

ACADEMIC REGULATIONS

Session 2020/21

(version 15 - updated after a meeting of the Senate on **3 September 2020**, which agreed modifications to Regulation 3 and Regulation 42). This update also takes into account Senate decisions on Regulation 4 (in July 2020), and Regulation 34 (June 2020).

Terminology in the Regulations

“Primary Academic Units” (from 2019):

In line with the definitions in the new [Charter and Statutes](#), which were approved by the Privy Council on 12 June 2019, the Senate has agreed that all references in the Regulations to “Schools” should be read as references to “Primary Academic Units”.

“Senate Committee for Interim Business and Effectiveness” (from 2017):

In line with a change to its Standing Committees, the Senate has agreed that all references in the Regulations to “Senate Business Committee” should be read as references to “Senate Committee for Interim Business and Effectiveness”.

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1. Registration

- 1.1** A person admitted to a Programme of Study shall complete a declaration at the commencement of the programme and normally at the commencement of each subsequent academic year.
- 1.2** Upon registration a Student shall be liable for the payment of the prescribed fees.
- 1.3** A Student shall not normally be entitled to register for more than one Programme of Study simultaneously.
- 1.4** Notwithstanding the provisions of paragraph 1.3, a Student may be permitted to register for a second Programme of Study by the Head of his or her School and in consultation with the Head of School offering the second Programme of Study and a Dean. If the Head(s) of School and the Dean permit a Student to register for a second Programme of Study, they shall make a recommendation to the Undergraduate Studies Committee or Postgraduate Studies Committee as appropriate and shall confirm, in writing, that:
- 1.4.1** the Student has demonstrated the capacity to complete both Programmes of Study within the period of study prescribed for each.
- 1.4.2** the attendance and the performance of the Student shall not be adversely affected on either course of study.
- 1.4.3** the Student has confirmed that the prescribed fees can be paid for both courses of study.
- 1.5** If a Student has been permitted to register for a second Programme of Study in terms of paragraph 1.4, he or she shall complete a declaration for that programme.

2. Matriculation Card

- 2.1** At registration a Student who registers in terms of Ordinance P1 shall complete a declaration that he or she understands that every Student is required to abide by the Charter, the Statutes, the Ordinances and the Regulations of the University.
- 2.2** Upon registration a Student shall receive a matriculation card.
- 2.3** At first registration a Student shall supply one passport-type photograph of himself or herself to the Academic Registry.
- 2.4** A Student may be required to show his or her current matriculation card to an authorised person on the following occasions:
- 2.4.1** at an examination
- 2.4.2** on collecting a grant, student loan or other payment
- 2.4.3** on any other occasion for good cause
- 2.5** A matriculation card may also be used as evidence of membership of the Student Union and may be required to be shown in this connection.
- 2.6** A Student who loses his or her matriculation card must report such loss in person to the Academic Registry and obtain a replacement matriculation card for which a charge is payable. The charge shall be such as determined by the Academic Registry.

3. Discipline

- 3.1** In accordance with clause 9.1 of Article 9 of the Charter, the Senate is responsible for the regulation and superintendence of the discipline of the Students and in Ordinance E4 are specified the disciplinary provisions to which Students are subject. Detailed administration of alleged breaches of discipline is set forth in Regulation 50: *Student Discipline*, copies of which are available to view on the University website: <https://www.hw.ac.uk/documents/regulations.pdf>

¹ Note: for the majority of cases, a Student will be attached to a School. For the purposes of this Regulation, if a Student is not attached to a School, they should take 'Head of School' to mean 'the Vice Principal for the Campus on which they are studying'

4. Conduct

- 4.1** A Student is expected to observe a reasonable standard of conduct and to have regard to the good name of the University and members of the Heriot-Watt Group, and is required at all times to observe all Regulations affecting him or her which may be made by the University or other institutions or organisations which he or she attends as part of a University course or Programme of Study.
- 4.2** The Officers of the University, the Academic Staff and other persons authorised for the purpose shall have authority and it shall be their duty to check disorderly or improper conduct as defined in the Ordinances and Regulations, including but not exclusively in the premises, or grounds, or systems of the University or of any member of the Heriot-Watt Group.

5. Safety

- 5.1** A Student shall familiarise himself or herself with the safety Regulations of the University and of relevant Schools and shall observe these Regulations.
- 5.2** Smoking is prohibited in all University premises except in such areas specifically designated.

6. Attendance and Performance

- 6.1** A Student admitted to a Programme of Study shall attend regularly each class in his or her curriculum and perform satisfactorily the work of the class and the assessments prescribed for his or her course of study. The requirements for attendance and performance are detailed in Regulation 3 (New), paragraph 10; Regulations 4, 18 and 48, paragraph 12; Regulation 6, paragraph 10; Regulation 9 paragraph 9; Regulation 37, paragraph 13; Regulation 41 paragraph 9; Regulation 49, paragraph 10.
- 6.2** A Student who is absent from classes or course of study through illness or other cause shall notify the Head of School in writing at the earliest opportunity, stating reasons for the absence. In the case of illness one of the following procedures shall be followed:
- 6.2.1** For a period of absence of four working days or less the Student shall complete a self-certification form which may be obtained from the Head of School. Completed self-certification forms shall be returned to the Head of School within seven working days of return. For the purposes of this paragraph a working day shall mean any day from Monday to Friday, or the accepted norm for the Campus on which the Student is studying.
- 6.2.2** For a period of absence of five or more working days the Student shall submit to the Head of School within seven days of return a medical certificate supplied by a registered medical practitioner.
- 6.2.3** If illness could adversely affect the Student's performance in assessment or any other academic work or could result in delayed submission of work, the Student shall submit to the Head of School a certification of confirmation of the possible effects of the illness supplied by a registered medical practitioner.
- 6.3** When a registered medical practitioner has certified that a Student has contracted any infectious or contagious disease, the Student shall absent himself or herself from the University forthwith and shall immediately notify the appropriate Health Service² and the Head of School. Attendance shall not be resumed until the Student has submitted to the Head of School a medical certificate signed by a registered medical practitioner permitting him or her to do so.
- 6.4** A record of any absences by a Student shall be kept by the Head of School and shall be held on the Student's file in the School.
- 6.5** Provisions for periods of sickness during an examination period are detailed in Regulation 9: *Assessments and Examinations*.
- 6.6** In exceptional circumstances a temporary suspension of studies may be imposed upon a Student. The procedure for imposing such a suspension of studies is as follows:
- 6.6.1** A decision to require a Student to suspend studies on the grounds of health, safety or welfare may be made by a Dean in his or her capacity as Chair of the Undergraduate Studies Committee or the Postgraduate Studies Committee in accordance with the procedures below.

² Note: For the Edinburgh Campus, this is the on-campus University Health Service. Other arrangements apply on other campuses

- 6.6.2** Where, in the opinion of a Student's Head of School, there are significant concerns regarding the Student's health or well-being and any detrimental impact upon his or her studies, or the studies of other Students, the Head of School shall consider whether or not the Student should be required to suspend his or her studies.
- 6.6.3** The Head of School shall seek the advice of relevant medical or welfare Staff, or other suitably qualified persons, in considering such cases.
- 6.6.4** If, based on the advice received, the Head of School considers that the Student should be required to suspend his or her studies, a full report recommending suspension shall be made by the Head of School to one of the Deans (the 'nominated Dean'). The report shall give, in writing:
- the reasons for the suspension;
 - the period of suspension;
 - the conditions which have to be met for the Student to be permitted to resume his or her studies (which may include receipt of written confirmation from the appropriate health professional³ that the Student is fit to resume studies and/or a satisfactory outcome of a risk assessment).
- 6.6.5** The nominated Dean shall consider the Head of School's report and recommendation, and shall reach a decision on the matter as soon as reasonably practicable.
- 6.6.6** Where a Student is required to suspend studies, a letter shall be sent to the Student by the Clerk to the Studies Committees informing him or her of the suspension and the reasons for the suspension.
- 6.6.7** If the Student is dissatisfied with the Dean's decision he or she may request a review of the decision. The request shall be made in writing to the Dean chairing the other Studies Committee (the 'reviewing Dean') who can conduct an independent review. The Student shall be entitled to submit a written representation and/or request a meeting. The reviewing Dean may obtain further information as to the fitness and capability of the Student, including, but not limited to, a further opinion of a medical practitioner nominated by the Student, and/or of a medical professional nominated by the University⁴, or of an independent medical practitioner. The reviewing Dean shall report the outcome of the final review to the Student in writing; this shall be final and binding.
- 6.6.8** The Student's resumption of studies shall be subject to prior approval by the nominated Dean.
- 6.6.9** Where there is necessity for an emergency period of temporary suspension to be imposed, for example, in accordance with the University's Mental Health Policy for Students, the Student shall be suspended immediately on the authority of a Dean. The formal procedures shall be undertaken as soon as possible after the initial suspension in accordance with the above procedures.

7. Change of Name

- 7.1** A Student shall notify the Student Records Officer in the Academic Registry of any change of his or her name or style.

8. Change of Address

- 8.1** It is the responsibility of the Student to ensure that their home and term-time addresses are correct on the online student record system.

9. Email Address

- 9.1** The University frequently communicates with all Students using electronic mail and in such cases shall use only the authorised University electronic mail address which has been issued to each Student.

10. Lost Property

- 10.1** It shall be the responsibility of a Student to exercise reasonable care in respect of his or her personal property.
- 10.2** The University and members of the Heriot-Watt Group do not accept liability for property that may be lost or stolen on their premises or grounds.

³ Note: For the Edinburgh Campus this would normally be the Physician-in-Charge of the University Health Service.

⁴ Note: For the Edinburgh Campus this would normally be the Physician-in-Charge of the University Health Service.

11. Voluntary Withdrawal

- 11.1** A Student who intends to withdraw from his or her Programme of Study shall comply with the following procedure:
- 11.1.1** He or she shall notify the Head of School or Director of Studies of his or her intention to withdraw and shall state the date of withdrawal.
 - 11.1.2** He or she shall notify the Student Records Officer in the Academic Registry in writing that he or she intends to withdraw and shall state the date of and reason for withdrawal.
 - 11.1.3** He or she shall on withdrawal surrender his or her current matriculation card to the Student Records Officer in the Academic Registry.
- 11.2** The Student Records Officer in the Academic Registry shall notify the relevant funding authority of a Student who has withdrawn from the University.

Amendments approved by Senate Council: 11 March 2004; 17 May 2006 (SCM/06/41.2), June 2007
Amendments approved by Senate: 28 March 2012
Amendments approved by the Senate Business Committee on behalf of the Senate on 25 August 2015

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REGULATION 2 Admission

1. This Regulation is made in pursuance of Statute 5, paragraph 2 (ii) and Ordinance P1.
2. **General Requirements for Admission**
 - 2.1 The Head of a School may nominate an appropriate senior member of Staff to act on their behalf on any matter specified in this Regulation. The Head of a School shall have the authority to admit or refuse admission to an applicant for admission to a programme in his or her School.
 - 2.2 The applicant must have informed the University of any relevant criminal convictions as directed during the application process and has complied with the University Policy on Admission of Ex-Offenders as Students.
 - 2.3 An applicant whose native language is not English will be required to show by examination or by means of documentary or other evidence that he or she possesses sufficient competence in the use of the English language to enable him or her to carry out the work of the proposed Programme of Study and profit by the instruction provided.
 - 2.4 A Head of School may impose additional requirements for admission which may include passes in named subjects, passes at specified grades, an interview and a portfolio of work.
 - 2.5 On admission, an applicant may be exempted by the Head of his or her School from one or more classes and assessments, subject to the restrictions on the application of the recognition of prior learning as specified in the programme structures. The University's policy on exemptions is contained in Regulation 46: Recognition of Prior Learning and Credit transfer.
 - 2.6 Applicants under the age of 16 at the point of admission will be asked to consult with the Academic Registrar, or their nominee, on support and checks that may need to be put in place for the safety and wellbeing of the Student.
 - 2.7 A Head of School may admit an applicant who presents evidence which in the opinion of the Head of School indicates that the applicant has the capacity and attainment to pursue the proposed Programme of Study.
 - 2.8 Any registered Student who has made a false statement in the admission process shall be liable to have their enrolment declared void by the Academic Registrar. Any such decision shall have been preceded by an opportunity for the Student to submit representations.
3. **Foundation Programmes (Dubai and Malaysia)**
 - 3.1 The relevant Deputy Vice-Principal shall have the authority to admit or refuse admission to an applicant for admission to a Foundation Programme. The Deputy Vice Principal may nominate others to make decisions on their behalf.
 - 3.2 An applicant for admission to a full-time Programme of Study leading to a qualification below degree level i.e. foundation or degree entry programmes shall apply on the prescribed form.
 - 3.2 Qualifications accepted for admission are laid out in the University's publications and on the website.
4. **Exceptional Circumstances**
 - 4.1 In Exceptional Circumstances Heads of School (for School based Programmes) and the relevant Deputy Vice-Principal (for Foundation Programmes in Dubai and Malaysia) may vary admissions requirements.
 - 4.2 Exceptional Circumstances shall be defined as those in which the full range of qualifications information, normally taken into account in making decisions on admission, is not available. The provisions of this Paragraph 4 shall not apply where the full range of information normally taken into account is available, or is unavailable only in respect of certain individual applicants. When the circumstances of this Paragraph 4.2 apply, it is the responsibility of the Senate Committee for Interim Business and Effectiveness, acting with the delegated authority of the Senate, to bring into effect the necessary arrangements and conditions, to determine the duration for which they should be applied, and to impose any additional conditions.

5. **First Degrees**

- 5.1 An applicant for admission to a Programme of Study leading to a first degree at a UK campus shall apply in accordance with the procedures specified by the Universities and Colleges Admissions Service (UCAS).
- 5.2 Applicants for admission to first degrees at Heriot-Watt University Dubai or Heriot-Watt University Malaysia shall apply on the prescribed form.
- 5.3 To be eligible for admission an applicant shall hold the minimum entry qualifications that are compliant with applicable legislation, and shall normally hold at least one of the following qualifications:
 - 5.3.1 A minimum of 80 UCAS tariff points, normally composed of passes at Higher or Advanced Higher or A Level or equivalent
 - 5.3.2 English at National 5 Grade C or above or GCSE Grade C/Grade 4 or an equivalent qualification in the English language
 - 5.3.3 An appropriate access qualification
 - 5.3.4 An approved overseas matriculation qualification
 - 5.3.5 Any other qualification as approved by the Senate.

6. **Postgraduate Certificates and Graduate Certificates**

- 6.1 An applicant for admission to a Programme of Study leading to a postgraduate certificate or graduate certificate shall apply on the prescribed form.
- 6.2 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 6.2.1 A degree of the University
 - 6.2.2 A degree of any other University approved for the purpose
 - 6.2.3 Any other qualifications and/or experience deemed by the Head of School to be acceptable for the purpose

7. **Postgraduate Diplomas and Graduate Diplomas**

- 7.1 An applicant for admission to a Programme of Study leading to a postgraduate diploma or a graduate diploma shall apply on the prescribed form.
- 7.2 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 7.2.1 A degree of the University
 - 7.2.2 A degree of any other University approved for this purpose
 - 7.2.3 Membership of a professional institution in a cognate discipline that normally requires a degree for entry.
 - 7.2.4 Ordinary degree equivalent to that suitable for entry into 4th year of a cognate undergraduate degree plus 1 year relevant post qualification experience
 - 7.2.5 HND or equivalent certificated qualification equivalent to that suitable for entry into 3rd year of a cognate undergraduate degree plus 4 years relevant post qualification experience.
 - 7.2.6 HNC or equivalent certificated qualification equivalent to that suitable for entry into 2nd year of a cognate undergraduate degree plus 6 years relevant post qualification experience
 - 7.2.7 8 years relevant experience at a suitable level

8. **Higher Degree of Master**

- 8.1 An applicant for admission to a Programme of Study leading to a higher degree of Master shall apply on the prescribed form.
- 8.2 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 8.2.1 A degree with first or second class honours of the University
 - 8.2.2 A degree with first or second class honours of any other University approved for this purpose

- 8.2.3 In the case of an Executive MSc normally at least three years of relevant experience within the field of study
- 8.2.4 Membership of a professional institution in a cognate discipline that normally requires an honours degree for entry. This might be called corporate membership or professional membership.
- 8.2.5 Pass at an appropriate transfer mark in Postgraduate Diploma examinations. This is the transfer route where the normal level is that which would be a pass at MSc level. A pass in each course with an average of 50% is the most common criteria used
- 8.2.6 Successful completion of cognate Postgraduate Certificate

9. Higher Degrees of Doctor by Programme and Research

- 9.1 An applicant for admission to a Programme of Study leading to the degree of Doctor of Philosophy (PhD) or the degree of Doctor of Philosophy by Published Research or the degree of Doctor of Engineering (EngD) or the degree of Doctor of Business Administration shall apply on the prescribed form.
- 9.2 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 9.2.1 A degree with first or second class honours of the University
 - 9.2.2 A degree with first or second class honours of any other University approved for this purpose
 - 9.2.3 any other qualification as approved by the Senate.

10. Other Programmes of Study

- 10.1 Any applicant for admission to any other programme or course of study that does not lead to one of the qualifications listed above shall apply on the prescribed form.

11. Re-admittance

- 11.1 A Student who previously has withdrawn after failing to satisfy the examiners may exceptionally be re-admitted to the University in one of the following circumstances:
 - 11.1.1 If he or she has subsequently obtained an additional qualification out with the University;
 - 11.1.2 If he or she has not obtained an additional qualification out with the University but a period of at least 4 years has elapsed since the last diet of examinations which he or she was eligible to attend;
 - 11.1.3 At the discretion of the Head of School, with particular reference to the number of assessment opportunities a Student might have in respect of classes in which he or she previously failed to satisfy the examiners.
- 11.2 Any Student who comes within any of the categories described above shall be admitted as an entirely new Student and the following conditions shall apply:
 - 11.2.1 He or she shall enter the appropriate stage of the Programme of Study as an entirely new Student;
 - 11.2.2 He or she shall take all of the classes for that state of the Programme of Study;
 - 11.2.3 He or she shall have the full number of assessment opportunities in respect of these classes.

