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)

SEPTEMBER 2005

This version applies to work submitted for assessment in Academic Year 2005/2006.
### SUMMARY OF CONTENTS

**POSTGRADUATE DEGREES, DIPLOMAS AND CERTIFICATES**

1. **Appointment of Examiners and Duties of External Examiner**
   - 1.1 Who may act as examiner
   - 1.2 Assessed coursework markers
   - 1.3-1.4 Where student and examiner have personal interests
   - 1.5-1.11 Appointment of External Examiners
   - 1.12-1.16 Duties of External Examiners; attendance at meetings

2. **Constitution of Boards of Examiners and responsibilities of the Convener of the Board of Examiners**
   - 2.1 Board of Examiners
   - 2.2 External Examiner
   - 2.3 Authority to appoint a replacement External Examiner
   - 2.4 Approval of Membership of Board
   - 2.5 Notification of names of External and Internal Examiners
   - 2.6 Convenership of Boards of Examiners
   - 2.7 Role of Convener of Board of Examiners

3. **Assessed Work**
   - 3.1 Statement of assessment of degree programme
   - 3.2 Changes to assessment requirements
   - 3.3 Provisional nature of assessed coursework marks
   - 3.4 Assessment of oral performance
   - 3.5 Involvement of External Examiners in coursework assessment
   - 3.6 Board of Examiners confirm marks for assessed coursework

4. **Progression from Diploma to Masters and Resubmission of Dissertation**
   - 4.1-4.2 Progression to masters dissertation
   - 4.3-4.4 Resits and resubmission of dissertation

5. **Examination Timetable**
   - 5.1 Students’ responsibility
   - 5.2 Examinations outside normal teaching hours
   - 5.3-5.4 Exceptional approval for examination at other prescribed times or locations
   - 5.5 Examination arrangements for disabled and dyslexic students

6. **Conduct of Examinations**
   - 6.1 Invigilation arrangements
   - 6.2 Attendance of External and Internal Examiners at oral examination
   - 6.3 Examination Hall regulations

7. **Marking**
   - 7.1 Marking of assessed work
   - 7.2 Legible Writing
   - 7.3 Scripts may not leave UK
   - 7.4 Anonymity
   - 7.5 Outcomes should not be determined solely by automatic processing

8. **Postgraduate Common Marking Scheme**
   - 8.1 Marking Scheme
   - 8.2 – 8.3 Progression to Masters
   - 8.4 – 8.6 Award of Distinction
   - 8.7 Publication of results in transcripts

9. **Board of Examiners’ Meetings**
   - 9.1 Timing of meetings
   - 9.2 Attendance at meetings of External Examiner
   - 9.3 Convener’s responsibilities
9.4 – 9.6 Constitution of Boards of Examiners (including reconvened meetings)
9.7 Publication of guidelines on assessment aggregation
9.8 Requirements for progression to dissertation and graduation
9.9 Part-time students
9.10 Borderline students
9.11 Anonymity
9.12 – 9.17 Special Circumstances
9.18 – 9.23 Decisions of Boards of Examiners

10. The Release of Assessment Information 15
10.1 Definitions
10.2 – 10.3 Confidentiality of information
10.4 – 10.8 Release of marks for individual units of assessment
10.9 – 10.15 Publication of Results
10.16 – 10.18 Degree Transcripts

11. Retention and Destruction of Assessed Material 17
11.1 Degree examination scripts are not returned to students
11.2 Maintaining adequate documentary records
11.3 Retaining assessment material
11.4 Destruction of assessed material

12. Suspension from Postgraduate Degrees involving Coursework or Research 18

13. Failure to complete Diploma or Degree Assessment 18
13.1 – 13.3 Full-time students
13.4 – 13.5 Part-time students
13.6 - 13.8 Where a student has taken little or none of the assessment
13.9 Posthumous Degrees and Diplomas

14. Plagiarism and Cheating 20
14.1 – 14.2 Suspected plagiarism
14.3 – 14.4 Suspected Cheating
14.5 – 14.12 Procedures
14.13 Reduction of marks
14.14 Discipline Committee
14.15 – 14.17 Suspected plagiarism in the work of a graduate

