Committee serves to deal with personal, medical and compassionate matters, and academic matters relating to supervision, teaching and learning, and resource provision.

9.11 Any personal circumstances for which there is sufficient documentary evidence, and where these circumstances may have adversely affected a candidate’s performance in an assessment (regardless of the level of impact on the candidate’s marks), should be reported to the Programme Director or other such responsible person, in order that it be considered, if necessary, within the context of the business of the Special Circumstances Committee. Responsibility for producing the documentary evidence rests with the candidate. The Programme Director can pass evidence in confidence to the Convener of the Board of Examiners or the Committee constituted to consider Special Circumstances. Where such information has to be presented, it should be in as concise a form as is consistent with clarity, and where possible maintaining the anonymity of the candidate.

9.12 The Special Circumstances Committee communicates special circumstances to the Board of Examiners in the interests of the candidate, and only with the candidate’s prior agreement. The level of divulgence of information is proportionate to the need to secure the candidate’s best interests.

9.13 The Special Circumstances Committee convenes within the main Board of Examiners. In order to avoid unnecessary loss of anonymity and confidentiality, the discussions of the Special Circumstances Committee will take place only in respect to those cases identified by the Board of Examiners as being in the interests of candidates.

9.14 The Board of Examiners will first make interim recommendations on the basis of the primary evidence of the marks awarded. Then the Board (or a subset of the Board if it is large) will convene as the Special Circumstances Committee. The Special Circumstances Committee will review all cases of special circumstance brought to its attention and that this has been done in the case of all candidates with special circumstances will be minuted. The Committee will consider with particular care all contentious cases and all cases near to a borderline. After recording the deliberations of the Special Circumstances Committee, the Board will reconvene to present its final decisions with regard to progression or degree awards, for which marks will not be adjusted, but a note made on transcripts. The influence of the evidence from the Special Circumstances Committee upon the decisions of the Board, with reasons, will be fully minuted.
9.15 It is not within the power of a Board of Examiners to recommend the award of any 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.

Decisions of Boards of Examiners

9.16 The internal and External Examiners must 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 should normally be accepted, and the discussions of the Board fully minuted.

9.17 Once the Board of Examiners has decided on the final awards 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 decisions of the Board at this stage. Any such change should be recorded in the minutes.

9.18 The marks must be accurately transcribed on to the Examiners’ List provided by the College Postgraduate Office. More than one person should be involved in checking both the calculation of the mark and its transcription to the Examiners’ List.

9.19 The results of degree, diploma and certificate assessments must be notified to the College 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 Moray House School 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 no later than 21 days before the date of graduation. The deadline for submitting the final degree results to Registry via the College Postgraduate Office is Friday of week 4 of the Autumn term.

9.20 Decisions by a Board of Examiners, once certified in writing, are final except in cases of:

(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 University Secretary, who may implement the recommendation or 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 and that 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 16 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 classification of, or to revoke, any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned. (See section 14.)

10. THE RELEASE OF ASSESSMENT INFORMATION

10.1 In this Section of the Regulations “marks” includes grades where appropriate

10.2 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 recorded in the minutes on that particular candidate may need to be disclosed

10.3 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 reference. The award of distinction is not confidential.

Marks for individual units of assessment

10.4 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 Director 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.

10.5 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 award, may have exercised discretion by taking into account additional relevant information.

10.6 Assessed coursework marks: Schools 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 Section 3 on Assessed Coursework.)

10.7 Multiple choice questionnaires: Candidates will be provided with the overall mark in multiple choice questionnaire (MCQ) examinations which are processed on computer. If such MCQ examinations form part of assessed coursework, the mark must be provided when marking of the examination is completed.
10.8 **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.

**Publication of Results**

10.9 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.

10.10 Notices of degree examination results may be displayed, provided that the candidates’ identities are protected through the use of students’ examination numbers. It is the responsibility of the Convener of the Board of Examiners to ensure that results displayed agree with the certified assessment examination results lodged with the Registry. (see 10.14)

10.11 Although a Board of Examiners may not certify that a candidate for a degree is entitled to receive the degree, it has full power to decide upon results of degree examinations.