Regulation 2 {*modification*}

Effective Date: 17 March 2020

Approved by: Senate Committee for Interim Business and Effectiveness (in exceptional circumstances)
{17 March 2020}

Previous amendments:

Senate on 12 September 2018; Senate on 14 December 2016; Senate Council: 28.01.04 (SCM/04/9.2); 11.03.04; Senate May 2003

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1. Introduction

- 1.1** This regulation is made in pursuance of Ordinance P2.
- 1.2** This regulation applies to all first degree courses or parts thereof which have been modularised.

2. First Degree

- 2.1** This regulation applies to the following first degrees which may be awarded by the University:
- 2.1.1** the degree of Bachelor of Science (BSc)
 - 2.1.2** the degree of Bachelor of Engineering (BEng)
 - 2.1.3** the degree of Bachelor of Arts (BA)
 - 2.1.4** the degree of Bachelor of Business Administration (BBA)
 - 2.1.5** the degree of Bachelor of Architecture (BArch)
 - 2.1.6** the degree of Master of Arts (MA)
 - 2.1.7** the degree of Master of Chemistry (MChem)
 - 2.1.8** the degree of Master of Physics (MPhys)
 - 2.1.9** the degree of Master of Engineering (MEng)
 - 2.1.10** **2.1.10** the degree of Master of Biology (MBiol)

3. Admission

- 3.1** An applicant for admission shall comply with the provisions of Regulation 2.

4. Matriculation

- 4.1** A candidate for a first degree shall matriculate as a Student of the University.

5. Programmes of Study

- 5.1** A candidate shall pursue for the prescribed period a Programme of Study approved by the Senate.
- 5.2** The Programme of Study for first degrees shall be as prescribed in the programme structure. All Programmes of Study shall consist of courses except as otherwise approved by the Senate. All Programmes of Study leading to the award of honours or first degree of Master shall contain a project/dissertation.
- 5.3** Each stage of full-time study within a Programme of Study leading to a first degree shall consist of eight course, four courses in each of the two semesters of each academic year. An academic year for all first degrees shall consist of two semesters, with Semester One being of fourteen weeks duration and Semester Two being of sixteen weeks duration.
- 5.3.1** A course shall consist of 150 hours of Student effort which may include the following as appropriate:
- timetabled hours for lectures, tutorials, seminars, workshops, laboratories or studio work.
 - project work, dissertations
 - private study supervised or otherwise
 - course assessment including written examinations.
- 5.3.2** Normally a course shall start at the beginning of a semester and finish at the end of the same semester.
- 5.4** Notwithstanding paragraph 5.3.2 a course may extend beyond a semester for the purposes of field work and teaching practice as specified and recorded in the programme structures and approved by the Senate.
- 5.4.1.** The Head of the Primary Academic Unit shall allocate a 'level' to each course offered by the Primary Academic Unit. Except with the approval of the Senate, the level shall be determined by the definition of level adopted by the Scottish Credit and Qualifications Framework (SCQF),

namely with reference to:

- the complexity and depth of knowledge and understanding
- links to academic or professional practice
- the degree of integration, independence and creativity required
- the range and sophistication of application/practice
- the role(s) taken in relation to other learners in carrying out tasks

- 5.4.2.** A Head of Primary Academic Unit may prescribe up to two lower level pre-requisites for any course.
- 5.4.3.** Two courses offered in the same stage either in different semesters or in the same semester and at the same level may be linked by Primary Academic Unit s offering the courses, especially where the material covered is continuous from one course to the next. Except as provided in Regulation 9 paragraph 3.6.3, no more than two courses may be linked in this way and such courses shall be referred to as synoptically assessed courses.
- 5.4.4.** A stage of a programme which is comprised entirely of synoptically assessed courses shall require approval of the Studies Committee.
- 5.5.** A Head of Primary Academic Unit may prescribe up to two lower pre-requisites for any course
- 5.6.** A Student shall have successfully completed a stage when all 8 courses comprising the stage have been successfully completed.
- 5.7.** A full-time Student shall be required to register for and to attend four courses per semester.
- 5.8.** Notwithstanding the provisions of paragraphs 5.3, 5.4 and 5.5, a full-time candidate may be permitted by the Head of Primary Academic Unit, in consultation with the Head of Primary Academic Unit offering the course and a Dean of the University, to register for and attend five courses per semester.
- 5.9.** A degree may be offered by one or more Primary Academic Units as an Ordinary degree, an Honours degree, or as a Masters degree, and may be a single subject degree or span two disciplines.
- 5.10.** A degree which spans two disciplines may be offered as either 'Discipline A and Discipline B' where the number of courses is broadly equal in both disciplines. A degree shall be awarded as 'Discipline A with Discipline B' where the number of courses is greater in Discipline A and Discipline B accounts for at least 25% of the total number of credit points.

6. Maximum Periods of Study

- 6.1** A candidate shall complete a Programme of Study within the maximum period prescribed for the programme. In exceptional circumstances the Senate may extend the period.
- 6.1** The maximum periods of full-time study for first degrees are as follows:
- 6.2.1** six years of full-time study from the date of first registration in the University for all five-year degree programmes.
- 6.2.2** five years of full-time study from the date of first registration in the University for all four-year honours and four-year ordinary degree programmes.
- 6.2.3** four years of full-time study from the date of first registration in the University for all three-year ordinary degree programmes.
- 6.3** A part-time candidate shall complete an approved Programme of Study extending over a period of not more than ten academic years. The period shall include any period during which a candidate was registered as a full-time Student. In exceptional circumstances the Senate may extend the period.

[The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of paragraph 6.1. 6.2 and 6.3.]

7. Credit Rating

- 7.1** Each course shall have a credit rating of 15 points irrespective of the level of the course based on 150 notional hours of Student effort. Each course shall be rated as equivalent to 15 SCQF credits.
- 7.2** Notwithstanding paragraph 7.1, a course may be assigned a credit rating which is greater in value than 15 SCQF credit points, as specified and recorded in the programme structures and approved by the Senate.

- 7.3 A Student who has successfully completed a course shall be awarded the credit rating. A Student who is deemed by the examiners to have achieved a performance at Grade F, which is below the minimum acceptable level for the award of credit points, shall receive no credit points.
- 7.4 Each Programme of Study leading to the award of degree with honours or a degree of Masters shall include a project/dissertation equivalent to at least 30 credits at SCQF Level 9, 10 or 11 as appropriate.
- 7.5 For Programmes of Study which have a period of industrial placement, the placement shall receive a credit rating equivalent to the number and level of the courses which it replaces. A candidate who has successfully completed the period of industrial placement shall receive the requisite number of credit points.
- 7.6 For Programmes of Study which require a period of study abroad, a candidate who has successfully completed the period shall receive 60 credit points per semester at the appropriate level up to a maximum of 120 credit points for a whole year.
- 7.7 A candidate shall not receive credit more than once for any course or set of courses.
- 7.8 A candidate shall receive only one set of credit points for courses in a Programme of Study which contain a significant amount of common material.

8. Recognition of Prior Learning

The University's policy on the Recognition of Prior Learning is contained in Regulation 46: Recognition of Prior Learning and Credit Transfer.

9. Curriculum

- 9.1 A Student shall follow a curriculum selected from the courses within a Programme of Study prescribed in one of the programme structures.
- 9.2 A Student at the beginning of each stage shall have his or her curriculum approved by the Head of his or her Primary Academic Unit.
- 9.3 Where a choice of courses is available in a Programme of Study, the inclusion of a course in a list of approved courses shall not imply the availability of a place in the course.
- 9.4 A Student who wishes to change his or her curriculum during the academic year shall be allowed to do so with the approval of the Primary Academic Unit. For transfer from any course in a synoptically assessed set of courses a Student shall declare his or her intention in writing to the Head of Primary Academic Unit and also to the Head of Primary Academic Unit offering the courses not later than the eighth week of the semester in which he or she wishes to discontinue the study. If the set of synoptically assessed courses has no end of course assessment the Primary Academic Unit offering the courses shall provide an end of course assessment within the course.

10. Attendance and Performance

- 10.1 A Student admitted to a Programme of Study shall attend regularly each course in his or her curriculum, perform satisfactorily the work of the course and all the assessments prescribed for the particular Programme of Study.

[Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.] The University's policy on Student Attendance is available at: <https://www.hw.ac.uk/students/doc/studentattendancepolicy.pdf>.

- 10.2 If in the opinion of the Head of the Primary Academic Unit offering a particular course a candidate fails to attend regularly or perform satisfactorily the work of the course the Head of the Primary Academic Unit shall write to the Student by the end of the sixth week of the semester in question, notifying him or her and advising him or her of the possible consequences. The Head of Primary Academic Unit offering the course shall send a copy of the written notification to the Head of the candidate's Primary Academic Unit who shall as soon as possible report the name of the Student to the Studies Committee.
- 10.3 If the Student continues not to attend or perform satisfactorily the work of the course the Head of the Student's Primary Academic Unit and the Head of the Primary Academic Unit offering the particular

course may resolve jointly by the tenth week of any semester that the candidate shall not be allowed to present himself or herself for examination in that course at the next ensuing diet of examinations or at any subsequent diet of examinations and shall inform the Student accordingly. The Head of the Student's Primary Academic Unit shall inform the Studies Committee of any such action. The Clerk of the Studies Committee shall in turn inform the University's Examinations Officer of exclusions from course assessment or examination.

- 10.4** A Student who fails to comply with the requirements for performance and/or fails to attend classes equivalent to at least 50% of the credits associated with his or her current stage of study may, after due warning by the Head of Primary Academic Unit, be instructed by the Senate on the recommendation of the Studies Committee to withdraw from the University. The Clerk of the Studies Committee shall in turn inform the University Student Records Officer of exclusion from the University.
- 10.5** A Student may notify, in writing the Head of his or her Primary Academic Unit or the Studies Committee as appropriate of any illness or other circumstances which may have prevented his or her attendance or adversely affected his or her performance and which he or she would like to be taken into account before a resolution is made in terms of paragraph 10.3 or a recommendation in terms of paragraph 10.4.

[The Senate has empowered the Primary Academic Units to make a decision on its behalf in terms of paragraph 10.4 as detailed in the University's 'Procedures for Compulsory Withdrawal'.]

11. External Examiners

- 11.1** For each subject or group of subjects within a Programme of Study for a first degree there shall be at least one External Examiner.
- 11.2** An External Examiner shall be appointed by the Senate.
- 11.3** An External Examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.
- 11.4** At the end of each year and of the period of appointment an External Examiner shall submit a written report to the Principal.
- 11.5** The examinations and assessments for first degrees shall be as prescribed in the structure of each Programme of Study.
- 11.6** All examination material for third stage courses where the Ordinary degree is the final award of a Programme of Study and courses at stages four and five shall be moderated by the external examiner before the assessment is undertaken either synoptically or within each course. Assessed material shall be available for the external examiner at or before the meeting of the Progression Board during the second semester.
- 11.7** Assessment of courses other than those referred to in paragraph 11.6 may be externally moderated at the discretion of the Primary Academic Unit offering the course.

HERIOT-WATT ASSESSMENT AND PROGRESSION SYSTEM (HWAPS)

12. Boards of Examiners

12.1 Boards of Examiners shall be called the Assessment Boards, the Progression Boards and the Award Boards, and their terms of reference and composition shall be as detailed in the ensuing paragraphs.

12.2 The Assessment Board

12.2.1 For each semester there shall be an Assessment Board which shall meet after the appropriate diet of examinations and shall confirm the results of the course assessments.

12.2.2 The Assessment Board shall return an appropriate decision in the form of a grade, as detailed in paragraph 15.4, for each Student and record its justification for any unusual mapping of marks to grades.

12.2.3 The Assessment Board shall consist of the following members:

- a) The Head of Primary Academic Unit, or nominee, as Chair
- b) The members of Academic Staff involved in the teaching and assessment of the course

12.2.4 The Assessment Board shall identify:

- a) Those Students whose performance gives cause for concern and agree appropriate remedial action for those Students
- b) Those courses with high numbers of grades awarded at E or F

12.2.5 The Assessment Board shall be responsible for the preparation of a report for consideration by the Progression Board and the Award Board.

The course (or module) report shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures* [available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>]

12.3 The Progression Board

12.3.1 For each Programme of Study there shall be a Progression Board which shall meet after the Spring and resit diets of examinations. The Progression Board shall consider the requirements for progression in conjunction with the decisions of the Assessment Board, and shall make one of the following recommendations with respect to each Student:

- a) Progress to next stage
- b) Re-assessment in one or more courses
- c) Award at an intermediate level in terms of paragraph 22

12.3.2 The Progression Board shall consist of the following members:

- a) The Chair who shall be the Head of Primary Academic Unit, the Director of Learning and Teaching or a nominee of the Head of Primary Academic Unit. For the appointment of a nominee as Chair, the Head of Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
- b) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the courses comprising a particular stage of a programme, nominated by the course co-ordinator
- c) The Examinations Officer of the Primary Academic Unit
- d) Such other members as the Senate may from time to time determine

12.3.3 One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Progression Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Progression Board.

12.3.4 The Progression Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted as per the *Guidelines on Examination Procedures* referred to in paragraph 12.2.5. The Progression Board shall record its justification for any adjustments to course grades.

12.3.5 Notwithstanding the provisions of paragraph 12.1, for a degree programme with its own Board of Studies the Senate may designate the Board of Studies as the Progression Board for that Programme of Study.

- 12.3.6 The quorum for a meeting of a Progression Board shall be three members of the Board or one third of its membership whichever is the larger number.
- 12.3.7 The External Examiner(s) shall normally be present at any meeting of the Progression Board which makes recommendations for the award of a degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Progression Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.
- 12.3.8 On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the Progression Board. The Chair shall have a deliberative vote and a casting vote.

12.4 The Award Board

- 12.4.1 For each Programme of Study there shall be an Award Board which shall meet after the Spring diet of examinations and after the resit diet of examinations if required. The Award Board shall consider the requirements for award in conjunction with the decisions of the Assessment Board, and shall make recommendations for an award, as defined in paragraph 26, with respect to each Student.
- 12.4.2 The Award Board shall consist of the following members:
 - a) The Chair who shall be the Head of Primary Academic Unit, the Director of Learning and Teaching or a nominee of the Head of Primary Academic Unit. For the appointment of a nominee as Chair, the Head of Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality Enhancement and Standards Committee for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
 - b) The External Examiner(s)
 - c) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each course comprising a relevant stage of a programme, nominated by the course co-ordinator.
 - d) The Examinations Officer of the Primary Academic Unit
 - e) Such other members as the Senate may from time to time determine.
- 12.4.3 One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Award Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Award Board.
- 12.4.4 The Award Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted, as per the *Guidelines on Examination Procedures* referred to in paragraph 12.2.5. The Award Board shall record its justification for any adjustments to course grades.
- 12.4.5 Notwithstanding the provisions of paragraph 12.1, for a degree programme with its own Board of Studies the Senate may designate the Board of Studies as the Award Board for that Programme of Study.
- 12.4.6 Notwithstanding the provisions of paragraph 12.1, for a Programme of Study with a Final Assessment Panel for the Senate may designate the Final Assessment Panel as the Award Board for that Programme of Study.
- 12.4.7 The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.
- 12.4.8 The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.
- 12.4.9 On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

13. Forms and Timing of Assessment

- 13.1 The forms of assessment used to evaluate Student performance in a course shall be specified in a course descriptor. Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment will be stated in the course descriptor. Assessment shall occur during or at the end of a single course. Synoptic assessment shall occur during or at the end of a set of synoptically assessed courses. All courses in a stage shall be first assessed by the end of the stage.

- 13.2 Each course shall feature formative assessment to enable Students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.
- 13.3 Such assessment shall not necessarily contribute to the final course grades.
- 13.4 Assessment may take place at the end of Semester 1 or 2, at the discretion of the Head of Primary Academic Unit.
- 13.5 Each Programme of Study shall comprise a combination of both written examination and other forms of assessment. Written examination as the sole method of assessment for a Programme of Study shall require approval of the Studies Committee.
- 13.6 Written examination as the sole method of synoptic assessment shall require approval of the Studies Committee.

14. Assessment: Marks, Grades and Honours Classification

- 14.1 Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 14.2 The Assessment Board shall decide which of the synoptically assessed courses have been successfully completed.
- 14.3 The Assessment Board shall determine a grade in the range of A-F for Student performance in each course.
- 14.4 The Assessment Board shall return decisions in the form of grades. The following guidelines may be used by examiners for the mapping of marks onto grades:

A	Excellent	}	Learner has passed the course and can continue study in the subject
B	Very Good		
C	Good		
D	Satisfactory		
E	Adequate		Learner is awarded credit points, but cannot continue study in the subject
F	Inadequate		Learner is not awarded credit points

- 14.5 No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions on performance in a course are based on marks then adjustment of those marks is permitted (see *Examination Procedures* referred to in paragraph 12.2.5).
- 14.6 Assessment results shall be communicated by the Academic Registry to Students in the form of a results letter after the completion of each stage and a transcript after the completion of the Programme of Study, and shall contain details of grades, credit points and progression or award decisions. Assessment results from Semester 1 shall be communicated by Primary Academic Units to Students.

15. Re-assessment

- 15.1 A Student who has been awarded a Grade E or a Grade F in a course may be re-assessed in that course. The format of the re-assessment shall be as specified by the Primary Academic Unit or the appropriate examiner or as detailed in the course descriptor.
- 15.2 A Student shall be permitted only one re-assessment opportunity to be taken at the Resit diet of examinations following the first assessment of the course.
- 15.3 Subject to the provisions of paragraphs 16.4, 25.4.1 and 25.7.1 of this regulation, a Student shall not be re-assessed in any qualifying course taken in the final stage of a Programme of Study.
- 15.4 The Progression Board may permit a Student to be re-assessed in any qualifying course not taken in the final stage in order to gain credits for the course, provided that the mark or grade obtained in the first assessment of any such course is used in determining the classification of the degree to be awarded.