15. Unsatisfactory progress by students – procedure for exclusion from the University 23
15.1 – 15.2 Progress expected; warnings; interview of students
15.3 – 15.4 Appeal against exclusion; procedure at appeal
15.5 Exclusion from classes and examinations

16 Appeals 23
16.1-16.4 Appeals against decisions; grounds for appeal
16.5 – 16.10 Handling of appeals
16.11 Decisions of the Appeal Committee and its sub-committees are final
16.12 Reporting decisions to Senatus
16.13 Appeals from students of the former Moray House Institute of Education

17. Interpretation and Adjudication 25

Appendix 1

Examination Hall Regulations 26
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 the Academic Affairs, Planning and Secretariat 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

The Examiners (Resolution Number 35/2002)

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 School of Agriculture, Honorary Senior Lecturers and, in the College of Art, such Professors, Readers, Senior Lecturers or Lecturers conducting the recognised courses in the subject and, in the College of Medicine and Veterinary Medicine, such Honorary Professors and others upon whom the College 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 student 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.

Markers

1.2 The Head of School has responsibility for approving the appointment of individuals who are not members of staff, and who are not covered by section 1.1 above, who contribute to the marking process, e.g. graduate tutors marking tutorial or laboratory work. Such markers are not members of the Board of Examiners and the Convener of the Board of Examiners has responsibility for ensuring the quality and standards of their marking.

Involvement in Assessment

1.3 No member of the academic staff of the University, External Examiner, or marker 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 student.
1.4 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.

**External Examiners** (Resolution Number 28/2004)

**Appointment of External Examiners**

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.

1.6 External Examiners must normally be resident in the United Kingdom.

1.7 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 1.4).

1.8 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 four 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.

1.9 No External Examiner may hold office for a longer period than five consecutive years. An External Examiner is not 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.

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

1.11 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**

1.12 Draft degree examination papers and additional information needed by External Examiners to evaluate the assessment regime for students must be sent to the External Examiner for comment. Use of e-mail for transmission is normally not permitted. It may be used only in exceptional circumstances and subject to the Convener of the Board satisfying himself/herself that appropriate security measures have been taken.

1.13 The External Examiner has the right to see all degree examination scripts and all other coursework 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 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.
1.14 Where an oral examination is held for only a proportion of the students, the principles for selection of students shall be agreed with the External Examiner.

1.15 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.

1.16 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 for a December diet of examinations not later than the preceding 1 November and for later diets of examination not later than 15 January of the names of those External and Internal Examiners who it is proposed will constitute the Board. Where there is more than one diet 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 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 WORK

3.1 At the start of each programme, students should be given a clear statement of how and when each of their courses are to be assessed, including penalties for late submission, which specifies 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 include information about any methods which the Board of Examiners may choose to use for standard setting, which may be used to moderate results or marks. Passing a course or degree programme will require attainment of the learning outcomes and may require a specified level of performance or attendance in some or all elements. The statement should specify procedures to be followed if a student does not attempt, or does not complete, all the assessed coursework. The statement should also include a comment that appropriate reasonable adjustments can be made for disabled students (see also Sections 5.5 and 13). Sufficient depth and breadth of formal examination should be present to allow the Board of Examiners to be reassured of the student’s ownership of summative coursework.

3.2 A Board of Studies and the College Postgraduate Studies Committee must normally approve significant assessment changes before students enter a course. If, in exceptional circumstances, it is necessary to change the assessment requirements or arrangements after students have entered a course then the College Office must be consulted and the approval of the College Postgraduate Studies Committee obtained. Before CPGSC approval can be given, written evidence that the students have been consulted must be submitted.

3.3 Students 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).

3.4 If oral performance is to be assessed, students 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.

3.5 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 students. 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.

3.6 Boards of Examiners receive and confirm marks for students.
4. PROGRESSION FROM DIPLOMA TO MASTERS AND RESUBMISSION OF DISSERTATION

4.1 Students 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. Students 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 student 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 student 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 students 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 students 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 student satisfies the requirements for the award of degree provided that the student 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 student’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 Students 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 student 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 Students 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. Approval of specific reasonable adjustments should follow the normal approval routes (see 3.1). 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.disability-office.ed.ac.uk/specificlearningdifficulties/examination_arrangements.shtml). For all other disabled students the Registry must see and accept a medical certificate or similar documentation relating to the student or be satisfied that an acceptable certificate will be produced. Such students 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 student'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 student’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. The principle is that no marker is able to influence unduly a student’s overall assessment result.