10.12 Schools may display lists of those candidates invited or required to attend oral examinations provided that the candidate’s identity is protected.

10.13 Candidates’ results may not be released over the telephone.

10.14 One copy of the detailed assessment examination results, duly certified by the Convener of the Board and the External Examiner, shall be lodged with the 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. The assessment results lodged with the Registry are the official results of the University.

10.15 Following the first (‘progression’) meeting of the Board of Examiners, the Convener of the Board is responsible for notifying candidates in writing of the decisions, and for advising candidates whether or not they are eligible to proceed to the dissertation stage of the degree.

10.16 Notification of final results and the award of qualification to candidates, following the final meeting of the Board, is the responsibility of the College Postgraduate Office.

**Degree Transcripts**

10.17 Colleges or Schools 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.

10.18 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 scheme should be pre-printed on the back of the transcript together with the definition of a distinction. Transcripts for some degree programmes within the Moray House School of Education may be exempt from the requirement to complete the columns on “contribution to the degree” and may also be exempt from completing the “marks” column.

10.19 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 award to any candidate.”

11. RETENTION OF ASSESSED MATERIAL

11.1 Degree examination scripts, or copies of such scripts, are not returned to candidates.

11.2 Schools should balance the need to maintain an adequate documentary record of assessed work, which is necessary to inform decisions of original and reconvened Boards of Examiners, and the need to provide sufficient feedback to students. The documentary account needs to record those types of assessment which cannot be made available to the Board of Examiners (see also section 3.4).

11.3 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 School for four months after the Board of Examiners meeting which decides the award of the degree, diploma or certificate.

Destruction of assessed material

11.4 Examination scripts should be destroyed at the end of the retention period. For candidates who submit appeals, the retention period will need to be extended until the end of the appeal process. Other material which contributes to the final assessment of the degree or overall assessment of the course may be returned to the candidate after the expiry of the retention period providing they do not make known the views of a particular examiner. Material which is not returned should be destroyed at the end of the retention period.

12. SUSPENSION FROM POSTGRADUATE DEGREES INVOLVING COURSEWORK OR RESEARCH

12.1 A candidate is not normally permitted to suspend his or her studies before the completion of the degree programme and of the assessment relating to it except by permission of the relevant College Postgraduate Studies Committee and on production of satisfactory evidence of illness or the other circumstances beyond his or her control which justifies such a measure.

12.2 If the application to the relevant College Postgraduate Studies Committee is lodged before the diet of examinations, the decision on the application shall rest with the Dean of Postgraduate Studies. 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. In cases where the Dean of Postgraduate Studies considers that a significant amount of assessment has already taken place, the candidate will be considered under the terms of Regulation 13.
13. **FAILURE TO COMPLETE DIPLOMA OR DEGREE ASSESSMENT**

Where a candidate has taken all or the most part of the assessment.

**Full time candidates**

13.1 Where the Board of Examiners is given satisfactory evidence that the performance of a candidate has been affected for reasons of illness, or other extenuating circumstances, and where the candidate has taken all or a part of the assessment, the Board of Examiners shall investigate the case, taking full cognisance of the deliberations of the Special Circumstances Committee, and shall, where possible, arrange for the candidate to be interviewed. Thereafter the Board shall recommend either the award of a qualification or failure on the basis of the information available. In making their recommendation, the Board should consider any evidence of the candidate’s academic performance during the programme. The Board should be especially aware of Regulation 9.15. In the event of the Board being unable to come to a decision as a result of insufficient evidence, it shall report to the Dean of Postgraduate Studies.

13.2 When a case is brought to the attention of the Dean of Postgraduate Studies, s/he shall report to the Senatus Postgraduate Studies Committee which after such consultation as it thinks fit, shall recommend to the Senatus either (a) that the candidate be awarded an aegrotat degree, or (b) that he or she be required to take the examination at the next diet either after repeating some or all of the coursework, or (c) in cases involving exceptional hardship, and where the Heads of the Schools involved are prepared to so recommend, that the candidate be permitted to take specially prepared examination papers at an appropriate diet.