- 15.5** In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking or completing an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Progression Board.
- 15.6** Notwithstanding the provisions of paragraph 16.2 an office-bearer of the Student Union whose post has been designated as sabbatical and who is deemed by the Board of Examiners not to have successfully completed a course on Occasion 1 in the year of election shall not be examined or assessed at any of the examination diets during the year of office (Occasions 2 and 3). The office-bearer shall be permitted an opportunity for examination at the Autumn Diet immediately following the period of office (Occasion 4).
- 15.7** Results letters and transcripts shall indicate any grades obtained by re-assessment by recording the number of assessment opportunities taken for satisfactory completion of the course.

16. Progression

- 16.1** To pass a course a minimum of Grade D is required.
- 16.2** To gain credit points for a course a minimum of Grade E is required.
- 16.3** In order to proceed, a minimum of Grade D is required in all courses which are pre-requisites for subsequent courses and in all courses designated as requiring a minimum of Grade D in the structure of each Programme of Study.
- 16.4** In courses which are neither pre-requisites nor designated as requiring a minimum of Grade D, a minimum of Grade E is required to gain the credit points for each such course.
- 16.5** Criteria for pass, progression and credit points shall be as specified in the structures for each programme. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 17.1-17.4.
- 16.6** A Student shall normally be permitted to register for a course only when the pre-requisites for that course have been successfully completed.
- 16.7** A Student who does not satisfy the requirements for progression shall be advised by his or her Primary Academic Unit of available opportunities for further study.
- 16.8** A Student may appeal to the Senate against any decision affecting progression made by the Progression Board.

[The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of paragraph 16.8].

17. Repeat

- 17.1** After re-assessment in a course a Student may be permitted, at the discretion of the Head of Primary Academic Unit, one opportunity to repeat courses awarded Grade E or Grade F.
- 17.2** All conditions and requirements specified in the course descriptor, including one opportunity for re-assessment, shall apply to the repeated course.

18. Continued Registration

- 18.1** A Student shall obtain the following minimum number of credit points in order to remain in the University and progress as a full-time Student:
- (a) From stage one to stage two a Student shall have obtained at least 90 credit points
 - (b) From stage two to stage three a Student shall have obtained at least a total of 210 credit points.
- 18.2** Progress requirements for each programme, specified in terms of a minimum number of credit points at specified SCQF levels are detailed in the individual programme structures.

19. Temporary Suspension of Studies

- 19.1** In exceptional circumstances, during the programme of the academic year and before the end of the sixth week of the second semester, the Senate may permit a Student to suspend studies temporarily for a specified period of time. When granting such permission the Senate shall specify the examination opportunities which shall be available to the candidate on the resumption of studies.

[The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of paragraph 19.1]

- 19.2** A Student who has satisfied the requirements of progress and who wishes to defer progression may apply during Semester 3 to the Primary Academic Unit for permission to defer proceeding for one academic year in the first instance.

20. Requirements for the Award of a Degree

20.1 Credit and Level Requirements

- 20.1.1** In order to qualify for consideration of the award of either an ordinary degree or a degree with honours or a degree of master awarded as a first degree, a candidate shall satisfy the credit and level requirements as detailed below:

Award	Credits	<u>Level Requirements</u>
Integrated Masters (MEng, MPhys, MChem, MBiol)	600	A minimum of 120 credits at SCQF Level 11
Honours (including MA)	480	A minimum of 180 credits at SCQF Levels 9 and 10, with at least 90 at SCQF Level 10
Bachelor (Ordinary, General)	360	A minimum of 60 credits at SCQF Level 9

- 20.1.2** Each programme structure for a degree shall state into which of the above categories the degree shall be placed and the credit and level requirements necessary to qualify for consideration of the award in accordance with the scheme detailed in paragraph 20.1.1. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 20.1.1.

20.2 Award Criteria

- 20.2.1** In addition to the credit and levels requirements specified in paragraphs 20.1, a candidate shall satisfy the award criteria as detailed below:

For students enrolling for the first time during or before 2018/19:

Integrated Masters with distinction	Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade C	
Integrated Masters	Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D	
	• First Class	Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade D
	• Second Class (2.1)	Either overall performance in qualifying courses at Grade B, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade B and none less than Grade D

Honours	• Second Class (2.2)	Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D
	• Third Class	Either overall performance in qualifying courses at Grade D, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade D
Bachelors (Ordinary, General)	Normally a minimum of Grade D in pre-requisites and in courses designated as requiring a Grade D minimum	

For students enrolling for the first time during or after 2019/20:

Integrated Masters and Honours	• First Class	Either overall performance in qualifying courses at Grade A, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade A and none less than Grade D
	• Second Class (2.1)	Either overall performance in qualifying courses at Grade B, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade B and none less than Grade D
	• Second Class (2.2)	Either overall performance in qualifying courses at Grade C, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade C and none less than Grade D
	• Third Class	Either overall performance in qualifying courses at Grade D, or equivalent average percentage mark, or the majority of passes in qualifying courses at Grade D
Bachelors (Ordinary, General)	Normally a minimum of Grade D in pre-requisites and in courses designated as requiring a Grade D minimum	

20.2.2 The specific criteria for each award and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study. The Studies Committee may approve criteria above the minimum standards specified in paragraph 20.1.

20.2.3 The Award Board may, in exceptional circumstances, recommend the award of masters or honours in the case of a Student who has achieved a Grade E or Grade F in a qualifying course. The Award Board shall record its justification for any such award.

20.2.4 The Award Board may recommend the award of an ordinary degree to a Student who has achieved a Grade E or Grade F in a course which was originally taken as a qualifying course for a Programme of Study leading to the award of degree of master or degree with honours. The Award Board shall record its justification for any such award.

21. Intermediate Awards

21.1 A Student who is enrolled on a Programme of Study leading to the award of degree of master or degree of master with honours or degree of bachelor with honours shall be eligible to apply to receive the intermediate award of ordinary degree, provided that he or she has achieved the minimum number of credit points necessary to qualify for consideration of the award in accordance with the scheme detailed in paragraph 20.1 and has satisfied any other conditions as specified in the programme structure for the degree.

21.2 Notwithstanding the provisions of paragraphs 22.1 and 22.2, a Student who is enrolled on a Programme of Study leading to the award of a degree of master or a degree of master with honours or a degree of bachelor with honours or an ordinary degree shall be eligible to apply to receive the intermediate awards of Certificate and Diploma of Higher Education, provided that he or she has complied with all the conditions

as prescribed in paragraphs 5 and 6 of Regulation 38 and has satisfied any other conditions as specified in the programme structure for the degree.

- 21.3 A Student who wishes to receive an intermediate award shall make an application on the prescribed form and pay the prescribed fee.
- 21.4 Intermediate awards shall be sealed with the Common Seal of the University and shall be signed by the Principal and Vice-Chancellor and by the Secretary of the University.
- 21.5 Intermediate awards shall not be conferred at a Congregation of the University.

22. Discretionary Award of Credits

- 22.1 A Student who has not achieved the minimum number of credit points necessary to qualify for consideration of the award of a degree in accordance with the scheme detailed in paragraph 21.1.1 or the minimum number of credit points to progress from one stage to another may be awarded the requisite credit points at the discretion of the Award Board or Progression Board, as appropriate.
- 22.2 The Award Board shall have the discretion to award credits for normally up to two courses or 30 credits (normally up to three courses or 45 credits in the case of Combined Studies degrees) over an entire Programme of Study. The justification for allocating additional credits shall be recorded in the minutes of the Award Board.
- 22.3 If the Board is applying discretionary credits the Board shall assure itself that the standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
- 22.4 If the Progression Board is applying discretionary credits as a means to facilitate progression, the Board shall ensure that:
 - 22.4.1 the candidate shall have taken a re-assessment in the course(s) in question and shall have gained a Grade F in the re-assessment
 - 22.4.2 the candidate shall have satisfied the specified criteria for progression
 - 22.4.3 the discretionary credits shall not be applied to courses which are pre-requisites
 - 22.4.4 the candidate shall be given the opportunity to take alternative courses in order to minimise the possibility of having insufficient credits for the award of a degree.

23. Qualifying courses of Degrees with Honours and First Degrees of Master

- 23.1 The full-time Programme of Study leading to the award of a degree with honours shall normally extend over four years and the full-time Programme of Study leading to the award of a degree of master awarded as a first degree shall normally extend over five years.
- 23.2 In the third or fourth stage leading to honours and in the third, fourth or fifth stage for a degree of Master, at least two courses shall be assessed synoptically by means of a project/ dissertation.
- 23.3 Only credits gained for SCQF Level 9 and Level 10 courses taken in the third and fourth stages of study for a degree with honours and for SCQF Levels 9, 10 and 11 courses for a degree of Master, may be used for the purposes of determining the degree classification.
- 23.4 The programme structure for a particular degree shall specify, along with the method of calculating the classification, which of the Levels 9, 10 and 11 courses shall be used to determine the degree classification in accordance with paragraph 25. Such courses shall be referred to as qualifying courses.
 - 23.4.1 The minimum number of qualifying courses shall be eight (120 credits) and this minimum shall include all courses taken in the final stage of study.
 - 23.4.2 If any proportion of the work of a course is assessed as part of the masters degree classification or the honours degree classification this course shall be a qualifying course.
 - 23.4.3 Only one attempt will be allowed for the assessment (or examination) of each qualifying course taken in the final stage for the degree of master or degree with honours and such assessment or examination shall be undertaken at one of the times specified in Regulation 9.

24. Award of Ordinary Degree

- 24.1** The full-time programme for an ordinary degree shall be of either three or four stages in duration.
- 24.2** Unless otherwise stated in the programme structure for the degree, a candidate for an ordinary degree shall have two opportunities to pass each course, including any qualifying courses initially taken as part of the assessment for a degree with honours.
- 24.3** In terms of the provisions of paragraph 21.1, a Programme of Study for an ordinary degree shall contain at least four courses (60 credits) SCQF Level 9.

25. Recommendations of the Award Board

For students enrolling for the first time during or after 2019/20:

- 25.1** The Award Board for the classified degree of Master awarded as a first degree shall recommend to the Senate in respect of each candidate either:
 - 25.1.1** that the degree be awarded with honours of the first class, or
 - 25.1.2** that the degree be awarded with honours of the second class (upper division) or honours of the second class (lower division), or
 - 25.1.3** that the degree be awarded with honours of the third class
 - 25.1.4** that exceptionally the candidate be awarded an appropriate degree of Bachelor, or
 - 25.1.5** that the degree be not awarded.

For students enrolling for the first time during or before 2018/19:

- 25.2** The Award Board for the unclassified degree of Master awarded as a first degree shall recommend to the Senate in respect of each candidate either:
 - 25.2.1** that the degree be awarded with distinction
 - 25.2.2** that the degree be awarded
 - 25.2.3** that exceptionally the candidate be awarded an appropriate degree of Bachelor, or
 - 25.2.4** that the degree be not awarded.
- 25.3** The Award Board for the classified degree of Bachelor shall recommend to the Senate in respect of each candidate either:
 - 25.3.1** that the degree be awarded with honours of the first class, or
 - 25.3.2** that the degree be awarded with honours of the second class or honours of the second class (upper division) or honours of the second class (lower division), or
 - 25.3.3** that the degree be awarded with honours of the third class, or
 - 25.3.4** that the degree be awarded as an ordinary degree, or
 - 25.3.5** that the degree be not awarded.
- 25.4** In exceptional circumstances if a candidate is prevented by illness or other sufficient cause from either attending or completing the degree examinations which form part of the final assessment for a Programme of Study leading to the award of a degree of bachelor with honours or to the award of the degree of Master as a first degree the Award Board may recommend either:
 - 25.4.1** that the candidate be allowed to be examined at a specified time in all of the examinations previously not attended or completed, or
 - 25.4.2** that the candidate be allowed to proceed to the next stage of study, or
 - 25.4.3** that the degree be awarded, or
 - 25.4.4** that the degree be not awarded, or
 - 25.4.5** that the candidate be required to withdraw from the University.
- 25.5** If the Award Board recommends the award of a degree in terms of paragraph 25.4 it shall further recommend that the degree be awarded as detailed in one of the paragraphs 25.1.1, 25.1.2, 25.1.3, 25.2.1, 25.2.2, 25.2.3, 25.3.1, 25.3.2, 25.3.3, or 25.3.4, as appropriate, or that a degree of Bachelor be awarded with honours.
- 25.6** The Award Board shall recommend to the Senate in respect of each candidate for an ordinary degree either:
 - 25.6.1** that the degree be awarded, or
 - 25.6.2** that the degree be awarded with distinction, or
 - 25.6.3** that the degree be not awarded.

25.7 In exceptional circumstances if a candidate for an ordinary degree is prevented by illness or other sufficient cause from either attending or completing the final degree examinations the Award Board may recommend either:

25.7.1 that the candidate be allowed to be examined at a specified time in all of the examination previously not attended or completed, or

25.7.2 that the degree be awarded, or

25.7.3 that the degree be not awarded, or

25.7.4 that the candidate be required to withdraw from the University.

25.8 If the Award Board recommends the award of a degree in terms of paragraph 26.7 it may further exceptionally recommend that the degree be awarded with distinction.

25.9 The Senate may accept any or all of the recommendations of the Award Board.

25.10 The Senate shall authorise or refuse to authorise the award of the degree to a candidate.

26. Publication of Results

26.1 The names of the persons who are authorised to receive a degree of Master shall be published in alphabetical order.

26.2 The names of the persons who are authorised to receive a degree of Bachelor with honours or a degree of Master with honours shall be published in alphabetical order within each class and division.

26.3 The names of the persons who are authorised to receive an ordinary degree shall be published in alphabetical order.

26.4 If a Student chooses to exercise his or her right, in terms of the Data Protection Act 2018, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

27. Transfer

27.1 A Student pursuing a Programme of Study leading to a first degree may transfer to another Programme of Study leading to a first degree.

27.2 Any such transfer shall require the permission of the Head of Primary Academic Unit responsible for each of the Programmes of Study. A Student may appeal to the Senate against the withholding of permission by the Head of Primary Academic Unit responsible for the programme from which transfer is sought.

27.3 The Head of Primary Academic Unit responsible for the programme to which the Student is transferring shall determine the conditions of transfer.

[The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of paragraph 27.2.]

28. Award

28.1 A Student who has complied with all the conditions for the award of a first degree shall be entitled to receive the degree.

28.2 In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

29. Award of Honours after Graduation

29.1 A Student who has complied with all of the conditions for the award of an ordinary degree and whose award has been conferred at a Congregation may be permitted by the Head of Primary Academic Unit to register for the final stage of a Programme of Study leading to the award of a degree with honours in the subject concerned, provided that a period of normally not more than three years has elapsed since the satisfactory completion of the examinations for the award of an ordinary degree.

- 29.2** Such a Student satisfying the examiners for the award of honours shall receive a certificate stating that the programme has been successfully completed for the award of honours after graduation. The wording of the certificate for the award of honours after graduation is prescribed in Appendix V of Regulation 23.

30. Posthumous Awards

- 30.1** Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Amendments approved:

29 January 2003 (SM/03/10.2); 18 June 2003 (SM/03/61.5); 28 January 2004 (SCM/04/9.7); 16 June 2004 (SM&SCM/04/13.1 & 13.6); 10 March 2005 (SCM/05/25.1); 17 May 2006 (SCM/06/41.3), June 2007, October 2007, June 2008, June 2009; 13 May 2015; 5 October 2016; 11 September 2019
Last amended by the Senate Committee for Interim Business and Effectiveness September 2020

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1. This schedule should be read in conjunction with Regulations 3 and 33. All paragraphs, except paragraph 19, of Regulation 3 shall apply to the degree of Bachelor in Combined Studies.
 2. The degree of Bachelor in Combined Studies is a flexible multidisciplinary degree offered by one or more Schools.
 3. The degree, which may be completed on a full-time basis or on a part-time basis or a combination of full-time and part-time, may be awarded as an honours degree or as an ordinary degree as defined in Regulation 3. The degree may be awarded as a degree of Bachelor of Science or a degree of Bachelor of Arts on the recommendation of the Progression Board and will depend upon the combination of modules satisfactorily completed by a Student.
 4. **External Examiner**
 - 4.1 The Senate shall appoint one or more External Examiners for the degree on the nomination of the Schools which offer the degree.
 - 4.2 The External Examiner shall ensure that the academic standard for each award and award element is set and maintained at the appropriate level and that Student performance is properly judged against this.
 5. **Approved Modules**
 - 5.1 The list of modules approved by the Senate for the degree shall be published annually. For the purpose of this Schedule the discipline of a module is usually identified by reference to the first two characters of the module code.
 6. **Admission**
 - 6.1 An applicant who wishes to register for the degree shall satisfy the entrance requirements of the University as prescribed in Regulation 2.
 - 6.2 A Student registered for the degree shall be a Student in one of the Schools offering the degree.
 7. **Transfer**
 - 7.1 A Student who has completed part of a course of study in the University may apply to the Head of School or nominee to become a Student for the degree.
 - 7.2 The transfer shall require the approval of the Head of the School offering the course of study from which the Student wishes to transfer and the Head of the School offering the degree.
 - 7.3 A Student transferring to the degree may have the option of taking a “fresh start”, namely registering at the commencement of stage one. For the purposes of this Schedule, “fresh start” shall refer to a Student who has registered on stage one of the degree of Bachelor in Combined Studies having already registered on and completed or partly completed stage one of another course of study. Any credits obtained prior to registering on stage one of the degree of Bachelor in Combined Studies shall be discounted for the purpose of transfer only.
 - 7.4 Before transfer into the second stage of the course of study for the degree a Student shall have satisfactorily completed a minimum of 75 credits.
 - 7.5 Before transfer into the second stage of the course of study for the honours degree a Student shall have satisfactorily completed a minimum of 90 credits.
 - 7.6 Before transfer into the third stage of the course of study for the ordinary degree, a candidate shall have satisfactorily completed a minimum of 195 credits with at least 30 SCQF Level 8 credits and shall be eligible to register for a course of study leading to the degree.

- 7.7 Before transfer into the third stage of the course of study for the honours degree, a Student shall have satisfactorily completed a minimum of 210 credits with at least 60 SCQF Level 8 credits, and shall have the prerequisites for at least 60 credits at.
- 7.8 Before transfer into the fourth stage of study for the honours degree, a Student shall have qualified for the ordinary degree in Combined Studies including at least 60 credits at SCQF Level 9 and shall be eligible to register for a course of study leading to the degree.

