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.acaffairs.ed.ac.uk/Regulations/Assessment/Home.htm

SEPTEMBER 2008

This version applies to work submitted for assessment in Academic Year 2008/09.
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Appendix 1  Examination Hall Regulations
POSTGRADUATE DEGREES AND DIPLOMAS

Any member of staff who requires guidance on examination procedure additional to that given below may consult their Head of College or his or her nominee, their College Postgraduate Office, the University’s Academic Affairs section (on behalf of the University Secretary), or the Registry (650-2214). On behalf of the Secretary the Registry exercises general oversight of procedure relating to the provision of question papers, registration for degree examinations, 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 each 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 Scottish Agricultural College, Honorary Senior Lecturers and Honorary Lecturers and, in the Edinburgh 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, and, in the 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; provided that every student shall be examined in each subject by at least two Examiners of whom one shall be an External Examiner.

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, laboratory or examination 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 she/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, she/he shall consult with the relevant Dean and Head of the College, who may bring the case to the attention of the Principal or the relevant committee of Senatus.

**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 also 1.3 and 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 relevant committee of Senatus.

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 beyond a total of five years until she/he has ceased to hold that office for not less than one year. In exceptional circumstances this rule may be waived by the relevant committee of Senatus.

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 his/her contract, this must be negotiated with the Head of the 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 the 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 the 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 External Examiners have the right to see all degree examination scripts and all other coursework, including other invigilated examination scripts, contributing to the assessment. Where it is agreed that External Examiners 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. Borderline cases are those which relate to the decisions of the Board of Examiners on pass/fail boundaries, progression or, in the case of final year students, the award of a degree.

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 Reconvened Boards of Examiners do not require the presence of an External Examiner but at least one External Examiner must contribute, ideally by video- or tele-conferencing and otherwise by email or fax. External Examiners should be involved in the scrutiny of scripts and should have access to assessed coursework as appropriate. An 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. (See also 9.5.)

1.16 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.

1.17 Conveners of Boards of Examiners should ensure that, as part of the formal proceedings of the Board, External Examiners are invited to comment on the structure, content, teaching and examination of the courses or programmes 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 relevant College Committee (on behalf of the Head of the College) 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 relevant Dean (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 (or the Head of College or the relevant Dean as his or her nominee or a Committee of the College acting under delegated powers). The list of examiners making up each Board shall be certified by the relevant Dean acting on behalf of the Head of College 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 the 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, and these names will be made available from the College Office on request. 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 in good time before the relevant exam diet to the relevant Dean. Complete final lists of examiners are maintained by both the University Registry and the relevant 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 or 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) (in consultation with the relevant Head(s) of College).

2.7 The Convener of the Board of Examiners has responsibility for the security of and arrangements for setting papers, 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 the 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 relevant College Committee set the assessment and satisfactory performance requirements for a course and must normally approve significant assessment changes before students enter a course or programme. 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 relevant College Committee obtained. Before the approval of the relevant College Committee can be given, written evidence of the results of consultation with the students 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 in that academic year (See also 10.4 to 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 could be made available for the scrutiny and use of an External Examiner. If limited use is made of assessment types which cannot be made available, this should be made explicit to the External Examiner in advance and included in the statement (in the programme handbook) given to all 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 Students are only permitted one assessment attempt for courses at Scottish Credit and Qualification Framework level 9 and above, except where subsequent attempts are necessary to satisfy professional requirements, or the requirements of certain collaborative courses, and have the approval of the relevant Committee of Senate. (See also 4.3, 8.2)

3.7 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 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 degree in 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 (on behalf of the Head of the College) 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 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 relevant committee of Senatus.

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, 3.2). 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 require 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/Student/Dyslexia.htm). 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 Registry acting on his/her behalf. 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. The principle is that no marker is able to influence unduly a student's overall assessment result. 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.