13.3 The report from the Dean of Postgraduate Studies should contain such evidence as has been produced by the candidate from medical and welfare agencies as is necessary to support the case and also, so far as is practicable and appropriate, the views of the candidate and the Convener of the Board of Examiners. It should also state whether any coursework and, if so, what, will have to be repeated if the candidate is required to appear for assessment at the next diet.

**Part-time candidates**

13.4 Where the award involves assessment taken in a year preceding the final year of study and where the Board of Examiners is given satisfactory evidence that the performance of a candidate has been affected for reasons of illness, or other circumstances beyond his or her control, the Board of Examiners shall investigate the case including taking full cognisance of the deliberations of the Special Circumstances Committee. If the Board decides that the effect on a candidate’s performance is significant, it shall report to the Dean of Postgraduate Studies recommending such concession, as it deems appropriate. If no concession is recommended (or if the College or Senatus Postgraduate Studies Committee does not approve such a concession) the candidate shall be required to repeat the course to which the assessment relates, and to submit himself or herself to assessment in that course in the following year or to complete such assessment elements as the College deems appropriate in the following year without having to repeat the course.

13.5 Where a Board of Examiners makes use of the powers given in this regulation, the Board must inform the Dean of Postgraduate Studies, and its recommendation in this case requires the approval of the College Postgraduate Studies Committee. A pass awarded under this regulation must be clearly indicated on the Results Sheet submitted to the College Postgraduate Office and to the Registry.
Where a candidate has taken little or none of the assessment

13.6 If a candidate has completed little or none of the assessment but can produce satisfactory evidence that the failure to complete was due to reasons beyond the candidate's control, the Board should report the case to the relevant Dean of Postgraduate Studies for the attention of the College Postgraduate Studies Committee. The report 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 Programme Director and the Convener of the Board of Examiners. The College Postgraduate Studies Committee may recommend that a pass be awarded, that the examinations be retaken (as set out above) or that a diploma or degree *aegrotat* be awarded. Such a recommendation must be submitted for approval to the Senatus Postgraduate Studies Committee.

13.7 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:

(a) that the candidate be awarded a pass;
(b) that the candidate be awarded an *aegrotat* diploma or degree;
(c) that the candidate be required to take the examination paper(s) at the next diet within the same academic year; or, exceptionally,
(d) in cases involving exceptional hardship and where the Head of School 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 College Postgraduate Office and to the Registry.

13.8 When a candidate has missed most or all of the assessments 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 recommend to the College Postgraduate Studies Committee the award of a diploma or degree *aegrotat*. The report to the College 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 Programme Director and the Convener of the Board of Examiners. If the College Postgraduate Studies Committee supports the case, the recommendation and supporting evidence shall be referred to the Senatus Postgraduate Studies Committee.

Posthumous Degrees and Diplomas

13.9 The Senatus may authorise the conferment of posthumous degrees. Each such conferment requires a positive proposal from the relevant College Postgraduate Studies Committee and the Senatus Postgraduate Studies Committee, followed by consideration by the University Secretary. Normally a posthumous degree is conferred only where the candidate was qualified to receive the degree at the time of death.
14. PLAGIARISM AND CHEATING

Suspected plagiarism

14.1 Plagiarism (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. 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.

14.2 All work submitted for assessment by candidates is accepted on the understanding that it is the candidate’s own 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. The innocent misuse or citation of material without formal and proper acknowledgement can constitute plagiarism, even when there is no deliberate intent to cheat. Work may be plagiarised if it consists of close paraphrase or unacknowledged summary of a source, as well as word-for-word transcription. Any failure adequately to acknowledge or properly reference other sources in submitted work could lead to lower marks and to disciplinary action being taken.