7.2 It is a student’s responsibility to ensure that his or her submitted assessed work is legible. If markers consider work to be illegible they must consult the Convener of the Board of Examiners. The Convener of the Board of Examiners, in consultation with the College and the Disability Office, decides if the work can be marked, including after transcription. If not, a zero will be awarded.

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

7.4 Where practicable, examination papers and assessed coursework should be marked anonymously.
7.5 Boards of Examiners decide how marks are held, and to how many decimal places, during the internal processing of the marks for a course.

7.6 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 Students 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). Students 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 students, 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 student 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 10.9-10.18))

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 meetings 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 student may need to be disclosed to that student 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 the discussion and outcomes for any borderline students. Details of any modification of marks should be recorded together with the reasons for these. Comments by the External Examiner(s) about the examination of the programme or courses and the performance of the students in general should also be minuted.

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 students within one month of the start of the programme.

9.8 The Board of Examiners has the responsibility to decide which students can progress to the dissertation required for candidature for the award of a masters degree. Or, in the case of other award, exit either directly or following satisfaction of any outstanding requirement.

In order to progress to the masters dissertation candidates must:-
attain at least 80 credits with a pass at masters level or more in each of the separate elements and
be awarded an aggregate pass at masters level for the 120 credits of study examined at the point of decision for progression and
satisfy any other specific requirements for the masters degree programme, that are clearly stated in respective Programme Handbooks.

In order to be awarded a masters degree candidates must:-

- have satisfied the requirements for progression, as laid out above, and
- attain 60 credits, by achieving a pass at masters level for the dissertation and
- satisfy any other specific requirements for the masters degree programme, that are clearly stated in respective Programme Handbooks.

In order to be awarded the diploma candidates must:-

- attain at least 80 credits with a pass at diploma level or more in each of the separate elements and
- be awarded an aggregate pass at diploma level for the 120 credits of study examined for the diploma and
- satisfy any other specific requirements for the diploma degree programme, that are clearly stated in respective Programme Handbooks.

9.9 For part-time students, the Board of Examiners should agree marks in the year in which they are obtained. The Board of Examiners for final year students 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.

9.10 Boards of Examiners must consider students whose marks are borderline for progression or award purposes. Borderline marks are defined as marks from three percentage points below the class or grade boundary up to the boundary itself, e.g. 47.00% to 49.99% for a Diploma award. Boards of Examiners must publish in advance the factors that will be taken into account for borderline decisions, which can include:
(a) cases in which a student has performed better in courses at a higher level;
(b) cases where the amount of credited assessed work to be used for award decisions is less than the norm; and
(c) profiles of performance. (See section 3.1.)

Anonymity

9.11 Anonymity should be retained until, in the opinion of the Board of Examiners, the best interests of the students are no longer being served. Where students 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

See also guidance at http://www.aaps.ed.ac.uk/regulations/exam.htm

9.12 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.

9.13 Any personal circumstances for which there is sufficient documentary evidence, and where these circumstances may have adversely affected a student’s performance in an assessment (regardless of the level of impact on the student’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 student. 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 student.

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

9.15 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 students.

9.16 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 students 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.

9.17 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

9.18 The internal and External Examiners must concur in the mark and grade to be awarded to each student. 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.

9.19 Once the Board of Examiners has decided on the final awards for each student, the students’ names must then be substituted for their students’ examination numbers. These 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.

9.20 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. When marks for courses are finalised, before they are returned to Registry and released to students, they must be rounded to an integer, i.e. with no decimal places. Any mark which is xx.50 or above is rounded up and any number which is xx.49 or below is rounded down, e.g. 59.50% is rounded to 60%, 59.49 is rounded to 59%. Individual course marks must be rounded before return to Registry and the rounded marks must be used in calculating the overall mean mark. The overall mean mark is not rounded.
9.21 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) 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 first semester.

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

9.23 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 either report the recommendation to the Senatus or exceptionally 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 student. The University shall notify the student 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 student or to a third party. Having been notified of the corrected result the student shall return to the University any documentation which may have been issued to the student notifying the original result which has been corrected. The student shall have no claim against the University for any loss or damage which may have been incurred by the student as a result of any error which may have been made.