8. Course of Study

- 8.1 A full-time Student or a part-time Student for the degree shall normally have satisfactorily completed an approved course of study extending over the periods prescribed in paragraph 10.1 or paragraph 11.1 hereof.
- 8.2 Credits may be obtained from modules offered within all Schools of the University subject to their inclusion in the list of approved modules.
- 8.3 A Student shall follow a curriculum selected from the list of approved modules.
- 8.4 Before the commencement of each stage of study a candidate shall obtain the approval of the appropriate Associate Director of Studies for the curriculum of modules to be studied in that stage.
- 8.5 A Student who has not satisfied the examiners in a module (A) which is a prerequisite for another module (B) shall not be permitted to attend that module (B) except with the permission of the Head of the School offering module (B).
- 8.6 The Head of a School offering a module shall have the right to refuse to admit a candidate to that module.
- 8.7 A Student shall normally attend 12 modules in each stage of study.

9. Recognition of Prior Learning

The University's policy on the Recognition of Prior Learning is contained in Regulation 46: Recognition of Prior Learning and Credit Transfer.

10. Requirements for the Degree with Honours

- 10.1 Notwithstanding the provisions of Regulation 3, paragraphs 24.2, 24.3, 24.4 and 24.5, for a Student for a degree with honours in Combined Studies the following rules shall apply:
- 10.1.1 The minimum number of qualifying modules shall be 8 (120 credits) and the maximum number shall be 12 (180 credits), but they may be taken from SCQF Level 9 and must include all SCQF Level 10 modules taken by the Student. A Student shall take a minimum of at least 90 credits from SCQF Level 10.
- 10.1.2 For these purposes, Heads of School shall provide for the assessment of each module as required
- 10.2 A full-time Student for the award of the degree with honours shall normally have satisfactorily completed an approved course of study extending over at least four academic years. A part-time Student or a Student who has taken a combination of full-time study and part-time study shall normally have satisfactorily completed an approved course of study extending over at least five academic years.
- 10.3 To be considered for the award of the degree with honours a Student shall have gained a total of at least 480 credits and shall have completed the equivalent of 32 modules including any accredited prior learning. Students may be awarded up to 45 discretionary credits to meet the 480 credit requirement.
- 10.4 In the first, second and third stages of the course of study a Student shall normally have obtained a minimum of 30 credits or two modules, on aggregate, in each of at least three disciplines.
- 10.5 Over the third and fourth stages of the course of study a Student on aggregate shall normally have obtained credits from approved modules in each of at least two disciplines.
- 10.6 Not more than 300 credits may be obtained from a combination of SCQF Level 7 and SCQF Level 8 modules, of which a maximum of 180 credits may be obtained from SCQF Level 7 modules.

- 10.7** In the third stage of the course of study a Student shall obtain at least 60 credits from Level 3 (SCQF Level 9) modules.
- 10.8** A candidate for the award of the degree with honours shall obtain at least 90 credits SCQF Level 10 modules. If a candidate registered for any stage of the degree before September 2003, he or she shall obtain at least 60 credits from SCQF Level 10 modules in the fourth stage of the course of study.

11. Requirements for Ordinary Degree

- 11.1** A full-time candidate for the award of an ordinary degree shall normally have satisfactorily completed an approved course of study extending over at least three academic years. A part-time Student or a Student who has taken a combination of full-time study and part-time study shall normally have satisfactorily completed an approved course of study extending over at least four academic years.
- 11.2** If a Student first registered on stage 1, 2 or 3 of the degree during or after September 2005, he or she shall satisfy the following conditions in order to be considered for the award of an ordinary degree:
- 11.2.1** He or she shall have obtained a total of at least 360 credits and shall have completed the equivalent of 24 modules, including any accredited prior learning. Students may be awarded up to 45 discretionary credits.
 - 11.2.2** Not more than 210 credits may be obtained from SCQF Level 7 modules.
 - 11.2.3** In the first, second and third stages of the course of study a Student shall normally obtain, on aggregate, a minimum of 30 credits or two modules in each of at least three disciplines.
 - 11.2.4** A minimum of 60 credits shall be obtained from SCQF Level 9 modules.

12. Progress

- 12.1** In order to proceed to a subsequent stage of the course of study leading to the degree with honours a full-time Student shall have satisfied the examiners and have obtained credits as detailed below in each stage of the course of study:
- 12.1.1** from stage 1 to stage 2 a minimum of 90 credits and the prerequisites for at least six SCQF Level 8 modules. Where a Student has taken a 'fresh start' in terms of paragraph 7.3, credits obtained prior to the fresh start shall be discounted for this purpose
 - 12.1.2** from stage 2 to stage 3 a minimum of 210 credits with at least 60 credits from SCQF Level 8 and the prerequisites for at least 60 credits at SCQF Level 9.
 - 12.1.3** from stage 3 to stage 4 a Student shall have satisfied the criteria for the award of an ordinary degree, as specified in paragraph 11.2, namely a minimum of 315 credits from 24 completed modules. The minimum of 315 credits shall include at least 60 SCQF Level 9 credits and the prerequisites for at least 90 credits at SCQF Level 10. The Student shall also be eligible to register for a course of study leading to the degree.

13. The Progression Board

- 13.1** For each course of study there shall be a Progression Board which shall meet after the Spring and resit diet of examinations. The progression Board shall consider the requirements for progression and the decisions of the Assessment Board, and shall make one of the following recommendations with respect to each Student:
- 13.1.1** Progress to next stage
 - 13.1.2** Re-assessment in one or more modules
 - 13.1.3** Award at an intermediate level in terms of paragraph 22
- 13.2** The Progression Board shall consist of the following members:
- a) The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of School shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality Enhancement and Standards Committee for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
 - b) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and setting and marking of examinations and assessment of each of the modules comprising a particular stage of a course, nominated by the module co-ordinator.

- c) The School Examinations Officer
- d) Such other members as the Senate may from time to time determine:

- 13.2.1** One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Progression Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Progression Board.
- 13.2.2** The Progression Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted, as per the Guidelines on Examination Procedures referred to in paragraph 13.2.4. The Progression Board shall record its justification for any adjustments to module grades.
- 13.2.3** Notwithstanding the provisions of paragraph 13.1, for a degree course with its own Board of Studies the Senate may designate the Board of Studies as the progression Board for that course of study.
- 13.2.4** The quorum for a meeting of a Progression Board shall be three members of the board or one third of its membership whichever is the larger number.
- 13.2.5** The External Examiner(s) shall normally be present at any meeting of the Progression Board which makes recommendations for the award of a degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Progression Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.
- 13.2.6** On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the progression Board. The Chair shall have a deliberative vote and casting vote.
- 13.2.7** In addition to the recommendations made in terms of paragraph 13 of Regulation 3 the duties of the Progression Board shall include determination of the progress of each Student to decide whether they should be awarded a degree of Bachelor of Science or a degree of Bachelor of Arts depending upon the combination of modules satisfactorily completed.

13.3 The Award Board

- 13.3.1** For each course of study there shall be an Award Board which shall meet after the Spring diet of examinations and after the resit diet of examinations if required. The Award Board shall consider the requirements for award and the decisions of the Assessment Board, and shall make recommendations for an award, as defined in paragraph 26, with respect to each Student.
- 13.3.2** The Award Board shall consist of the following members:
 - a) The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of School shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality Enhancement and Standards Committee for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
 - b) The External Examiner(s)
 - c) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each module comprising a relevant stage of a course, nominated by the module co-ordinator.
 - d) The School Examination Officer.
 - e) Such other members as the Senate may from time to time determine.
- 13.3.3** The Award Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted, as per the Guidelines on Examination Procedures referred to in paragraph 13.2.4. The Award Board shall record its justification for any adjustments to module grades.
- 13.3.4** One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Award Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Award Board.
- 13.3.5** Notwithstanding the provisions of paragraph 13.1, for a degree course with its own Board of Studies the Senate may designate the Board of Studies as the Award Board for that course of study.

- 13.3.6 Notwithstanding the provisions of paragraph 13.1, for a course of study with a Final Assessment Panel the Senate may designate the Final Assessment Panel as the Award Board for that course of study.
- 13.3.7 The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.
- 13.3.8 The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.
- 13.3.9 On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

14. Combined Studies General Ordinary Degree

14.1 Paragraph 14 of this Schedule shall apply to the following Combined Studies general ordinary degrees:

- Bachelor of Science in Combined Studies (General Science)
- Bachelor of Science in Combined Studies (General Engineering)
- Bachelor of Science General degree in Combined Studies
- Bachelor of Arts in Combined Studies (General Economic and Social Studies)
- Bachelor of Arts General Degree in Combined Studies
- Bachelor of Arts General Degree in Combined Studies

14.2 Award Criteria

14.2.1 A full-time Student for the award of a general ordinary degree shall normally have satisfactorily completed an approved course of study extending over at least three academic years. A part-time Student or a Student who has taken a combination of full-time and part-time study shall normally have satisfactorily completed an approved course of study extending over at least four academic years.

14.2.2 In order to be considered for the award of a general ordinary degree he or she shall satisfy the following conditions:

- 14.2.2.1 He or she shall have obtained a total of at least 360 credits and shall have completed the equivalent of 24 modules including any accredited prior learning. The total of 360 credits may include up to 45 discretionary credits.
- 14.2.2.2 Not more than 210 credits may be obtained from SCQF Level 7 modules.
- 14.2.2.3 At least 60 credits shall be obtained from SCQF Level 9 modules.
- 14.2.2.4 The majority of credits shall be obtained from the relevant subject area.

14.3 Progression Requirements

14.3.1 To proceed to a subsequent level of the course of study leading to a general ordinary degree a full-time Student shall have satisfied the examiners and shall have obtained credits as detailed below in each stage of the course of study:

- 14.3.1.1 from stage 1 to stage 2 a minimum of 75 credits. Where a Student has taken a 'fresh start' in terms of paragraph 7.3, credits obtained prior to the fresh start shall be discounted for this purpose.
- 14.3.1.2 from stage 2 to stage 3 a minimum of 195 credits including at least 60 SCQF Level 8 and shall be eligible to register for a course of study leading to the degree.

15. Requirements for the Combined Studies Named Honours Degree

15.1 Paragraph 15 of this Schedule shall apply to the Combined Studies named honours degrees in the following:

- Accountancy and Finance
- Biology
- Built Environment
- Computing
- Economics
- Engineering Technology
- Languages
- Management
- Mathematical Science

- Physical Sciences
- Sports Science
- Textiles

15.2 Award Criteria

- 15.2.1** To be considered for the award of a named honours degree, a Student shall be registered for the award of the degree with honours and shall have met the requirements for the award of the degree with honours as specified in paragraph 10.
- 15.2.2** The Progression Board shall determine whether a Student should be awarded a named degree of Bachelor of Science or a named degree of Bachelor of Arts.
- 15.2.3** In addition to provisions of paragraph 15.2.1, the following provisions shall apply to the award of a named honours degree:
- the award shall be based only on qualifying modules
 - the qualifying modules shall be such as specified in the list of modules approved by the Senate for the named degree
- 15.2.4** The Student shall have satisfactorily completed at least 8 approved qualifying modules in two disciplines, of which at least 6 modules shall be at SCQF Level 10. The maximum number of modules shall be 12 which may be taken from SCQF Level 9 or Level 10 modules and must include all Level 10 modules taken by the Student. A Student shall take a minimum number of 6 modules in the fourth stage.
- 15.2.4.1** For these purposes, Heads of School shall provide for the assessment of each module as required.
- 15.2.5** A Student who has been awarded discretionary credits in terms of paragraph 23 of Regulation 3 shall be eligible for the award of a named honours degree provided that:
- no more than 30 discretionary credits shall have been awarded in approved qualifying modules
 - for each of the disciplines, the total number of credit points achieved at Grade E or above shall be greater than the total number of discretionary credits

15.3 Naming of the Degree

- 15.3.1** The number and level of approved qualifying modules satisfactorily completed in the two disciplines shall determine the naming of the degree.
- 15.3.2** The honours degree of Bachelor of Science or Bachelor of Arts in Combined Studies (Discipline A with Discipline B) shall be awarded in cases where the number and level of approved qualifying modules satisfactorily completed by the Student is greater in one of the two disciplines than the other as defined in paragraph 5 of Regulation 3.
- 15.3.3** The honours degree of Bachelor of Science or Bachelor of Arts in Combined Studies (Discipline A and Discipline B) shall be awarded in cases where the number and level of approved qualifying modules satisfactorily completed by the Student is equal in both disciplines. The disciplines shall be published in alphabetical order in the title of the award as defined in paragraph 5 of Regulation 3.

Amendments: approved by Senate/Senate Council, 16 June 2004 (SM&SCM/04/13.1 & 13.2); Senate, 29 November 2006, June 2007 (PDC), June 2008; Amended by the Senate 5 October 2016 (and endorsed by the Ordinances and Regulations Committee 26 October 2016)

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1. This regulation is made in pursuance of Ordinance P2 and applies to all first degrees which are not modular in format.
 2. **First Degree**
 - 2.1 The following first degrees may be awarded by the University:
 - 2.1.1 In the Faculty of Science the degree of Bachelor of Science (BSc), degree of Master of Chemistry (MChem) and Master of Physics (MPhys)
 - 2.1.2 In the Faculty of Engineering the degrees of Bachelor of Engineering (BEng), Bachelor of Science (BSc) and Master of Engineering (MEng)
 - 2.1.3 In the Faculty of Economic and Social Studies the degree of Bachelor of Arts (BA) and Bachelor of Business Administration and Master of Arts
 - 2.1.4 In the Faculty of Environmental Studies the degrees of Bachelor of Architecture (BArch), Bachelor of Arts (BA), Bachelor of Science (BSc) and Master of Arts (MA)
 - 2.1.5 In the Faculty of Art and Design the degree of Bachelor of Arts (BA)
 - 2.1.6 In the Faculty of Textiles the degree of Bachelor of Arts (BA), Bachelor of Science (BSc) and Master of Chemistry (MChem)
 - 2.1.7 The degrees of Bachelor of Science (BSc) and Bachelor of Arts (BA) in Combined Studies.
 3. **Admission**
 - 3.1 An applicant for admission shall comply with the provisions of Regulation 2.
 4. **Matriculation**
 - 4.1 A candidate for a first degree shall matriculate as a Student of the University.
 5. **Course of Study**
 - 5.1 A candidate shall pursue for the prescribed period a course of study approved by the Senate.
 - 5.2 The course of study for first degrees which are not modular in format shall be prescribed in the Schedules hereto.
 - 5.3 A candidate shall complete a course of study for a degree within in the maximum period prescribed for the course. In exceptional circumstances the Senate may extend the period.
 - 5.4 The maximum periods for first degrees are as follows:
 - 5.4.1 six years for full-time study from the time of first registration in the University for all five year degree courses
 - 5.4.2 five years of full-time study from the time of first registration in the University for all four year honours and four years ordinary degree courses
 - 5.4.3 four years of full-time study from the time of first registration in the University for all three year ordinary degree courses
 - 5.4.4 four years of full-time study from the time of first registration in the University for the general degree of Bachelor of Science.
 - 5.5 A part-time candidate shall pursue an approved course of study extending over not more than ten academic years. The period shall include any period during which a candidate was registered as a full-time Student.

[The Senate has empowered the Student Progress Committee to make decisions on its behalf in terms of paragraph 5.3]
 6. **Exemption**
 - 6.1 The Senate may grant exemption from part of a course or from individual classes and examinations to a candidate who submits such evidence as the Senate considers acceptable for the purpose.
 - 6.2 Notwithstanding the provisions in paragraph 6.1 the Senate may accept attendance at courses of study in Heriot-Watt College or in other institutions specially recognised by the Senate for the purpose, as

exempting a candidate from part of the attendance at courses of study in the University to qualify him or her for graduation.

6.3 Subject to the conditions detailed in paragraph 6.4 of this regulation the minimum periods of study for a first degree may be reduced to any one of the following:

6.3.1 one year of full-time study or two years of part-time study for an ordinary degree normally of three years duration

6.3.2 one year of full-time study and two years of part-time study or three years of part-time study for a course leading to a degree with honours, normally of four years duration

6.3.3 in exceptional circumstances one year of full-time study for a course leading to a degree with honours. Such a reduction in the period of study will normally be considered only where a candidate applies to transfer from a degree course at another University or other institution of higher education.

[The Senate agreed on 11 June 1996 that a head of department who wishes to admit a candidate in terms on paragraph 6.3.3 should submit any recommendations to the Dean (or the Sub-Dean) of the Faculty for scrutiny. Departments should also be required to provide Students with adequate pre-entry guidance on the consequences of unsatisfactory performance. Candidate who fail to reach honours standard in degree examinations might be eligible for the award of an ordinary degree but only on the basis of their examination performance in the final year and on the recommendation of the Board of Examiners]

7. Curriculum

7.1 A candidate shall follow a curriculum selected from the classes within a course of study prescribed in one of the Schedules hereto.

7.2 A candidate at the beginning of each year of study shall have his or her curriculum approved by the Head of his or her Department of his or her Director of Studies.

7.3 The Head of a Department offering a class may set prerequisites for admission to the class.

7.4 Where a choice of classes is provided for in a course of study, the inclusion of a class in a list of approved classes shall not imply the availability of a place in a class.

8. Attendance and Performance

8.1 A Student admitted to a course of study shall attend regularly each class in his or her curriculum, perform satisfactorily the work of the class and take all the examinations prescribed for his or her course of study.

8.2 If in the opinion of the Head of Department offering a particular class a candidate fails to satisfy the requirements for attendance or performance, or both, for the class the Head of Department shall give the candidate written notification so informing him or her and advising him or her of the possible consequences. He or she shall send a copy of the written notification to the Head of the candidate's department.

8.3 If the candidate continues not to satisfy the requirements for attendance or performance, or both, the Head of the candidate's Department and the Head of the Department offering the particular class may resolve jointly that the candidate shall not be allowed to present himself or herself for examination in that class either at the next ensuing diet of degree examinations or at any subsequent diet of examinations and shall inform the candidate accordingly.