14.3 If a marker suspects plagiarism he or she will inform the Programme Director who will consider whether the case is minor or not. The Programme Director may wish to seek advice from the secretary of the Discipline Committee (650 2140). Minor cases, where the suspected plagiarism is a first offence, include those where it appears to be:

(a) an innocent misuse or inadequate citation of material or over-reliance on sources without sufficient of the candidate’s own work; and/or
(b) a small proportion of the piece of work; and/or
(c) an element in a piece of work which makes a small contribution to the mark for the course.

Minor cases will be handled by the Programme Director in accordance with 14.4. If, at any stage, the Programme Director considers that the case is not minor then it should be referred to the Convener of the Board of Examiners for action in accordance with 14.5-14.9.

14.4 The Programme Director will investigate minor cases as soon as practicable to determine what action should be taken. The Programme Director will normally interview the candidate to obtain information about the suspected plagiarism and any special circumstances. After the investigation the Programme Director will provide the candidate with advice on avoiding plagiarism and will give the candidate a written warning. This will not normally go on the candidate’s record in the College Office, but the candidate’s Programme Director will note the warning in the candidate’s file. The mark for the work should not be reduced as a penalty for plagiarism but should reflect the academic quality of the work. The Programme Director must report the outcome of the case to the Convener of the Board of Examiners.

14.5 Cases which are not considered to be minor must be investigated by the Convener of the Board of Examiners. The circumstances giving rise to the suspicion will be investigated as soon as practicable in consultation with the other examiner(s) and the candidate will be interviewed by the Convener of the Board. The candidate should receive a written invitation to the interview, which should give a reasonable amount of notice. The candidate must be given the opportunity to be accompanied at the meeting by another member of the University community, e.g. a Students’ Association adviser. The Convener will be accompanied by another member of the Board of Examiners.
14.6 The purpose of the interview is to obtain information about the case in order to consider a way forward. The Convener should seek advice from the secretary of the Discipline Committee (650 2140) prior to the interview and before communicating to the candidate the outcome of the interview. The candidate should be sent a copy of the report that the Convener draws up following the interview so that s/he can comment on matters of fact in the report. The report should include the evidence of the suspected plagiarism; the report of the interview with the candidate; information given to candidates on the course about the avoidance of plagiarism; and any information that the candidate wishes to be taken into account; but should not include the action recommended by the Convener (see 14.8).

14.7 If the Convener considers that the case or the plagiarism involved is not significant, e.g. because it is an innocent transgression of the rules or because there are mitigating special circumstances, then a warning and advice on avoiding plagiarism 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 College Office, but the candidate’s Programme Director must be informed and will note the warning in the candidate’s file. The provisional mark for the work should not be reduced as a penalty for plagiarism but should reflect the academic quality of the work.

14.8 If the Convener considers that the case is significant, e.g. cases of repeated or extensive plagiarism by the candidate, then the Convener should send the report of the case to the Board of Examiners and make one of the following recommendations:

(a) That the matter should be noted but requires no further action by the Board because the plagiarism has been taken into account in the examiners’ assessment of the work and/or because the plagiarism case has not been adequately demonstrated against the candidate; that the candidate should receive a warning and advice on avoiding plagiarism; and that this warning should be copied to the Head of College, or his or her nominee, for the College Office record on the candidate and to the Programme Director for the candidate’s file; or

(b) That the Board of Examiners should agree on the significance of the case and reduce the candidate’s mark(s) by an amount to reflect the examiners’ assessment of the extent of the seriousness of the matter (see 14.10); that the candidate should receive a warning and advice on avoiding plagiarism; that the candidate’s Programme Director should note the warning in the candidate’s file; and that it should be reported to a College Authorised Officer in order that appropriate further steps under the Code of Discipline may be taken at his or her discretion, which could include referring the matter to the Discipline Committee.

The Convener of the Board of Examiners should not assign a provisional mark before the meeting of the Board.