(c) A student 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 students, whether or not they are unattributed. Under normal circumstances the views of a particular examiner should not be made known to a student. However, if a student makes a request under the Data Protection Act, information recorded in the minutes on that particular student may need to be disclosed.
10.3 Other than with the permission of the student 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 Students 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 student 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 student 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 which contribute to the overall result for a course: Schools which use assessed coursework which contribute to the overall result for a course normally provide students with the assessed coursework marks at the time that the assessment is marked, as a guide to each student's performance, together with guidance on the meaning of the marks. If such marks are released prior to confirmation by the Board of Examiners, students 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)

10.7 Multiple choice questionnaires: Students 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 marks Throughout the year, before consideration by a Board of Examiners, marks for examination and assessed coursework which contribute to the overall result for a course are inherently provisional and have no status until they are approved or modified by the Board. If such marks are released before confirmation by the Board of Examiners, students must be advised that the marks are provisional and may be modified when considered at the Board of Examiners meeting in that year.

Publication of Results

10.9 Students 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 students’ 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 10.13)

10.11 Schools may display lists of those students invited or required to attend oral examinations provided that the student’s identity is protected.

10.12 Students’ results may not be released over the telephone.
10.13 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.

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

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

Degree Transcripts

10.16 Colleges or Schools are required to issue automatically to students a transcript of the
student’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 show all attempts, including fails and
absents, with the exception of attempts deemed a “null sit” by the Board of Examiners.

10.17 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.

10.18 All transcripts should contain the following statement: “This is a transcript of marks
obtained by the student, 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 student.”

11. RETENTION AND DESTRUCTION OF ASSESSED MATERIAL

11.1 Degree examination scripts are received by the University in confidence. Degree
examination scripts, or copies of such scripts, are not returned to students.

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 3.5).

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 students
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 student after the expiry of the
retention period providing they do not make known the views of a particular examiner. Dissertations may be retained for more than four months by Schools, who have the responsibility to make them available to any enquirer in response to a freedom of information request (unless an exemption applied). Material which is not retained or returned should be destroyed at the end of the retention period.

12. SUSPENSION FROM POSTGRADUATE DEGREES INVOLVING COURSEWORK OR RESEARCH

12.1 A student 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 student 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 student will be considered under the terms of Regulation 13.

13. FAILURE TO COMPLETE DIPLOMA OR DEGREE ASSESSMENT

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

Full time students

13.1 Where the Board of Examiners is given satisfactory evidence that the performance of a student has been affected for reasons of illness, or other extenuating circumstances, and where the student 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 student 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 student’s academic performance during the programme. The Board should be especially aware of Regulation 9.17. 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 student 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 student 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 student 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 student 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 student is required to appear for assessment at the next diet.
Part-time students

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 student 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 student'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 student 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 student has taken little or none of the assessment

13.6 If a student has completed little or none of the assessment but can produce satisfactory evidence that the failure to complete was due to reasons beyond the student'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 student, 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 student be awarded a pass;
(b) that the student be awarded an aegrotat diploma or degree;
(c) that the student 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 student 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 student has missed most or all of the assessments and the student's circumstances are medical and are such that the Board of Examiners does not believe that the student 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 student, 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 student was qualified to receive the degree at the time of death.

14. Plagiarism and Cheating

Suspected plagiarism

14.1 Plagiarism is the act of copying or including in one’s own work, without adequate acknowledgement, intentionally or unintentionally, the work of another. It is academically fraudulent and an offence against University discipline. Plagiarism, at whatever stage of a student’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 students is accepted on the understanding that it is the student’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 students 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.

Suspected cheating

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

14.4 It is an offence for any student knowingly to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another student to impersonate him/her in an examination. Any student found to have cheated or attempted to cheat in an assessment, may be deemed to have failed that assessment and disciplinary action may be taken.