8.4 A candidate who fails to comply with the requirements for attendance or performance, or both, may after due warning by the decision of the Senate on the recommendation of the Faculty Board concerned be instructed to withdraw from the University.

8.5 A candidate may notify the Head of his or her Department or his or her Director of Studies in writing of any illness or other circumstances which may have prevented his or her attendance or adversely affect his or her performance and which he or she would like to be taken into account before a resolution is made in terms of paragraph 8.3 or a recommendation in terms of paragraph 8.4.

9. External Examiners

9.1 For each subject of group of Students within a course of study for a first degree there shall be at least one External Examiner.

9.2 An External Examiner shall be appointed by the Senate.

9.3 An External Examiner shall normally be appointed for a period not exceeding three years and exceptionally may be reappointed for two further years.

9.4 At the end of each year and of his or her appointment an External Examiner shall submit a written report to the Principal.

9.5 The examinations for first degree shall be prescribed in the Schedules hereto.

10. Board of Examiners

10.1 For each course of study leading to a first degree there shall be a Board of Examiners which shall consist of the following members:

10.1.1 The Head of Department

10.1.2 The External Examiner or Examiners

10.1.3 The members of the Academic Staff involved in the teaching and the setting and marking of examinations for the course.

10.1.4 Such other members as the Senate may from time to time determine.

10.2 The Head of Department or his or her nominee shall be the Chair of the Board of Examiners.

10.3 Notwithstanding the provisions of paragraph 10.1 and 10.2 for a degree course with its own Board of Studies the Senate may designate the Board of Studies as the Board of Examiners for the course of study.

10.4 Notwithstanding the provisions of paragraphs 10.1 and 10.2 for a course of study with a Final Assessment Panel the Senate may designate the Final Assessment Panel as the Board of Examiners for that course of study.

10.5 The quorum for a meeting of a Board of Examiners shall be three members of the Board or one third of its membership whichever is the larger number.

10.6 The External Examiner(s) shall normally be presented at any meeting of the Board. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Board at its meeting. In the absence of the external examiner the Dean of the Faculty or his or her nominee shall be present at the meeting of the Board.

10.7 All members of the Board shall be entitled to vote at meetings of the Board. The Chair shall have a deliberative vote and a casting vote.

11. Progress

11.1 A candidate shall pass all prescribed degree examinations in each year of his or her course of study before he or she will be permitted to proceed to the next year of the course except that:

11.1.1 a candidate may be permitted by the Head of his or her Department or his or her Director of Studies in consultation with the Head of the Department offering the class to proceed to the subsequent year of his or her course of study carrying one non-continuing subject

11.1.2 a candidate who after one to two examination opportunities has failed to satisfy the examiners in a non-continuing elective class may be permitted by the Head of his or her Department or his or her Director of Studies to proceed to the subsequent year of his or her course of study taking a specified alternative elective class as a replacement. In this event the candidate shall be permitted only two opportunities to satisfy the examiners in the alternative class

11.1.3 a candidate shall not be permitted to proceed to the subsequent year of a course of study carrying a continuing subject

11.1.4 further requirements relating to particular courses of study may be contained in the Schedules hereto.

11.2 A candidate may be permitted or required by the Head of his or her Department or his or her Director of Studies in consultation with the heads of any other relevant departments to re-attend the whole or part of year of a course of study, provided that there are vacant places in the classes in the proposed curriculum. Re-attendance shall be permitted or required only in exceptional circumstances where in the opinion of the Head of Department offering the course the candidate is expected to benefit thereby.

11.3 Where a candidate is permitted or required to re-attend the whole or part of a year of course of study the head of department offering a class for which the candidate is registered shall monitor and assess the attendance and performance of the candidate each term. Where attendance or performance is deemed to be unsatisfactory the head of the candidate's department, in consultation with the head of any other relevant departments may withdraw permission for further re-attendance.

- 11.4** Notwithstanding the provisions of paragraph 11.2 a candidate who fails to satisfy the examiners in a degree examination of the Summer Diet (Occasion 1) shall be permitted to present himself or herself for examination at the following and only at the following three diets, namely the Autumn Diet following the Summer Diet in which he or she failed to satisfy the examiners (Occasion 2) and the Summer Diet and the Autumn Diet of the following academic year (Occasions 3 and 4).
- 11.5** Notwithstanding the provisions of paragraph 11.4 an office-bearer whose post has been designated as sabbatical and who fails to satisfy the examiners in a degree examination of the Summer Diet in the year of his election (Occasion 1) shall not present himself or herself for examination at the Autumn Diet and the Summer Diet during the year in which he or she holds office (Occasion 2 and 3). He or she shall be permitted to present himself or herself for examination at the Autumn Diet immediately following his or her period of office (Occasion 4) and at the Summer Diet and the Autumn Diet of the following academic year (Occasion 5 and 6).
- 11.6** Notwithstanding the provision of paragraph 11.5 a sabbatical office-bearer may with the permission both of the Head of his or her Department or his or her Director of Studies and if the Student Union present himself or herself for examination in accordance with one of the following schemes:
- 11.6.1** Occasions 1,2,3,4
11.6.2 Occasions 1,3,4,5
11.6.3 Occasions 1,2,4,5
- 11.7** A candidate who is permitted or required in terms of paragraph 11.2 to re-attend a particular class shall not be required to be re-examined in a class in which he or she has satisfied the examiners.
- 11.8** Re-attendance as a part of the whole of a year of a course of study shall not confer the right to an increased number of re-examination opportunities.
- 11.9** A candidate who fails to satisfy the requirements for his or her progress shall normally be required to withdraw from the University.
- 11.10** A candidate may appeal to the Senate against any decision affecting his or her progress made by a Head of Department or a Director of Studies in terms of paragraphs 8.3, 11.1,1,11.1.3, 11.2 or 11.7.
- 11.11** Notwithstanding the provisions of paragraph 11.4 and 11.9, in exceptional circumstances the Senate may permit a candidate to present himself or herself for examination at one or more specified further diets of examinations, in which case the Senate may require a candidate to re-attend part of the whole of the relevant class.

[The Senate has empowered the Student Progress Committee to make decisions on its behalf in terms of paragraph 11.10 and 11.11]

- 11.12** A candidate who avails himself or herself on an opportunity in terms of paragraph 11.4, paragraph 11.5, paragraph 11.6 or paragraph 11.11 to satisfy the examiners in a class should consult the Head of Department offering the class to ascertain whether there had been any changes in the syllabus.
- 11.13** A candidate who has satisfied the requirements for progress shall proceed immediately into the next year of his course of study.

12. Temporary Suspension of Study

- 12.1** Notwithstanding the provisions of paragraph 11.13 a candidate who has satisfied the requirements for progress and who wishes to suspend his or her studies may during Semester 3 be permitted by the Head of his or her Department or his or her Director of Studies to defer proceeding for one or more academic years.
- 12.2** In exceptional circumstances, during the course of the academic year and before the Summer Diet of degree examinations, the Senate may permit a candidate to suspend his or her studies temporarily for a specific period of time. When granting such permission the Senate shall specify the examination opportunities which shall be available to the candidate on the resumption of his studies.

[The Senate has empowered the Student Progress Committee to make decisions on its behalf in terms of paragraph 12.2.]

13. Recommendations of the Board of Examiners

- 13.1** The Board of Examiners shall recommend to the Senate in respect of each candidate for a degree with honours either:
- 13.1.1** that the degree be awarded with honours of the first class, or
 - 13.1.2** that the degree be awarded with honours of the second class or honours of the second class (upper division) or honours of the second class (lower division) or
 - 13.1.3** that the degree be awarded with honours of the third class, or
 - 13.1.4** that the degree be awarded as an ordinary degree or
 - 13.1.5** that the degree be not awarded.
- 13.2** In exceptional circumstances if a candidate is prevented by illness or other sufficient cause from either presenting himself or herself for or completing the degree examinations which form part of the final assessment for a course of study leading to the award of Bachelor with honours the Board of Examiners may recommend either:
- 13.2.1** that the candidate be allowed to present himself or herself at a specified time for examination in all of the examinations which he or she was prevented from attending or completing, or
 - 13.2.2** that the candidate be allowed to proceed to the next year of his or her course of study, or
 - 13.2.3** that the degree be awarded, or
 - 13.2.4** that the degree be not awarded, or
 - 13.2.5** that the candidate be required to withdraw from the University.
- 13.3** If the Examination Board recommends the award of a degree in terms of paragraph 13.2 they shall further recommend that the degree be awarded as detailed in one of paragraphs 13.1.1, 13.1.2, 13.1.3 or 13.1.4 as appropriate, or that a degree of Bachelor be awarded with honours.
- 13.4** The division of the second class of honours shall be authorised only where specified in the Schedules hereto.
- 13.5** The Board of Examiners shall recommend to the Senate in respect of each candidate for an ordinary degree either:
- 13.5.1** that the degree be awarded, or
 - 13.5.2** that the degree be awarded with distinction, or
 - 13.5.3** that the degree be not awarded.
- 13.6** In exceptional circumstances if a candidate for an ordinary degree is prevented by illness or other sufficient cause from either presenting himself or herself for or completing the final degree examinations the Board of Examiners may recommend either:
- 13.6.1** that the candidate be allowed to present himself or herself at a specified time for examination in all of the examinations which he or she was prevented from attending or completing, or
 - 13.6.2** that the degree be awarded, or
 - 13.6.3** that the degree be not awarded, or
 - 13.6.4** that the candidate be required to withdraw from the University.
- 13.7** If the Board of Examiners recommends the award of a degree in terms of paragraph 13.6 they may further exceptionally recommend that the degree be awarded with distinction.
- 13.8** The Senate may accept any or all of the recommendations of the Board of Examiners.
- 13.9** The Senate shall authorise or refuse to authorise the award of the degree to a candidate.

14. Publication of Results

- 14.1** The names of the persons who are authorised to receive a degree of Bachelor with honours shall be published in alphabetical order within each class and division.
- 14.2** The names of the persons who are authorised to receive an ordinary degree shall be published in alphabetical order.

15. Transfer

- 15.1** A candidate pursuing a course of study leading to a first degree may transfer to another course of study leading to a first degree.
- 15.2** Any such transfer shall require the permission of the Head of Department or the Director of Studies responsible for each of the courses of study. A candidate may appeal to the Senate against the withholding of permission by the Head of the Department or the Director of Studies responsible for the course from which he or she is seeking transfer.
- 15.3** Notwithstanding the provisions of paragraph 15.2 the transfer of a candidate who is registered for either the general degree of BSc to the general degree of BA and who wishes to transfer back to a first-degree course in a department shall require the permission of the Student Progress Committee.
- 15.4** The Head of Department or the Director of Studies responsible for the course to which the candidate is transferring shall determine the conditions of the transfer.

[The Senate has empowered the Student Progress Committee to make decisions on its behalf in terms of paragraph 15.2]

16. Awards

- 16.1** A candidate who has complied with all the conditions for the award of a first degree shall be entitled to receive the degree.
- 16.2** In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

17. Award of Honours after Graduation

- 17.1** A candidate who has complied with all of the conditions for the award of an ordinary degree and who has received the award at a Congregation may be permitted by the Head of his or her Department to register for the final year of a course of study leading to the award of a degree with honours in the subject concerned, provided that a period of normally not more than three years has elapsed since he or she satisfactorily completed the examinations for the award of an ordinary degree.
- 17.2** If such a candidate satisfied the examiners for the award of honours he or she will receive a certificate stating that he or she has satisfactorily completed the course for the award of honours after graduation.

[The wording of the certificate for the award of honours after graduation is prescribed in Appendix III of Regulation 23.]

Amendments approved by Senate, 16 June 2004 (SM&SCM/04/13.1 & 13.2) 3 December 2014.

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1. This Regulation is made in pursuance of Ordinance P2.
2. For the purposes of this Regulation, the term “diploma” is deemed to include both postgraduate diploma and graduate diploma.
3. The following diplomas may be awarded by the University;
 - 3.1 the Diploma of Heriot-Watt University (Dip H-WU)
 - 3.2 such other diplomas as the Senate may from time to time authorise.

4 Admission

- 4.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 4.1.1 a degree of the University
 - 4.1.2 a degree of any other University approved for this purpose
 - 4.1.3 any other qualification and/or experience deemed by the Senate to be acceptable for this purpose.
- 4.2 An applicant for admission shall comply with the provisions of Regulation 2.

5 Matriculation

- 5.1 A candidate shall matriculate as a Student of the University.

6 External Examiners

- 6.1 For each Programme of Study leading to a diploma there shall be at least one External Examiner and one Internal Examiner.
- 6.2 External Examiners and Internal Examiners shall be appointed by the Senate.
- 6.3 An External Examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.
- 6.4 At the end of each year and of their period of appointment an external examiner shall submit a written report to the Principal.
- 6.5 The examinations for diplomas shall be as prescribed by the Senate.

7 Programmes of Study

- 7.1 A Student shall pursue a Programme of Study approved by the Senate.
- 7.2 The Programme of Study shall consist of instruction normally in the form of courses, together with attendance at lectures and colloquia as directed by the Head of School.
 - 7.2.1 A course taken as part of a Programme of Study leading to the award of a diploma shall normally consist of a minimum of 150 notional hours of Student effort. A course may include the following as appropriate:
 - 7.2.1.1 timetabled hours for lectures, tutorials, seminars, workshops, laboratories or studio work
 - 7.2.1.2 project work, dissertations
 - 7.2.1.3 private study supervised or otherwise
 - 7.2.1.4 course assessment including written examinations.
 - 7.2.2 The Head of School shall allocate a “level” to each course. Except with the approval of the Senate, the level shall be determined by the definition of level adopted by the Scottish Credit and Qualifications Framework, namely with reference to:

- 7.2.2.1 the complexity and depth of knowledge and understanding
- 7.2.2.2 links to academic or professional practice
- 7.2.2.3 the degree of integration, independence and creativity required
- 7.2.2.4 the range and sophistication of application/practice
- 7.2.2.5 the role(s) taken in relation to other learners in carrying out task

7.2.3 No pre-requisites shall be prescribed for any course taken as part of a Programme of Study leading to the award of diploma.

7.2.4 Two courses offered either in different semesters or in the same semester and at the same level may be linked by the Schools offering the courses, especially where the material is continuous from one course to the next. Such courses shall be referred to as synoptic courses.

7.2.5 A Programme of Study which is comprised entirely of synoptic courses shall require approval of the Studies Committee.

7.3 A Student may be required to present a dissertation in a form and on a subject approved by the Head of School.

7.4 A Student shall present themselves for all of the examinations prescribed for the Programme of Study. The examinations for Programmes of Study leading to the award of a diploma shall be as prescribed in the programme structures.

7.5 A Student shall present themselves for oral examination if the examiners so require.

8 Credit Rating

8.1 Each course shall normally have a credit rating of 15 SCQF (Scottish Credit and Qualifications Framework) credit points based on 150 notional hours of Student effort.

8.2 Notwithstanding paragraph 8.1, a course may be assigned a credit rating which is more than 15 SCQF credit points, as specified and recorded in the programme structures and approved by the Senate.

8.3 A Student who has successfully completed a course by satisfying the requirements as specified in the programme structures shall be awarded the requisite credit points.

8.4 A Student shall not receive credit more than once for any course or set of courses.

8.5 A Student shall receive only one set of credit points for courses in a Programme of Study which contain a significant amount of common material.

9 Mode of Study

9.1 A Student may be accepted either for full-time study or for part-time study or for study by distance learning or for mixed-mode study. For the purpose of this regulation mixed-mode study shall be any combination of full-time, part-time or distance learning. For distance learning and mixed-mode study the programme structures shall specify the proportion of full-time study below which the Student will be categorised for the purpose of this regulation as part-time.

10 Period of Study

10.1 A Student shall normally complete all work for the diploma within the period specified for the Programme of Study. In exceptional circumstances the Senate may extend the period.

10.2 Full-Time Students

10.2.1 For a full-time Student the Programme of Study shall normally be pursued in the University. The Senate may grant to a Student leave of absence from the University for special purposes connected with their Programme of Study.

10.2.2 The duration of the Programme of Study shall normally be at least nine months. The Senate in exceptional cases may vary the minimum period.

10.2.3 The maximum period which may be specified within a programme structure for completion of a diploma taken on a full-time basis is two years.

10.3 Part-Time Students

10.3.1 The duration of the Programme of Study shall be at least fifteen months.

10.3.2 The maximum period which can be specified in a programme structure for completion of a diploma taken on a part-time basis is four years.

10.4 A Student who has satisfied the requirements for progress and who wishes to suspend studies prior to continued registration may be permitted by the Head of School to defer proceeding for one academic year in the first instance.

10.5 In exceptional circumstances, during the course of the academic year, the Senate may permit a candidate to suspend studies temporarily for a specified period of time. When granting such permission, the Senate shall specify the examination opportunities which shall be available to the Student on the resumption of studies.

[The Senate has empowered the Studies Committee to make decisions on its behalf in terms of paragraph 10.5.]

11 Recognition of Prior Learning

The University's policy on the Recognition of Prior Learning is contained in Regulation 46: Recognition of Prior Learning and Credit Transfer.

12 Attendance and Performance

12.1 A Student admitted to a Programme of Study shall attend regularly each course in their curriculum, perform satisfactorily the work of the course and all the assessments prescribed for the particular Programme of Study. [*Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.*] The University's policy on Student Attendance is available at: (<https://www.hw.ac.uk/Students/doc/Studentattendancepolicy.pdf>)

12.2 If in the opinion of the Head of the School offering a particular course a Student fails to attend regularly or perform satisfactorily the work of the course the Head of the School shall write to the Student by the end of the fourth week of the semester in question, notifying them and advising them of the possible consequences. The Head of School offering the course shall send a copy of the written notification to the Head of the Student's School who shall as soon as possible report the name of the Student to the Studies Committee.

12.3 If the Student continues not to attend or perform satisfactorily the work of the course the Head of the candidate's School and the Head of School offering the particular course may resolve jointly by the eighth week of any semester that the Student shall not be allowed to present themselves for assessment or examination in that course at the next ensuing diet of examinations or at any subsequent diet of examinations and shall inform the Student accordingly. The Head of the Student's School shall inform the Studies Committee of any such action. The Clerk of the Studies Committee shall in turn inform the University's Examinations Officer of exclusions from course assessment or examination.