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.

a) Where there are issues of disability impairing ability to write legibly, the Convener, in consultation with the College and the Disability Office, can decide whether the work should be marked normally or whether the student's impairment justifies transcription. If transcription is not justified and the work is completely illegible, a zero will be awarded.

b) Where there are no issues of disability, the Convener in consultation with the College should ensure that the work is marked normally so far as is possible. If the work remains completely illegible, a zero will be awarded. In either situation the case should be drawn to the attention of both the relevant College authority (e.g., the relevant Dean) and the External Examiner.

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

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<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A1</td>
<td>An excellent performance, satisfactory for a distinction</td>
</tr>
<tr>
<td>80-89</td>
<td>A2</td>
<td></td>
</tr>
<tr>
<td>70-79</td>
<td>A3</td>
<td></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>30-39</td>
<td>E</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>20-29</td>
<td>F</td>
<td>Clear Fail</td>
</tr>
<tr>
<td>10-19</td>
<td>G</td>
<td>Bad Fail</td>
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<td>0-9</td>
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Assessment of the dissertation component

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<td>G</td>
<td>Bad Fail***</td>
</tr>
<tr>
<td>0-9</td>
<td>H</td>
<td></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 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 For those programmes where a certificate is a specifically named exit qualification, the certificate may be awarded with distinction by satisfaction of 8.4 above with regard to the assessment of the taught component alone. A Distinction may not be awarded to a student leaving with a general postgraduate certificate or for any reason due to academic shortfalls.

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, though grades A1, A2 and A3 should all be recorded on the transcript simply as ‘A’.

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 relevant Dean, on behalf of the Head of College, 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 participate in the reconvened Boards. The relevant Dean, on behalf of the Head of College, 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 (see also 1.15).
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 awards, 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. 37.00% to 39.99% 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:
- cases in which a student has performed better in courses at a higher level;
- cases where the amount of credited assessed work to be used for award decisions is less than the norm (e.g., where credits have been awarded for progression purposes only in recognition of special circumstances); and
- 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, or on courses or programmes taken by small numbers of students, anonymity may be unachievable. Where possible, however, anonymity should be breached only for those examiners directly involved in the relevant assessment, and marks should be re-encrypted for presentation at the Board of Examiners’ meeting.

Special Circumstances

See also guidance at http://www.acaffairs.ed.ac.uk/Administration/GuidanceInformation/SpecialCircumstances/index.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 which are clearly beyond the student’s control and 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. 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.

9.20 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 relevant College 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 (or to Registry, acting on his/her behalf), who may either report the recommendation to the Senatus or exceptionally refer it to the relevant committee of Senatus 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 and/or examination 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. 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 (with grades A1, A2 and A3 all recorded simply as ‘A’), and the academic year in which the result was obtained. Information about the University’s postgraduate common 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

Assessed material should be disposed of in accordance with the University’s student records retention guidance (see http://www.recordsmanagement.ed.ac.uk/InfoStaff/RMstaff/RMprojects/StudentRecords/Contents.htm)

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 a suitable period 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 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 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 Committee is lodged before the diet of examinations, the decision on the application shall rest with the relevant Dean. If the student is permitted by the Dean or 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 relevant Dean 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 ADEQUATELY

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 relevant Dean.

13.2 When a case is brought to the attention of the relevant Dean she/he shall report to the relevant committee of Senatus 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 relevant Dean 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 relevant Dean recommending such concession as it deems appropriate. If no concession is recommended (or if the relevant College or Senatus 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 relevant Dean and its recommendation in this case requires the approval of the relevant College 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 for the attention of the relevant College 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 relevant College 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 relevant committee of Senatus.

13.7 When such a case has been brought to the attention of the relevant committee of Senatus 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 relevant College Committee the award of a diploma or degree aegrotat. The report to the College 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 relevant College Committee supports the case, the recommendation and supporting evidence shall be referred to the relevant committee of Senatus.