Procedures (see Plagiarism Guidance website, including tariff, for advise on poor scholarship) http://www.aaps.ed.ac.uk/regulations/Plagiarism/Intro.htm

14.5 If a marker suspects plagiarism he or she will inform the Programme Director and the Convener of the Relevant Board of Examiners. Cases of poor scholarship or inexperience, where the primary need is for education in appropriate practices and where the extent of the plagiarism in the submitted work is small in terms of its contribution to the overall mark for the submitted work may be handled by the marker or Programme Director and need not invoke the formal procedure. The other cases, evidence of the suspected plagiarism should be collected together and a report made by the Convener of the Board of Examiners (this task may be delegated to the Programme Director). The report will be
referred as quickly as possible to a nominated College Academic Misconduct Officer for further investigation.

14.6 If an invigilator suspects a student of cheating in the examination hall she/he should call on another invigilator to observe the student before intervening. The invigilator should then speak to the student, tell him/her of the suspicions, impound any prohibited material and allow the student to complete the examination. The invigilators should arrange to speak to the student at the end of the examination and tell the student that they will be advising the Examinations Office of the Registry and the Convener of the Board of Examiners of the incident. The Convener of the Board of Examiners will collect evidence of the suspected cheating and prepare a report for the nominated College Academic Misconduct Officer for further investigation, as outlined in 14.5 above. The Convener should seek advice from the secretary of the Discipline Committee as well as the Examinations Office of the Registry.

14.7 Marking of work should be completed at face value and at the same time as the work for other students. It is important that the work should be treated in a way that is near to that of other work so that, if the charges of plagiarism or cheating are set aside, the student has a mark which is given under the same conditions as for the rest of the students. In exceptional circumstances, where a marker considers that it is impossible to assign a mark because the plagiarism or the cheating is blatant and extensive, marking for that student may be suspended. The College Academic Misconduct Officer must be informed of any mark that is awarded for the work, and the basis for that mark. It will be for the Board of Examiners to decide the final mark (following advice given by the College Academic Misconduct Officer under 14.11 below) if the outcome of the investigation is that account needs to be taken of the circumstances of the incident.

14.8 The College Academic Misconduct Officer, together with at least one representative from the College Academic Misconduct Panel (which should not be the representative from the student’s School), will interview the student to obtain information about the suspected plagiarism or the suspected cheating, and any special circumstances. The student will receive a written invitation to the interview, which should give a reasonable amount of notice, and will be sent a copy of the report referred to the College Academic Misconduct Officer (14.5 and 14.6 above). The student must be given the opportunity to be accompanied at the meeting by another member of the University community, e.g. a Students’ Association adviser.

14.9 The purpose of the interview is to obtain information about the case in order to consider a way forward. The College Academic Misconduct Officer may seek advice from the secretary of the Discipline Committee (650 2140) prior to the interview.

14.10 The student will be sent a copy of the report that the College Academic Misconduct Officer draws up following the interview so that she/he can comment on matters of fact in the report. The report should include the evidence of the suspected plagiarism or cheating; the report of the interview with the student; where appropriate, information given to students on the course about the avoidance of plagiarism; and any further information that the student wishes to be taken into account. It should not include the action recommended by the College Academic Misconduct Officer.

14.11 The College Academic Misconduct Officer will decide whether the case should be referred back immediately to the Board of Examiners, or should be handled as a disciplinary case.

(a) If the case is to be referred back to the Board of Examiners, the College Academic Misconduct Officer will determine the appropriate level of penalty, if any, to be imposed (see Section 14.13).
(b) If the case is considered so serious that it constitutes a disciplinary matter, the College Academic Misconduct Officer will make a report in preparation for a disciplinary interview. The interview will be conducted by a College Authorised Officer, who will not be the same person as the College Academic Misconduct Officer who investigated the case. The student will be notified about the arrangements for the interview under the Code of Student Discipline, and informed that the outcome could include referral to the Discipline Committee.

14.12 If there is a lengthy period, e.g. more than a month, between the investigation of the case and the next scheduled Board of Examiners’ meeting then the Convener should convene an interim Board.

Reduction of marks

14.13 In a case covered by the terms of 14.11 (a) 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 must apply the penalty imposed by the College Academic Misconduct Officer and must not apply any additional penalty. In the exceptional circumstance of the Board of Examiners disputing the penalty set out by the College Academic Misconduct Officer, the case should be referred to the Head of College for adjudication. 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 College Academic Misconduct Officer’s report and in which plagiarism or cheating has been detected.