12.4 A Student who fails to comply with the requirements for performance and/or fails to attend classes equivalent to at least 50% of the credits associated with their Programme of Study may, after due warning by the Head of School, be instructed by the Senate on the recommendation of the Studies Committee to withdraw from the University. The Clerk of the Studies Committee shall in turn inform the University's Student Records Officer of exclusion from the University.

12.5 A Student may notify, in writing the Head of their School or the Studies Committee as appropriate of any illness or other circumstances which may have prevented their attendance or adversely affected their performance and which they would like to be taken into account before a resolution is made in terms of paragraph 12.3 or a recommendation in terms of paragraph 12.4.

[The Senate has empowered the Studies Committee to make a decision on its behalf in terms of paragraph 12.4 as detailed in the University's 'Procedures for Compulsory Withdrawal'.]

HERIOT-WATT ASSESSMENT AND PROGRESSION SYSTEM (HWAPS)

13 Boards of Examiners

13.1 Boards of Examiners shall be called the Assessment Boards, the Progression Boards and the Award Boards, and their terms of reference and composition shall be as detailed in the ensuing paragraphs.

13.2 The Assessment Board

- 13.2.1 For each semester there shall be an Assessment Board which shall meet after the appropriate diet of examinations and shall confirm the results of the course assessments.
- 13.2.2 The Assessment Board shall return an appropriate decision in the form of a grade, as detailed in paragraph 15.4, for each Student and record its justification for any unusual mapping of marks to grades.
- 13.2.3 The Assessment Board shall consist of the following members:
- The Head of School, or nominee, as Chair
 - The members of Academic Staff involved in the teaching and assessment of the course
- 13.2.4 The Assessment Board shall identify:
- Those Students whose performance gives cause for concern and agree appropriate remedial action for those Students
 - Those courses with high numbers of grades awarded at E or F
- 13.2.5 The Assessment Board shall be responsible for the preparation of a report for consideration by the Progression Board and the Award Board.

The course report shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures* [available at: (<https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>)]

13.3 The Progression Board

- 13.3.1 For each Programme of Study there shall be a Progression Board which shall meet after the Spring and resit diets of examinations. The Progression Board shall consider the requirements for award and for progression to higher awards with the decisions of the Assessment Board, and shall make one of the following recommendations with respect to each Student:
- Progress to next stage
 - Re-assessment in one or more courses
 - Award at an intermediate level in terms of paragraph 22
- 13.3.2 The Progression Board shall consist of the following members:
- The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of School shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions .
 - The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the courses comprising a particular stage of a programme, nominated by the course co-ordinator
 - The School Examinations Officer
 - Such other members as the Senate may from time to time determine
- 13.3.3 The Progression Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted as per the *Guidelines on Examination Procedures* referred to in paragraph 13.2.4. The Progression Board shall record its justification for any adjustments to course grades.
- 13.3.4 One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Progression Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Progression Board.
- 13.3.5 Notwithstanding the provisions of paragraph 13.1, for a degree programme with its own Board of Studies the Senate may designate the Board of Studies as the Progression Board for that Programme of Study.
- 13.3.6 The quorum for a meeting of a Progression Board shall be three members of the Board or one third of its membership whichever is the larger number.
- 13.3.7 The External Examiner(s) shall normally be present at any meeting of the Progression Board which

makes recommendations for the award of a degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Progression Board at its meeting. In the absence of the External Examiner, a Dean of the University or their nominee shall be present at the meeting.

13.3.8 On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the Progression Board. The Chair shall have a deliberative vote and a casting vote.

13.4 The Award Board

13.4.1 For each Programme of Study there shall be an Award Board which shall meet after the Spring diet of examinations and after the resit diet of examinations if required. The Award Board shall consider the requirements for award and the decisions of the Assessment Board, and shall make recommendations for an award, as defined in paragraph 26, with respect to each Student.

13.4.2 The Award Board shall consist of the following members:

- a) The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of School shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
- b) The External Examiner(s)
- c) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each course comprising a relevant stage of a programme, nominated by the course co-ordinator.
- d) The School Examination Officer
- e) Such other members as the Senate may from time to time determine.

13.4.3 The Award Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted, as per the Guidelines on Examination Procedures referred to in paragraph 13.2.4. The Award Board shall record its justification for any adjustments to course grades.

13.4.4 One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Award Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Award Board.

13.4.5 Notwithstanding the provisions of paragraph 13.1, for a degree programme with its own Board of Studies the Senate may designate the Board of Studies as the Award Board for that Programme of Study.

13.4.6 Notwithstanding the provisions of paragraph 13.1, for a Programme of Study with a Final Assessment Panel for the Senate may designate the Final Assessment Panel as the Award Board for that Programme of Study.

13.4.7 The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.

13.4.8 The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting. In the absence of the External Examiner, a Dean of the University or their nominee shall be present at the meeting.

13.4.9 On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

14 Forms and Timing of Assessment

14.1 The forms of assessment used to evaluate Student performance in a course shall be specified in a course descriptor. Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment will be stated in the course descriptor. Assessment shall occur during or at the end of a single course. Synoptic assessment shall occur during or at the end of a set of synoptically assessed courses. All courses in a stage shall be first assessed by the end of the stage.

14.2 Each course shall feature formative assessment to enable Students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.

14.3 Such assessment shall not necessarily contribute to the final course grades.

- 14.4 Assessment may take place at the end of Semester 1 or 2, at the discretion of the Head of School.
- 14.5 Each Programme of Study shall comprise a combination of both written examination and other forms of assessment. Written examination as the sole method of assessment for a Programme of Study shall require approval of the Studies Committee.
- 14.6 Written examination as the sole method of synoptic assessment shall require approval of the Studies Committee.

15 Assessment: Marks and Grades

- 15.1 Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 15.2 The Assessment Board shall decide which of the linked courses in synoptic assessment has been successfully completed.
- 15.3 The Assessment Board shall determine a grade in the range of A-F for Student performance in each course.
- 15.4 The Assessment Board shall return decisions in the form of grades The following guidelines may be used by examiners for the mapping of marks onto grades:

A	Excellent	}	Learner has passed the course and can continue study in the subject
B	Very Good		
C	Good		
D	Satisfactory		
E	Adequate		Learner is awarded credit points, but cannot continue study in the subject
F	Inadequate		Learner is not awarded credit points

- 15.5 No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions are based on marks then adjustment of those marks is permitted (see *Examination Procedures* referred to in paragraph 13.2.4).
- 15.6 Assessment results shall be communicated by the Academic Registry to Students in the form of a transcript after the completion of the Programme of Study, and shall contain details of grades, credit points and progression or award decisions. Assessment results from Semester 1 shall be communicated by Schools to Students.

16 Minimum Standards for Pass, Progression and Credit

- 16.1 To pass a course a minimum of Grade D is required.
- 16.2 To progress to Masters level a minimum of Grade C is normally required in all qualifying courses.
- 16.3 To gain credit points for a course a minimum of Grade E is required.
- 16.4 Criteria for pass, progression and credit points shall be as specified in the structures for each programme. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 16.1-16.3.

17 Re-assessment

- 17.1 A Student who has been awarded a Grade A, Grade B or Grade C at the first assessment opportunity in a course shall not be entitled to a further assessment or re-assessment in order to obtain a higher grade.
- 17.2 A Student shall be permitted one re-assessment opportunity in a maximum of three taught courses, each of which shall be taken within a period not exceeding twelve months. The opportunity for re- assessment in four or more taught courses shall be at the discretion of the Progression Board or shall be as specified in the structures for each Programme of Study.
- 17.3 A Student who has been awarded a Grade E or a Grade F in a course may be re-assessed in that course. A Student who has been awarded a Grade D in a course may be re-assessed in that course in order to proceed to, or be eligible to receive the award of, Masters.

- 17.4 A Student may be permitted, at the discretion of the Progression Board, to be re-assessed in the dissertation, project or other supervised research component of the Programme of Study.
- 17.5 The format of the re-assessment shall be as specified by the School or the appropriate examiner or as detailed in the course descriptor.
- 17.6 In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking or completing an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Progression Board.
- 17.7 Grades awarded in both first assessment and re-assessment shall be taken into consideration by the Progression Board in making recommendations for progression or award.
- 17.8 Results letters and transcripts shall indicate any grades obtained by re-assessment by recording the number of assessment opportunities taken for satisfactory completion of the course.

18 Repeat

- 18.1 After re-assessment in a course a Student may be permitted, at the discretion of the Head of School, one opportunity to repeat courses awarded Grade E or Grade F at re-assessment.
- 18.2 All conditions and requirements specified in the course descriptor, including one opportunity for re-assessment, shall apply to the repeated course.

19 Requirements for Award

- 19.1 The award of a graduate diploma shall require a minimum of 120 SCQF (Scottish Credit and Qualifications Framework) credit points, all of which shall be at Level 9 or above in the Scottish Credit and Qualifications Framework, that is at Level 3 or above in the Higher Education part of the Framework.
- 19.2 The award of a postgraduate diploma shall require a minimum of 120 SCQF credit points, of which at least 90 credits shall be at Level 11 in the Scottish Credit and Qualifications Framework.
- 19.3 The award of a diploma shall require an overall performance in qualifying courses at Grade D or equivalent average percentage mark, or the majority of qualifying courses at Grade D and no course at less than Grade E.
- 19.4 The award of a diploma with merit shall require an overall performance in qualifying courses at Grade B or equivalent average percentage mark, or the majority of qualifying courses at Grade B and no course at less than Grade C.
- 19.5 The award of a diploma with distinction shall require an overall performance in qualifying courses at Grade A or equivalent average percentage mark, or the majority of qualifying courses at Grade A and no course at less than Grade C.
- 19.6 The specific criteria for the award of diploma, diploma with merit and diploma with distinction and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 19.1-19.5.

20 Discretionary Award of Credits

- 20.1 A Student who has not achieved the minimum number of credit points necessary to qualify for consideration of the award of a degree may be awarded the requisite credit points at the discretion of the Award Board.
- 20.2 The Award Board shall have the discretion to award credits for normally one taught course (15-20) credits over an entire Programme of Study. The Award Board shall record its justification for allocating additional credits.
- 20.3 The Award Board shall assure itself that the standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
- 20.4 The discretionary award of credits shall not be applied to a dissertation, project or any other component of supervised research work.
- 20.5 The discretionary award of credits shall be applied only when the Award Board is making recommendations for award and shall not be used as a means to facilitate the progression of a Student through a Programme of Study.

21 Recommendations of the Award Board

- 21.1 The Award Board shall recommend to the Senate in respect of each candidate either:
- 21.1.1** that the diploma be awarded or
 - 21.1.2** that the diploma be awarded with merit (only for Students enrolling for the first time during, or after August 2020), or
 - 21.1.3** that the diploma be awarded with distinction or
 - 21.1.4** that the diploma be not awarded.
- 21.2 If the Award Board recommends that the diploma be not awarded, they shall further recommend one of the following:
- 21.2.1** that the Student be not allowed to present themselves for further examination
 - 21.2.2** that the Student be allowed to present themselves for one further examination in the course(s) within a period not exceeding twelve months in which case the examiners shall state the form of the examination
 - 21.2.3** that the Student be allowed one opportunity to repeat the course(s)
 - 21.2.4** that the Student be not allowed to repeat the course(s).
- 21.3 In exceptional circumstances if a candidate is prevented by illness or other sufficient cause either from presenting themselves for or completing the examinations which form part of a Programme of Study leading to the award of a diploma, the Award Board may recommend either
- 21.3.1** that the Student be allowed to present themselves at a specified time in any or all of the examinations which he or she was prevented by illness or other sufficient cause from completing, or
 - 21.3.2** that the diploma be awarded, or
 - 21.3.3** that the diploma be not awarded
- 21.4 Notwithstanding the provisions of the foregoing paragraphs, if the Award Board for a higher degree of Master exceptionally recommends to the Senate that the Student should be considered for the award of an appropriate postgraduate diploma they shall further recommend either
- 21.4.1** that the postgraduate diploma be awarded, or
 - 21.4.2** that the postgraduate diploma be not awarded.
- 21.5 The Senate may accept any or all of the recommendations of the Award Board.
- 21.6 The Senate shall authorise or refuse to authorise the award of a diploma to a Student.

22 Publication of Results

- 22.1 The names of the persons who are authorised to receive a diploma shall be published in alphabetical order within each Programme of Study. If a Student chooses to exercise their right, in terms of the Data Protection Act 1998, to have their name omitted from any published list of awards, they shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

23 Transfer

- 23.1 A Student for a postgraduate diploma may on the recommendation of the Head of their School apply to the Senate for permission to become a Student for an appropriate degree of Master. Any such application shall be made as early as possible. If a dissertation is required for the postgraduate diploma the application shall be made before the dissertation is submitted. In the case of a part-time Student the application shall normally be made at the end of the first year of the Programme of Study.

24 Award

- 24.1 A Student who has complied with all the conditions for the award of a diploma shall be entitled to receive the diploma.
- 24.2 A diploma shall be conferred at a Congregation of the University only if a Student has chosen to discontinue their studies at the University.

25 Award of Degree of Master after Graduation (Postgraduate Diploma)

- 25.1 A Student who has complied with all of the conditions for the award of a postgraduate diploma and whose award has been conferred at a Congregation may be permitted by the Head of School to register for the final stage of a Programme of Study leading to the award of a higher degree with Masters in the subject concerned, provided that a period of normally not more than three years has elapsed since the satisfactory completion of the examinations for the award of a postgraduate diploma. A Student may choose to receive the subsequent Masters award only on condition that the first award is rescinded.
- 25.2 Such a Student satisfying the examiners for the award of higher degree of Masters shall receive a certificate stating that the programme has been successfully completed for the award of higher degree of Master after graduation. The wording of the certificate for the award of higher degree of Master after graduation shall be as prescribed under Regulation 23.

26 Posthumous Awards

- 26.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Amended: 29 January 2003 (SM/03/10.3); 18 June 2003 (SM/03/61.2); 28 January 2004 (SCM/04/9.7); 16 June 2004 (SCM&SM/04/13.6); 1 December 2004; 17 May 2006 (SCM/06/41.3); August 2006 (Senate Business Committee), June 2007, October 2007 (SP/07/49), June 2008; 3 December 2014; 5 October 2016; and July 2020

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REGULATION 5

Higher Degrees of Master

Rescinded by Senate Council: 25 January 2006. Please refer to Regulation 48: Higher Degree of Master (Taught) or Regulation 49: Higher Degree of Master (Research)

Amended version: 18 June 2003 (SM/03/61.2)

Further amendments: 28 January 2004 (SCM/04/9.7); 16 June 2004 (SM&SCM/04/13.3 & 13.6); 1 December 2004

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REGULATION 6

Degree of Doctor of Philosophy

1. This Regulation is made in pursuance of Ordinance P2.
2. The degree of Doctor of Philosophy (PhD) may be awarded by the University.
3. **Admission**
 - 3.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 3.1.1 a degree with first or second class honours of the University
 - 3.1.2 a degree with first or second class honours of any other University approved for this purpose
 - 3.1.3 the Fellowship of the Heriot-Watt College
 - 3.1.4 any other qualification deemed by the Senate to be acceptable for this purpose.
 - 3.2 A candidate accepted in terms of paragraph 3.1.4 may be required to take a qualifying examination in which event his or her progress shall be reported to the Senate at the end of his or her first year of study.
 - 3.3 An applicant for admission shall comply with the provisions of Regulation 2.
4. **Registration**
 - 4.1 A candidate shall register as a Student.
5. **Supervisors**
 - 5.1 The Senate shall appoint for each candidate a primary and a secondary supervisor of whom at least one shall be a member of the Academic Staff. Normally the primary supervisor shall be a member of the Academic Staff.
 - 5.2 A third supervisor may be appointed in exceptional cases where such an appointment is deemed to be necessary.
6. **Programme of Study**
 - 6.1 A candidate shall pursue a Programme of Study approved by the Senate and shall present himself or herself for such examinations and at such times as the examiners may require.
 - 6.2 The Programme of Study shall comprise either:
 - 6.2.1 supervised research work culminating in the submission of a thesis, and attendance at lectures and colloquia as directed by the supervisor(s), or
 - 6.2.2 supervised research work culminating in the submission of a thesis, which shall form approximately 75% of the Programme of Study, and assessed coursework and attendance at lectures and colloquia as directed by the supervisor(s), amounting to approximately 25% of the Programme of Study.
 - 6.2.3 for each candidate pursuing a Programme of Study in terms of paragraph 6.2.2 a Requirements Profile, which shall be based on the candidate's needs and aspirations, shall be drawn up by the candidate's supervisor(s). The Requirements Profile shall be tailored to suit the needs of the individual candidate and shall specify such coursework, lectures and colloquia that the candidate is required to perform or attend and the form and timing of any assessment to be completed prior to the submission of the thesis.
 - 6.3 The general subject of the field of research shall be submitted to the Senate for approval when the candidate applies to register for the degree. The final title shall be submitted to the Senate for approval not less than one month before the submission of the thesis.
 - 6.4 An oral examination shall always take place unless dispensed with in terms of paragraph 6.5.
 - 6.5 The Examiners may dispense with the oral examination only where:
 - 6.5.1 the Examiners judge the thesis to be of exceptionally high merit, or,

6.5.2 the Examiners consider the candidate would be unfairly disadvantaged in undertaking the examination due to serious illness, disability or incapacity.

6.6 Alterations to the scheduled date and/or venue of an oral examination may be allowed where a Student is deemed to be temporarily unable to attend the scheduled examination for reasons of illness, disability or incapacity.

7. Examiners

7.1 The Senate shall appoint for each candidate one or more External Examiners and one or more Internal Examiners who shall be the examiners and shall submit a report or reports to the Senate. If an Internal Examiner is also a Supervisor of a candidate or if the candidate is a member of Staff the Senate shall appoint at least two External Examiners. A candidate's nominated Primary Supervisor shall not be appointed as Internal Examiner, and in addition, a candidate's other nominated Supervisors shall not normally be appointed as Internal Examiners.