14.9 If there is a lengthy period between the investigation of the case and the next scheduled Board of Examiners’ meeting then the Convener may wish to convene an interim Board (see 9.2)

Reduction of marks

14.10 In a case covered by the terms of 14.8(b) above, the Board of Examiners has the power 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 or failure in the case of honours examinations, or failure in the case of other examinations. The Board of Examiners has power to adjust 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 and in which plagiarism has been detected.
Discipline Committee

14.11 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:

(a) 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

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

(c) 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.

Suspected plagiarism in the work of a graduate

14.12 If it comes to the University’s notice that the work of a graduate, which has already been assessed for the award of a degree, diploma or certificate, may contain plagiarism, and that the nature and extent of this may have been material to the award, 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 investigation should follow procedures as close as possible to those in sections 14.5 to 14.8 above.

14.13 The Convener of the Board of Examiners shall report to the Appeal Committee. The graduate shall have the right to see the report and to submit evidence in writing in defence or in mitigation to the Appeal Committee and shall be invited to attend a hearing. If the case is proved, the Board of Examiners shall then be instructed by the Appeal Committee to review the assessment of the graduate’s qualification. The Board shall make a recommendation to the University Secretary that the award of the degree conferred should be confirmed or reduced or that the degree, diploma or certificate should be revoked. The University Secretary shall either implement the recommendation and report it to the Senatus or refer it to the Appeal Committee for discussion. The Senatus shall have the authority to reduce the award conferred, or to revoke a degree, diploma or certificate and to require the graduate to return the degree scroll or certificate.

Suspected cheating

14.14 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 candidate’s assessed work or for a candidate knowingly to make use of such material.

14.15 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.

14.16 Cheating of any kind is a serious offence against the University’s Code of Discipline and will be investigated by a disciplinary Authorised Officer. 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.

14.17 If an invigilator suspects a candidate of cheating in the examination hall s/he should call on another 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.

14.18 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.

14.19 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. It is important that action taken should be informed by practice across the University.

14.20 The assessed work should be marked at face value and at the same time as the work for other candidates. 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 the final mark when account is taken of the circumstances of the incident.

14.21 The Convener of the Board of Examiners should report to a College Authorised Officer who will investigate the case under the Code of Student Discipline. If the Authorised Officer deems the incident to be minor s/he will report this to the Board of Examiners and the candidate's assessment will proceed. If the Authorised Officer is satisfied that the case merits further investigation then s/he 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. 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 candidate should be sent a copy of the report that the Authorised Officer draws up following the interview so that s/he can comment on matters of fact in the report before it is sent to the Board of Examiners. The report should include the initial report on the incident; the report of the interview with the candidate; any information that the candidate wishes to be taken into account; any disciplinary penalty to be imposed by the Authorised Officer; and the Authorised Officer’s recommendation to the Board of the potential impact of the cheating on the assessed work.

14.22 The Board of Examiners must not re-open the disciplinary investigation. Following receipt of the Authorised Officer’s report the Board agrees a mark for the affected assessed work. The Board has discretion to reduce marks and results up to the point where the academic rating for the work in question is reduced to zero.
15. UNSATISFACTORY PROGRESS BY CANDIDATES - PROCEDURE FOR EXCLUSION FROM THE UNIVERSITY

15.1 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.

15.2 A candidate who, on the criteria contained in the programme or course handbook, is regarded as potentially unsatisfactory is notified of this and should normally be interviewed before any recommendation for exclusion is made to the College Postgraduate Studies Committee.

15.3 The College Postgraduate Studies Committee is regarded as the final judge of the academic basis for exclusion on the grounds of unsatisfactory progress, as specified in the degree regulations. If the College Postgraduate Studies Committee decides to forward a recommendation for exclusion on the grounds of unsatisfactory progress to the Senatus Postgraduate Studies Committee the candidate has the right of appeal to the Appeal Committee through the University Secretary, but only if the candidate can produce substantial evidence which, for good reason, was not made available to the College Postgraduate Studies Committee or can allege improper procedure on the part of the College Postgraduate Studies Committee. The appeal is heard by the Appeal Committee on behalf of the Senatus Postgraduate Studies Committee.