Discipline Committee

14.14 If the case is referred to the Discipline Committee, the student has the right to appear before the Committee and to present evidence. In cases of plagiarism, the Discipline Committee, without prejudice to any other powers it may have under the Code of Discipline, has power to:

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

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

(c) expel the student from the University.

In reaching its decision on the appropriate penalty, the Discipline Committee is entitled to consult the Convener(s) of the Board(s) of Examiners and the College Academic Misconduct Officer.

Suspected plagiarism or cheating in the work of a graduate

14.15 If plagiarism or cheating is found to have occurred in the work of a graduate the Senatus has 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.

14.16 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 or may have been based on cheating, and that the nature and extent of the plagiarism or cheating may have been material to the award, or class within the degree, the case will be investigated
by the College Academic Misconduct Officer, following procedures as close as possible to those in sections 14.5 to 14.11 above.

14.17 The College Academic Misconduct Officer will report to the Appeal Committee. The graduate will have the right to see the report and to submit evidence in writing in defence or in mitigation to the Appeal Committee and will be invited to attend a hearing. If the case is proved, the Board of Examiners, constituted to reflect as closely as possible the composition of the Board responsible for the award, will then be instructed by the Appeal Committee to review the assessment of the graduate’s qualification. The Board will make a recommendation to the University Secretary that the classification of the degree conferred should be confirmed or reduced or that the degree, diploma or certificate should be revoked. The University Secretary will either report the recommendation to the Senatus or exceptionally will refer it to the Appeal Committee for further advice and re-referral to the Board of Examiners.

15. UNSATISFACTORY PROGRESS BY STUDENTS - PROCEDURE FOR EXCLUSION FROM THE UNIVERSITY

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

15.2 A student 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 student has the right of appeal to the Appeal Committee through the University Secretary, but only if the student can produce substantial evidence which, for good reason, was not made available to the College Postgraduate Studies Committee or can allege irregular procedure or improper conduct on the part of the College Postgraduate Studies Committee. The appeal is heard by the Appeal Committee on behalf of the Senatus.

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 student. 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 student declared unsatisfactory is normally excluded from all further attendance at classes and examinations in that College; a student 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 student’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 student as soon as possible and, in any event, before the meeting of the Board of Examiners. (Refer sections 9.12-9.17)

16.3 A student 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 timely factors which may have adversely affected a student's performance, or failure to report such factors on the basis that the student did not anticipate an unsatisfactory result in the examination, can never by themselves constitute good reason; and/or

(b) alleged irregular procedure or 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 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 refer the case for Convener’s Action (See 16.8); or it may decide that there is a prima facie case for consideration by the Committee.

16.8 If the appeal is considered by Convener’s Action, then it is dealt with by the Convener, Appeal Committee secretary and one other academic member of the Appeal Committee, who was not a member of the sub-committee. On considering an appeal by Convener’s Action, the Convener has the power to require the Board of Examiners to reconvene to reconsider the appellant’s results or to refer the case to the full Appeal Committee.

16.9 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.

16.10 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. The Appeal Committee quorum is the Convener and secretary plus three academic staff drawn from the list of eligible nominees. 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, adopting any requirements specified by the Appeal Committee. 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.

16.1 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.

16.12 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.

16.13 For postgraduate students 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 students opt to transfer their matriculation to the University of Edinburgh or opt to remain matriculated students 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 students 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.
Appendix I

Examination Hall Regulations

1. An examination attendance sheet is laid on the desk for each student to complete upon arrival. These are collected by an invigilator after thirty minutes have elapsed from the start of the examination. Students 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. Students 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. Students 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 student 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. Students must take their seats within the block of desks allocated to them and must not communicate with other students either by word or sign, nor let their papers be seen by any other student.

5. Students are prohibited from deliberately doing anything that might distract other students. Students wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any student 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 student’s feet; they should be opened only in full view of an invigilator.

7. An announcement will be made to students that they may start the examination, although they may begin without waiting for this announcement. Students 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, students 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 student knowingly
   (a) to make use of unfair means in any University examination,
   (b) to assist a student to make use of such unfair means,
   (c) to do anything prejudicial to the good conduct of the examination, or
   (d) to impersonate another student or allow another student to impersonate him/her.

12. Students 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 student 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 student 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 student 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.