7.2 The recommendation for the appointment of External Examiner(s) for the degree shall be initiated by the supervisor(s) of the candidate and signed by the Head of the candidate's School or the nominee of the Head of School. The recommendation shall be made to the Academic Registry on the appropriate form.
[Forms are available from the Academic Registry]

7.3 In the case of candidates who are pursuing a Programme of Study in terms of paragraph 6.2.2, the Senate shall appoint the examiners as prescribed in paragraph 7.1 and shall in addition appoint one or more External Examiners to examine the taught components of the Programme of Study.

8. Period of Study

8.1 A candidate may be accepted as a full-time Student or as a part-time Student.

8.2 Full-time Students

8.2.1 The duration of the Programme of Study shall be at least twenty-four months in the case of a candidate pursuing a Programme of Study in terms of paragraph 6.2.1, or at least thirty-six months in the case of a candidate pursuing a Programme of Study in terms of paragraph 6.2.2.

8.2.2 The Programme of Study shall normally be pursued in the University but the Senate may grant to a candidate leave of absence from the University for special purposes connected with his or her study.

8.2.3 A candidate pursuing a Programme of Study in terms of paragraph 6.2.1 shall normally present his or her thesis within four years from the date of first registration for the degree. A candidate pursuing a Programme of Study in terms of paragraph 6.2.2 shall normally present his or her thesis within five years from the date of first registration for the degree. In exceptional circumstances the Senate may extend this period.

8.3 Part-Time Students

8.3.1 The duration of the Programme of Study shall be at least thirty-six months in the case of a candidate pursuing a Programme of Study in terms of paragraph 6.2.1, or at least forty-eight months in the case of a candidate pursuing a Programme of Study in terms of paragraph 6.2.2.

8.3.2 A candidate shall undertake such laboratory or other work in the University as may be required by the supervisor(s) and approved by the Senate.

8.3.3 A candidate shall discuss the progress of his or her work with his or her supervisor(s) at least twice in each term.

8.3.4 A candidate pursuing a Programme of Study in terms of paragraph 6.2.1 shall normally present his or her thesis within eight years from the date of first registration for the degree. A candidate pursuing a Programme of Study in terms of paragraph 6.2.2 shall normally present his or her thesis within ten years from the date of first registration for the degree. In exceptional circumstances the Senate may extend this period.

8.3.5 The Senate may reduce the minimum period of study required when the candidate is a full-time member of Staff or in other exceptional circumstances.

8.4 The Senate on the recommendation of the Head of School or the nominee of the Head of School may permit a candidate to suspend his or her registration for such a period and on such conditions as the Senate shall prescribe.

9. Thesis

9.1 The thesis shall comply with the following conditions:

9.1.1 The thesis shall form a contribution to the knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.

9.1.2 The candidate may in part or in whole use evidence of published outputs within the body of the thesis; in such a case the following conditions apply:

9.1.2.1 Published research used within the thesis shall be peer reviewed and either published or accepted for publication in the public domain. It should present the results of original research and scholarship.

9.1.2.2 Where evidence of publications is used, these must be either published or accepted for publication within 3 and a half years (full time equivalent) from the commencement of the postgraduate Student's research programme. Where a paper is accepted for publication then evidence of this must be provided.

9.1.2.3 In addition to the body of published work a candidate shall submit a critical review of the published research which shall be in the range of 2000-5000 words per publication. The critical review for each publication shall:

9.1.2.3.1 include a summary of the aims, objectives, methodology, results and conclusions of the submitted work;

9.1.2.3.2 indicate how the publication forms a coherent part of the submitted body of work as a whole;

9.1.2.3.3 demonstrate the candidate's significant contribution to the expansion of knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.

9.1.2.4 The critical review shall be the candidate's own account of their contribution to the research and shall be accompanied by a declaration to this effect signed by the candidate. Where the work was done in conjunction with other persons, the candidate must clearly demonstrate in their critical review where they have made a substantial contribution to the published work and sign a separate statement indicating the contribution of each author.

9.1.2.5 The thesis must also contain a final coherent critical review, discussion and conclusion relating to the overall work combining and linking together the contributions of published and, if appropriate, unpublished work.

9.1.2.6 The published work included in the thesis and the thesis itself shall be written and published in English except that in language subjects it may, at the discretion of the Senate, be in the language concerned. The literary presentation shall be satisfactory,

9.1.2.7 Where necessary, the candidate must ensure that permissions for the use of prior published work within the thesis is obtained.

9.1.3 For a candidate submitting the results of a practice-led research study in the visual arts the thesis shall be submitted in the standard format and shall include the following:

(a) a description of the completed work

(b) the place of the work in a historical context

(c) details of any conceptual or technical innovations introduced as part of the work

(d) a description of the original contributions made by the candidate in completing the submission

(e) a permanent record of the work, as described below, in an appropriate medium such as photographs, video-tape, CD-ROM.

The body of work itself (exhibition, portfolios, video-tape etc.) shall be presented for examination alongside the material detailed above.

9.1.4 The greater portion of the work submitted therein shall have been done subsequent to the registration of the candidate for the degree of Doctor of Philosophy.

9.1.5 The thesis shall be written in English except that in language subjects it may, at the discretion of the Senate be in the language concerned. The literary presentation shall be satisfactory. The thesis shall be suitable for publication either as submitted or in an amended form.

- 9.1.6** The thesis shall be the candidate's own account of his or her research and shall be accompanied by a declaration to this effect signed by the candidate. It may describe work done in conjunction with the supervisor(s) or other persons provided that the candidate clearly states his or her personal share in the investigation, and that his or her statement is certified by the supervisor(s).
- 9.1.7** The thesis shall not normally exceed 80,000 words and shall not normally exceed 400 pages in length including Appendices, with a limit of no more than 100,000 words. In exceptional circumstances, the Senate shall consider requests for thesis exceeding 100,000 on a case by case basis. The number of pages of a thesis exceeding 80,000 words in length shall be increased on a pro rata basis in accordance with the word limit.
- 9.2** A candidate shall normally be required to submit one bound copy and one electronic copy of the thesis which will become the property of the University. The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes.
- 9.3** Before a candidate submits a thesis, his or her supervisor(s) shall seek, using the appropriate form, the approval of the Postgraduate Studies Committee for the thesis title.
[Forms are available from the Academic Registry]
- 9.4** The Library copy of a thesis shall normally be available for consultation in the Library. The electronic copy of a thesis shall be made available through the University's Research Publication Archive. In exceptional circumstances, for example in the case of certain commercial or sensitive works, the Head of School or the nominee of the Head of School may make a recommendation to the Postgraduate Studies Committee for restricted access. The Postgraduate Studies Committee shall decide whether or not the thesis should be placed on restricted access and if restricted the length of the period of restriction. The length of the period may be reviewed at any time during the period or at the end of the period of restriction.
- 9.5** The degree of Doctor of Philosophy shall not be awarded in respect of a thesis or published work already submitted to this or any other University in support of an application for a degree unless as part of a formally approved joint degree or dual degree research programme.
- 9.5.1** A joint degree is defined as a single authorised degree award conferred by Heriot-Watt University and one or more partner institutions. A single certificate is awarded which recognises all of the degree research programme contributing partners.
- 9.5.2** A dual degree, also commonly known as a double degree or cotutelle degree, is defined as an authorised dual degree award conferred by Heriot-Watt University and another partner institution as part of a common research programme. The Student must complete the requirements for the two degrees awarded via jointly supervised research. The parchment received from each institution for the successful completion of such a research programme must explicitly recognise the dual nature of the degree with reference to each partner institution.
- 9.5.3** The University will only agree to dual degree research programmes if joint degree programmes are not legally or otherwise recognised within the partner country.
- 9.5.4** Each research programme partnership for either joint degree or dual degree awards must have a formally approved institutional-level agreement as well as an underpinning Student-level agreement for every participating postgraduate research Student

10. Attendance and Performance

- 10.1** A Student admitted to a Programme of Study shall satisfy the requirements for attendance and performance and take all the examinations prescribed for this Programme of Study.
[Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.]
- 10.2** If in the opinion of the supervisor(s) a candidate fails to satisfy the requirements for attendance and performance the supervisor(s) shall write to the candidate so informing him or her and advising him or her of the possible consequences. He or she shall send a copy of the letter to the Head of the candidate's School or to the nominee of the Head of School and at the same time report the name of the candidate to the Postgraduate Studies Committee.

- 10.3** If the candidate continues not to satisfy the requirements for attendance and performance he or she may after due warning by the decision of the Senate on the recommendation of the Postgraduate Studies Committee in consultation with the supervisor(s) be instructed to withdraw from the University.
- 10.4** A candidate may notify the Postgraduate Studies Committee in writing of any illness or other circumstances which may have prevented his or her attendance or adversely affected his or her performance and which he or she would like to be taken into account before the Postgraduate Studies Committee makes a recommendation in terms of paragraph 10.3.

11. Recommendations of the Examiners

- 11.1** The examiners shall recommend to the Senate either:
- 11.1.1** that the degree be awarded, or
 - 11.1.2** that the degree be not awarded.
 - 11.1.3** that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner(s).
- 11.2** If the examiners recommend that the degree be not awarded, they shall further recommend one or more of the following:
- 11.2.1** that the candidate be not allowed to submit his or her thesis in a revised form
 - 11.2.2** that the candidate be allowed to submit his or her thesis in a revised form within a specified period not exceeding twenty-four months from the decision of the Senate thereon in which case the examiners shall state specifically the reasons for and the extent of the revision required
 - 11.2.3** that the candidate be not allowed to present himself or herself for further examination
 - 11.2.4** that the candidate be allowed to present himself or herself for further examination within a period not exceeding six months in which case the examiners shall state the form of the examination.
 - 11.2.5** that exceptionally the candidate be allowed to submit his or her thesis for a higher degree of Master.
- 11.3** The examiners for each candidate who has been allowed to submit his or her thesis in a revised form in terms of paragraph 11.2.2 shall recommend only one of the following regarding the resubmitted thesis:
- 11.3.1** that the degree be awarded; or
 - 11.3.2** that the degree be not awarded.
 - 11.3.3** that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner(s).
 - 11.3.4** that exceptionally the candidate be awarded the degree of Master of Philosophy.
- 11.4** If the examiners recommend that the degree be not awarded in terms of paragraph 11.3.2, they shall not be entitled to recommend a further resubmission of the thesis. In exceptional circumstances, the Senate may permit a further resubmission.
- 11.5** The Senate may accept any or all of the recommendations of the examiners.
- 11.6** The Senate shall authorise or refuse to authorise the award of the degree to a candidate.

12. Publication of Results

- 12.1** The names of the persons who are authorised to receive the degree of Doctor of Philosophy shall be published in alphabetical order within each School. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 1998, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

13. Transfer

- 13.1** A candidate for the degree of Doctor of Philosophy may on the recommendation of his or her supervisors and the Head of his or her School or nominee of the Head of School apply to the Senate at any time before submitting his or her thesis for permission to become a candidate for a higher degree of Master.

13.2 Notwithstanding the provisions of paragraph 13.1, in exceptional circumstances the Head of School, or the nominee of the Head of School, of a candidate for a degree of Doctor of Philosophy, after receiving advice from the candidate's supervisor(s), may recommend to the Senate at any time before the submission of the thesis that the candidate becomes a candidate for a higher degree of Master.

13.3 If the Senate grants permission to a candidate for a degree of Master to become a candidate for the degree of Doctor of Philosophy, the Senate shall determine:

13.3.1 what recognition can be given to the period which the applicant has completed for the degree of Master towards the fulfilment of the requirements for the degree of Doctor of Philosophy

13.3.2 the amount of work done for the degree of Master prior to the transfer which may be incorporated into the thesis submitted for the degree of Doctor of Philosophy.

14. Award

14.1 A candidate who has completed a Programme of Study in terms of paragraph 6.2.1 and 6.2.2 and has complied with all the conditions of award shall be entitled to receive the degree of Doctor of Philosophy. The certificate of a candidate who has completed a Programme of Study in terms of paragraph 6.2.2 shall indicate the subject area of the studies comprised in the coursework and assessments undertaken.

14.2 In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

15. Special Provisions

15.1 The following provisions shall apply to a candidate who is a Fellow the Heriot-Watt College:

15.1.1 The Senate may reduce the minimum period of study required in terms of paragraph 8.2.1 or paragraph 8.3.1.

15.1.2 The requirement of paragraph 9.1.2 shall be waived and the work done for the Fellowship may be incorporated into the thesis for the degree.

16. Posthumous Awards

16.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

17. The Senate has decided that the Postgraduate Studies Committee will undertake the various responsibilities in relation to paragraphs 3.1.4, 3.2, 5.1, 5.2, 6.1, 6.3, 6.5, 7.1, 7.2, 8.2.2, 8.2.3, 8.3.4, 8.3.5, 8.4, 9.1.6, 9.1.7, 10.3(as detailed in the University's Procedures for 'Compulsory Withdrawal'), and 11.4

REGULATION 7

Degree of Doctor of Science and Doctor of Engineering

1. This Regulation is made in pursuance of Ordinance 4.
2. The degree of Doctor of Science (DSc) or the degree of Doctor of Engineering (DEng) may be awarded by the University
3. A candidate shall satisfy at least one of the following conditions:
 - 3.1 have held a degree of Bachelor of the University for at least six years
 - 3.2 hold a Fellowship or an Associateship of the Heriot-Watt College, Scottish College of Textiles or Edinburgh College of Art
 - 3.3 have held a degree of Master of the University for at least five years
 - 3.4 have held a degree of Doctor of Philosophy of the University for at least four years
 - 3.5 be a graduate of at least six years' standing of a University approved for this purpose and have been a full-time member of the Academic Staff of the University for at least three years
 - 3.6 hold any other qualification deemed by the Senate to be acceptable for this purpose.
4. A candidate shall make application on the prescribed form to the Academic Registrar. If the Senate approves the application, then the Senate shall appoint at least two external examiners and may in addition appoint an internal examiner. The external examiners shall be of recognised eminence in the subject of the submission. The candidate shall then be invited to make a submission for the degree.

[The Senate has empowered the Research Degrees Committee to make decisions on its behalf in terms of paragraph 4.]
5. The submission shall be made on the prescribed form to the Academic Registrar and shall be accompanied by the following:
 - 5.1 four copies of published work or four copies of a thesis, presenting the results of original research and scholarship. If a thesis is presented, it shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes

[a submission of published work in terms of paragraph 5.1 shall comply with the requirements for a thesis of published research, as prescribed in terms of paragraph 9 of Regulation 43: Degree of Doctor of Philosophy by Published Research]
 - 5.2 a signed declaration either that the candidate is the author of the work submitted or that he or she has made a substantial contribution to the work, such contribution being clearly indicated. In a co-authored work, the candidate must specify their role in each work as a percentage for initiating, leading and authoring the material.
 - 5.3 a signed declaration of the extent if any to which the work includes material already submitted in support of an application for a degree of this or any other University.
6. The degree shall be awarded only if the Senate is satisfied that the submission makes a substantial contribution to learning and establishes the candidate as an authority in his or her field of study. The examiners shall state whether in their view the submission satisfies the requirements for the degree and shall recommend to the Senate whether the degree should be awarded.
7. The Senate may accept any or all of the recommendations of the examiners and shall authorise or refuse to authorise the award of the degree to a candidate.

8. If the Senate decides that the degree be not awarded, a candidate may not again offer himself or herself for the degree within five years of his or her first candidature unless this period is specially reduced by the Senate on the recommendation of the examiners.
9. One set of the collected works or one copy of the thesis approved for the degree shall become the property of the University.
10. A candidate who has complied with all the conditions for the award of the degree of Doctor of Science or the degree of Doctor of Engineering shall be entitled to receive whichever degree the Senate deems to be the more appropriate.
11. The names of the person who are authorised to receive the degree of Doctor of Science or Doctor of Engineering shall be published in alphabetical order.
12. In accordance with the provisions of Regulation 15 a degree is conferred at a Congregation of the University.

Amendments approved:

29 January 2003 (SM/03/10.4); 10 March 2005 (SCM/05/25.2); 30 November 2005 (SCM/05/72.1); 26 May 2010; 27 February 2019 (Senate)

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REGULATION 8

Degree of Doctor of Letters

1. This Regulation is made in pursuance of Ordinance 4.
2. The degree of Doctor of Letters (DLitt) may be awarded by the University.
3. A candidate shall satisfy at least one of the following conditions:
 - 3.1 have held a degree of Bachelor of the University for at least six years
 - 3.2 hold a Fellowship or an Associateship of the Heriot-Watt College, Scottish College of Textiles or Edinburgh College of Art
 - 3.3 have held a degree of Master of the University for at least five years
 - 3.4 have held a degree of Doctor of Philosophy of the University for at least four years
 - 3.5 be a graduate of at least six years' standing of a University approved for this purpose and have been a full-time member of the Academic Staff of the University for at least three years
 - 3.6 hold any other qualification deemed by the Senate to be acceptable for this purpose.
4. A candidate shall make application on the prescribed form to the Academic Registrar. If the Senate approves the application, then the Senate shall appoint at least two external examiners and may in addition appoint an internal examiner. The external examiners shall be of recognised eminence in the subject of the submission. The candidate shall then be invited to make a submission for the degree.

[The Senate has empowered the Research Degrees Committee to make decisions on its behalf in terms of paragraph 4.]
5. The submission shall be made on the prescribed form to the Academic Registrar and shall be accompanied by the following:
 - 5.1 four copies of published work or four copies of a thesis, presenting the results of original research and scholarship. If a thesis is presented, it shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes

[a submission of published work in terms of paragraph 5.1 shall comply with the requirements for a thesis of published research, as prescribed in terms of paragraph 9 of Regulation 43: Degree of Doctor of Philosophy by Published Research]
 - 5.2 a signed declaration either that the candidate is the author of the work submitted or that he or she has made a substantial contribution to the work, such contribution being clearly indicated. In a co-authored work, the candidate must specify their role in each work as a percentage for initiating, leading and authoring the material.
 - 5.3 a signed declaration of the extent if any to which the work includes material already submitted in support of an application for a degree of this or any other University.
6. The degree shall be awarded only if the Senate is satisfied that the submission makes a substantial contribution to learning and establishes the candidate as an authority in his or her field of study. The examiners shall state whether in their view the submission satisfies the requirements for the degree and shall recommend to the Senate whether the degree should be awarded.
7. The Senate may accept any or all of the recommendations of the examiners and shall authorise or refuse to authorise the award of the degree to a candidate.