15.4 Procedure at appeal follows that set out in Section 16. Appeals must be submitted to the University Secretary within two weeks of the College Postgraduate Studies Committee’s decision to exclude the candidate. On hearing an appeal, the Appeal Committee has the power to vary the original decision, to confirm it, or to require the College Postgraduate Studies Committee to reconvene to reconsider its decision.

15.5 A candidate declared unsatisfactory is normally excluded from all further attendance at classes and examinations in that College; a candidate who has made unsatisfactory progress may be required to withdraw from classes but is entitled to apply to the College Postgraduate Studies Committee for permission to re-enter for examination in order to attempt to recover satisfactory progress status.

16. APPEALS

16.1 This section sets out the mechanism and grounds for appeal. For the purpose of this section, “examination” is understood to include any written, practical or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment.

16.2 Factors which may adversely affect a candidate’s performance in an examination or in assessed coursework over the year, such as personal illness or the illness of a close relative or partner or supervision or provision of adequate resource, must be drawn to the attention of the Examiners in writing by the candidate as soon as possible and, in any event, before the meeting of the Board of Examiners. (Refer sections 9.10-9.15)
16.3 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 (16.2) 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; and/or

(b) alleged improper conduct of an examination. For this purpose “conduct of an examination” includes conduct of a meeting of the Board of Examiners.

16.4 Appellants must specify the formal ground or grounds under which they believe their appeal should be considered. They must also specify the basis or bases on which the formal grounds are invoked.

16.5 Any appeal must be submitted in writing to the University Secretary as soon as possible. Only in special circumstances may an appeal be considered more than six weeks after the results of an examination have been available to the appellant. The decision as to whether or not special circumstances exist will be made by the sub-committee referred to in Regulation 16.6.

16.6 The University Secretary or his or her nominee and two members of the Appeal Committee (who must not be from the School concerned) are empowered as a sub-committee to decide whether or not a prima facie case of appeal is established to be heard by the full Appeal Committee on behalf of the Senatus.

16.7 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 appellant has the opportunity to comment in their presentation on information provided on behalf of the Board of Examiners. The final written presentation must be submitted three weeks after receipt of this information by the appellant.

16.8 If the appeal is heard by the Appeal Committee 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 the power to vary the original decision of the Board of Examiners, to confirm it, or to require the Board of Examiners to reconvene to reconsider the appellant’s results. In the case of joint academic and professional qualifications and in courses leading to qualifications such as in social work, where a professional qualification is awarded as an outcome of the University’s examination process, the role of Appeal Committee when hearing an appeal relating to the professional (as opposed to academic) aspect of the qualification is limited to confirming the Board’s decision or to requiring the Board of Examiners to reconvene to reconsider the appellant’s result.

16.9 The decision of the Appeal Committee and any decision of the sub-committee that no prima facie case has been established (see 16.6) are final and only in exceptional circumstances may an appellant appeal the decision on any grounds. The decision as to whether or not exceptional circumstances exist will be made by the sub-committee referred to in Regulation 16.6.

16.10 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.

16.11 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.

17. **INTERPRETATION AND ADJUDICATION**

17.1 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.
Examination Hall Regulations

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

2. Candidates arriving more than fifteen 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 hall less than thirty 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 are prohibited from deliberately doing anything that might distract other candidates. 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 University Secretary.

6. Personal handbags must be placed on the floor at the candidate’s feet; they should be opened only in full view of an 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, computers, calculators and other electronic technology as have been issued or specifically authorised by the examiners. Such authorisation must be confirmed by the Registry.

10. The use of mobile telephones is not permitted and mobile telephones must be switched off during an examination.

11. It is an offence against University discipline for any candidate knowingly
   (a) to make use of unfair means in any University examination,
   (b) to assist a candidate to make use of such unfair means,
   (c) to do anything prejudicial to the good conduct of the examination, or
   (d) to impersonate another candidate or allow another candidate to impersonate him/her.

12. 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.

13. Smoking and eating are not allowed inside the examination hall.

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

15. 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.