**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 Committee and the relevant committee of Senatus, followed by consideration by the University Secretary or his or her nominee. 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 advice on poor scholarship: http://www.acaffairs.ed.ac.uk/Administration/GuidanceInformation/AcademicBestPractice/Index.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 alleged plagiarism or cheating is proven:

• if not, this outcome will be reported to the Convenor of the Board of Examiners and the matter will be deemed to be closed
• if so, 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. If the student accepts the disciplinary authority of the Authorised Officer, then the Authorised Officer will determine the appropriate level of penalty, if any, to be imposed, and inform the student, the College Academic Misconduct Officer, and the Board of Examiners. (See 14.14 below if the case is referred to full 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 the student should be informed of the College Academic Misconduct Officer’s recommendation concerning the appropriate level of penalty in the interim. In some cases, it may be appropriate for the Convenor of the Board of Examiners to convene an interim Board or to take executive action.

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 College Academic Misconduct Officers of the other two Colleges 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. The Discipline Committee will determine the appropriate level of penalty, if any, to be imposed, and will inform the student, the College Academic Misconduct Officer and the Board of Examiners.

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 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

a) If the allegation of plagiarism or cheating is not substantiated, the College Academic Misconduct Officer will report the occurrence and the outcome of the investigation to the Convenor of the relevant Board of Examiners and the University Secretary.

b) If the College Academic Misconduct Officer’s recommendation is that account of the misconduct was taken at the time of the original degree classification, and that therefore no further action is required, (s)he will report this to the Convenor of the relevant Board of Examiners and the University Secretary.

c) If the College Academic Misconduct Officer recommends that further action is required with respect to the suspected plagiarism, the case will be reported to the Appeals Committee. All the parties involved will have the right to see the report of the investigation into the case and to submit evidence in writing in defence or in mitigation to the Appeal Committee and will have the right 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. If the case is not proven, and the Appeal Committee’s conclusion is that no further action is necessary, this decision will be reported to the Convenor of the relevant Board of Examiners and the University Secretary.
15. UNSATISFACTORY ACADEMIC PROGRESS BY STUDENTS - PROCEDURE FOR EXCLUSION FROM THE UNIVERSITY

Some degree programmes leading to professional qualification include Fitness to Practise considerations. Any issues of unsatisfactory progress in relation to fitness to practise will be dealt with first according to the University’s Fitness to Practice procedures. (See http://www.acaffairs.ed.ac.uk/Administration/Procedures/FitnessToPractice/index.htm)

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 relevant College Committee.

15.3 The relevant College 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 Committee decides to forward a recommendation for exclusion on the grounds of unsatisfactory progress to the relevant committee of Senatus 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 relevant College Committee or can allege irregular procedure or improper conduct on the part of the College 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 relevant College 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 relevant College Committee to reconvene to reconsider its decision.

15.5 A student declared to have made unsatisfactory academic progress by the College of Medicine and Veterinary Medicine in professional programmes is normally excluded from attendance at classes and examinations in these programmes.

A student who has made unsatisfactory academic progress in other programmes within the College of Humanities and Social Science, the College of Medicine and Veterinary Medicine or the College of Science and Engineering may be required to withdraw from classes but is entitled to apply to the relevant College for permission to re-enter for examination in order to attempt to recover satisfactory progress status.

A student deemed to have made unsatisfactory progress under professional Fitness to Practise requirements is normally excluded from all further attendance at classes and examinations leading to the relevant professional qualification, but is entitled to apply to the College for permission to re-enter for examination in a suitable alternative programme not leading to professional qualification.
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 timeously 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 16.7.

16.6 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.

16.7 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. 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 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.

16.10 The decision of the Appeal Committee and any decision of the sub-committee that no prima facie case has been established (see 16.7) 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 16.7.

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.

17. INTERPRETATION AND ADJUDICATION

17.1 Any dispute arising from these Regulations, whether of interpretation or otherwise, is determined by the relevant committee of Senatus, subject to review by the Senatus.
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 or within the last fifteen minutes of an 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

   (i) to make use of unfair means in any University examination,
   (ii) to assist a student to make use of such unfair means,
   (iii) to do anything prejudicial to the good conduct of the examination, or
   (iv) 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, she/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.