8. If the Senate decides that the degree be not awarded, a candidate may not again offer himself or herself for the degree within five years of his or her first candidature unless this period is specially reduced by the Senate on the recommendation of the examiners.
9. One set of the collected works approved for the degree shall become the property of the University.
10. A candidate who has complied with all the conditions for the award of the degree of Doctor of Letters shall be entitled to receive the degree.
11. The names of the persons who are authorised to receive the degree of Doctor of Letters shall be published in alphabetical order.
12. In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

Amendments approved:
30 November 2005 (SCM/05/72.1); 26 May 2010; 27 February 2019 (Senate).

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REGULATION 9

Assessments and Examinations

1. This regulation is made in pursuance of Statute 5 paragraph 2 and applies to assessments and examinations in on-campus courses of study. Arrangements for off-campus examinations and assessments are covered in a set of procedures and guidance notes, copies of which are available from the University's website at <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>.
2. **Applicability**
 - 2.1 Paragraphs 3, 4, 5, 6, 7, 8, 9, 10 and 11 shall apply to assessments and examinations in a course of study leading to the following awards:
 - a first degree, including a first degree by mixed-mode study
 - a diploma of higher education
 - a certificate of higher education
 - credits for foundation courses.
 - 2.2 Paragraphs 6, 7, 8 and 11 shall apply to assessments and examinations in a course of study leading to the following awards:
 - a degree of Doctor of Philosophy
 - a degree of Doctor of Engineering (EngD)
 - a degree of Doctor of Business Administration
 - a higher degree of Master
 - a postgraduate diploma
 - a postgraduate certificate
 - a graduate diploma
 - a graduate certificate.
3. **Methods of Assessment and Examination**
 - 3.1 The different methods permitted for assessment and examination are designed to determine the successful completion of a module. They shall be mutually exclusive.
 - 3.2 The particular method adopted for each module will be recorded in the Schedules to Regulations 3,4,18,38,39,44 and 48.
 - 3.3 **Modular Written Examination**
 - 3.3.1 If the sole method of assessment of a module is by modular written examination, it shall be a written examination which shall normally be of two hours duration.
 - 3.3.2 A modular written examination shall not form part of a synoptic assessment.
 - 3.3.3 A modular written examination shall be held in the semester in which the module has been studied. Final year undergraduate and taught masters modules may be examined at the end of Semester 1 or Semester 2, at the discretion of the Head of School.
 - 3.3.4 A modular written examination shall be held during a scheduled diet of examinations (see paragraph 4).
 - 3.4 **Continuous Assessment**
 - 3.4.1 Continuous assessment is the assessment of assignments set during the period of a module.
 - 3.4.2 Continuous assessment may include written, oral or practical examination.
 - 3.4.3 Where a written examination forms part of continuous assessment it shall normally be of two hours duration and shall be held in a scheduled diet of examinations. The proportion of the overall mark allocated to the written examination shall be specified in the course structure and approved by the Senate.
 - 3.5 **Synoptic Assessment**
 - 3.5.1 Synoptic assessment is the assessment of material covered in a set of two related modules which are studied and assessed in the same stage either sequentially across both semesters or concurrently in the same semester.

- 3.5.2 Where synoptic assessment includes a written examination, it shall normally be of two hours duration, unless it is the sole method of assessment in which case it shall normally be of three hours duration.
- 3.5.3 When a written examination forms only part of synoptic assessment the proportion of the overall assessment allocated to it shall be specified in the course structure and approved by the Senate.
- 3.5.4 Written examination as the sole method of synoptic assessment shall require approval of the Undergraduate Studies Committee or the Postgraduate Studies Committee as appropriate.
- 3.5.6 All written examinations in terms of paragraphs 3.5.2 and 3.5.4 shall be held during a scheduled diet of examinations (See paragraph 4).

3.6 Project/Dissertation

- 3.6.1 This is assessment of a submitted project of at least 30 credits which could be studio work or written work such as an extended essay or a dissertation.
 - 3.6.2 Masters courses should comprise eight taught modules (15 credits each) which include a dissertation or a project, any other weighting requires approval from the Senate.
 - 3.6.3 The assessment may be of two or more modules studied sequentially across both semesters, and/or of modules studied in the same semester.
 - 3.6.4 The assessment may include oral, written or practical examination.
- 3.7 In exceptional circumstances, if a School wishes to offer an examination of a duration other than two or three hours (as per the provisions of paragraphs 3.3.1, 3.4.3 and 3.5.2), the Head of School shall make a case in writing to the Academic Registrar and Deputy Secretary.
- 3.8 Each course of study shall comprise a combination of both written examination and other forms of assessment. Written examination as a sole method of assessment shall require approval of the Studies Committee.

4. Examinations Officer

- 4.1 There shall be an Examinations Officer who shall be appointed by the Secretary of the University from among the members of the University administrative Staff.
- 4.2 The responsibilities of the Examinations Officer shall include the following:
 - 4.2.1 the preparation and issue of examination timetables as specified in paragraph 7 of this regulation.
 - 4.2.2 the preparation and issue of guidelines on examination procedures.
 - 4.2.3 the management of the issue of assessment and examination results.
 - 4.2.4 appointment of invigilators

5. Diets of Examinations

- 5.1 There shall be three diets of examinations in each academic year.
- 5.2 The diets of examinations shall be called the December Diet, the Spring Diet and the Resit Diet.
- 5.3 The December Diet shall be held in the thirteenth and fourteenth weeks of the first semester.
- 5.4 The Spring Diet shall be held in the thirteenth to sixteenth weeks of the second semester except that in the fourth and fifth years of a course of study leading to a first degree or in a graduate or postgraduate course of study a written examination may be held at other times with the prior approval of the Senate.
- 5.5 The Resit Diet will normally be held in August.

6. Enrolment

- 6.1 A Student is not required to enrol for an examination of the December or Spring Diet if he or she is attending the module and has paid the tuition fee.
- 6.2 Notwithstanding the provisions of paragraph 6.1 a Student for an examination of the December or Spring Diet who has been permitted to proceed to a subsequent year of his or her course of study carrying one

or more modules is required to enrol for the examinations being carried and to pay the prescribed examination fee by the prescribed date.

- 6.3** A Student for an examination which is due to be held in the December or Spring Diet of examinations and who is not attending the relevant modules is required to enrol and to pay the prescribed examination fee by the prescribed date.
- 6.4** A Student for a degree examination of the Resit Diet is required to enrol and to pay the prescribed examination fee by the prescribed date.
- 6.5** The prescribed dates for enrolment and payment of examination fees shall be as follows:
15th October for examinations of the December or Spring Diet
25th July for examinations of the Resit Diet
- 6.6** Notwithstanding the provisions of paragraphs 6.5 a late application may be accepted on payment of an additional prescribed late fee up to and including the seventh day after the prescribed date.
- 6.7** A Student who is required to be re-assessed in a module which was originally continuously assessed may be required to be re-examined by a written paper or may be required to submit work similar to that which was originally continuously assessed.
- 6.8** At least fourteen days before an examination the Examinations Officer shall send to the Head of the School responsible for the examination copies of the list of candidates eligible to take the examination. The Head of the School shall give a copy of the list of Students to the invigilator of the examination.

7. Timetables

- 7.1** The Examinations Officer, in consultation with Heads of Schools or their nominees, shall prepare timetables of degree examinations.
- 7.2** The timetables shall be issued by the Examinations Officer not later than the following dates:
- November for all examinations in the December diet
 - 31 March for the examinations in the Spring diet of a postgraduate or graduate course of study and the examinations of stage four and stage five of a course of study leading to a first degree
 - April for the examinations in the Spring diet of stages one, two and three of a course of study leading to a first degree
 - July for all examinations in the Resit diet
- 7.3** For each diet the timetable shall state the date, the time and the location of the examinations.
- 7.4** The timetables shall be displayed in the University and on the Academic Registry's website.
- 7.5** It shall be the responsibility of a candidate to familiarise himself or herself with the date, the time and the location of all relevant examinations.

8. Conduct

- 8.1** The provisions of paragraphs 8.2 to 8.24 shall apply to all written examinations. Relevant provisions of paragraphs 8.2 to 8.24 shall apply to oral and practical examinations, as determined by the Head of School.
- 8.2** In each examination venue there shall be at least two invigilators and there may be one or more examination assistants. The method of appointment of invigilators and examination assistants and their duties other than those stated below shall be as prescribed in paragraph 10 of this Regulation.
- 8.3** A Student shall act in accordance with any instructions issued by an invigilator.
- 8.4** A Student shall not be permitted to introduce printed or other material such as dictionaries including electronic dictionaries into the examination room except such as may be authorised by the Head of School. Mobile telephones and other electronic equipment shall be switched off and shall be deposited with other personal items in an area designated by an invigilator. Checks may be made of any material or equipment brought into the examination room.

- 8.5** Where a calculator is required for the completion of the examination, a Student may use any basic scientific calculator, except the following: graphics calculator, programmable calculator and a calculator which features text storage or retrieval facilities.
- 8.6** A Student must bring his or her matriculation card to an examination and shall display it on the desk for the duration of the examination.
- 8.7** A Student shall be admitted to the examination room not earlier than fifteen minutes before the start of the examination.
- 8.8** A Student shall not normally bring food into the examination room but may be allowed to bring in one clear bottle of non-alcoholic and non-carbonated beverage, no larger than 500ml.
- 8.9** A Student shall not be admitted to the examination room later than half an hour after the start of the examination except with the permission of an invigilator.
- 8.10** A Student shall not leave the examination room earlier than one hour after the start of the examination except with the permission of the invigilator and shall not leave the examination room during the last thirty minutes of an examination. A Student shall return all his/her examination scripts and, where appropriate, any papers or other materials and equipment belonging to the University.
- 8.11** A Student who has to leave the examination room temporarily shall be accompanied by an invigilator or an examination assistant.
- 8.12** A Student shall normally remain in his or her place whilst in attendance at a written examination except in circumstances provided for in paragraphs 8.10 or 8.11.
- 8.13** On the instruction of a Head of School or his or her nominee, absences from the examination room during the examination or late arrivals at and early departures from the examination room must be noted on a Student's examination script by the invigilator.
- 8.14** A Student may begin writing and shall stop writing on the instructions of an invigilator.
- 8.15** At the start of an examination a candidate shall receive an attendance slip on which he or she shall immediately write his or her name, course, matriculation and seat number, the subject of the examination and the date and which he or she shall sign. A Student who has completed an attendance slip shall be deemed to have taken the examination and his or her answer-book shall be assessed accordingly.
- 8.16** A Student shall write answers in the answer-books or other examination stationery provided. At the end of an examination a candidate as instructed by an invigilator shall return all answer-books together with any other material with which he or she has been supplied, or on which he or she has written or drawn during the examination.
- 8.17** The answer books completed by a Student during an examination shall thereafter become the property of the University and shall not be released except in accordance with the due process of law.
- 8.18** When a Student receives permission to leave the examination room he or she shall do so expeditiously and quietly.
- 8.19** A Student may not communicate with, receive assistance from or copy from the paper of another candidate or use any other unfair means during an examination. When an examination irregularity occurs, a candidate shall hand over to the invigilator any unauthorised material and shall normally be permitted to continue with the examination.
- 8.20** A Student may be required by an invigilator to withdraw from an examination for good cause. The invigilator shall as soon as possible report any such withdrawal to the appropriate Dean, the Head of the Student's School or his or her Director of Studies and the Head of the School offering the module.
- 8.21** The answer-book of a Student who has committed an examination irregularity or is required to withdraw shall be passed by the invigilator to the Examinations Officer who will forward this to the Head of School

offering the module together with a note on the Examination Report Form explaining the circumstances of the withdrawal.

- 8.22** A Student whose examination scripts are judged to be so illegible that assessment is impossible may be required to dictate them to a typist under supervision and at his or her own expense. A request from the examiners for such action shall require the approval of the Head of the School offering the module.
- 8.23** A Student in any examination who wishes to type or dictate his or her answers may apply for permission to the Head of the School offering the class. Notwithstanding the provisions of paragraph 10.1 an amanuensis who is not a member of the Academic Staff may with the approval of the Head of School act as invigilator. The Student may be required to bear the cost of any special arrangement.
- 8.24** A Student who disregards the procedures in this regulation concerning the introduction of printed or other material, electronic equipment, mobile telephones and calculators (other than those authorised by a Head of School) into an examination room, may be liable to disciplinary action.

9. Attendance

- 9.1** A Student shall attend all examinations prescribed for his or her course of study.
- 9.2** A Student who is prevented through illness from taking an examination shall submit to the Head of School a certificate issued by a registered medical practitioner.
- 9.3** When a Student for an examination is unable through illness or other good cause to take a written examination on the date and at the time and location specified, a Dean of the University may, on the recommendation of the Head of the appropriate School, and in the case of illness, of a registered medical practitioner, make other arrangements, provided that an invigilator nominated by the Head of the School and appointed by the Dean is present throughout the examination. Notwithstanding the provisions of paragraph 10.1 the invigilator need not be a member of the Academic Staff. The candidate may be required to bear the cost of the invigilation and any other expenses incurred.

10. Invigilation

- 10.1** The Examinations Officer shall appoint invigilators, including any additional invigilators for each examination in a particular module. The duties of all invigilators shall be as indicated by the Examinations Officer on the authorisation of the Vice-Principal.
- 10.2** There must be two invigilators, normally one male and one female, for the first fifty candidates in an examination room, and one for every further fifty or part thereof.
- 10.3** For each examination the Examinations Officer shall ensure that there is available an adequate number of examination assistants who shall work under the direction of the invigilators. An examination assistant need not be a member of the Academic Staff of the University.
- 10.4** The Head of School or his or her nominee shall be responsible for the delivery of examination papers to examination room at least 30 minutes before the start of an examination.
- 10.5** All invigilators and examination assistants must report to the examination room at least thirty minutes before the start of an examination. An invigilator shall ensure that sufficient quantities of the examination paper, answer books and other materials necessary for the examination have been provided; such preparation shall be completed before any candidates are admitted to the examination room and at least fifteen minutes before the advertised start of the examination.
- 10.6** At the beginning of each examination an invigilator shall draw the attention of Students to the rubric printed on the back page of the answer book which gives information to Students on the conduct expected of them during the examination and the penalties for cheating, and shall give any other necessary instructions.
- 10.7** Not later than half an hour after the start of an examination an invigilator or examination assistant shall collect the attendance slips, shall check that all sections have been completed including seat number and shall compare them with the list of Students eligible to take the examination. He or she shall record

any discrepancies on the list and immediately following the examination report the matter to the Examinations Officer.

- 10.8 At the end of an examination an invigilator shall collect the answer books from each Student together with any other material relevant to the examination on which a Student has written or drawn during the examination.
- 10.9 For the duration of an examination an invigilator shall not be engaged in activities inconsistent with his or her duties as an invigilator and shall ensure that adequate patrolling of the venue takes place during the examination.
- 10.10 At the end of examinations the invigilators shall ensure that the answer books and other material from each Student are returned to the Academic Registry for collection by the Head of the School offering the module or by his or her nominee.
- 10.11 An invigilator shall not discuss an examination paper with a candidate individually but he or she may make a general announcement to all candidates in order to explain any typographical errors in or omissions from the examination paper or to convey other instructions from the examiners.
- 10.12 An invigilator shall ensure that all Regulations relating to the conduct of examinations are observed.
- 10.13 An invigilator shall report any unusual incident or any apparent breach of the Regulations on the prescribed form to the Academic Registry for onward delivery to the Head of the appropriate School immediately after the examination. The invigilator shall also report what action was taken as a result of the incident. The Head of School shall ensure that any required disciplinary action is taken forward. A copy of the report shall be given to the Examinations Officer.

11. Results

- 11.1 The procedure to be followed for the preparation, adjudication and announcement of the results of examinations taken by a Student pursuing a Programme of Study shall be as determined from time to time by the Senate on the recommendation of a Committee as appropriate.

12. Special Circumstances

- 12.1 A Student may notify the Head of his or her School of any illness or other circumstances which may have adversely affected his or her performance and which he or she would like the examiners to take into account in making their decision.

13. Special Needs

- 13.1 The University has in place a policy and procedures for making alternative examination and assessment arrangements for candidates with special needs. Students who are seeking alternative examination or assessment arrangements should contact the University's Special Needs Adviser in the first instance.
- 13.2 The University's policy and procedures for Students with special needs are available for consultation in Student Welfare Services or on the University's website at <https://www.hw.ac.uk/students/health-wellbeing.htm>

14. External Examination

- 14.1 A code of practice relating to the appointment and role of external examiners for taught courses and research degrees is available for consultation in the Academic Registry or on the University's website at <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

Modifications approved by Senate/Senate Council: 1 December 2004; 18 May 2005 (SCM/05/42.4); 30 November 2005 (SCM/05/72.1); 25 October 2006 (SCM/06/35.4), 24 October 2007 (SP/07/49), June 2008, 28 March 2012, 2 December 2015 (SP/15/60).

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1. This Regulation is made in pursuance of paragraph 1 (e) of Article 3 of the Charter and Ordinance 49.
2. The Senate shall appoint an Honorary Degrees Working Group which shall be a committee of the Senate. The Working Group shall report to the Senate through the Senate Business Committee and shall consist of the following persons:
 - 2.1 the Principal ex officio
 - 2.2 the Vice-Principal ex officio
 - 2.3 the Senior Deputy Principal ex officio
 - 2.4 the Deputy Principal (Research and Knowledge Transfer) ex officio
 - 2.5 the Deans of the University ex officio
 - 2.6 the Secretary of the University ex officio
 - 2.7 One representative of each School/Institute nominated by the Head of School/Institute
 - 2.8 One Student representative nominated by the Student Union
3. The functions of the Working Group shall be as follows:
 - 3.1 to invite members of Staff to make proposals for the award of an honorary degree.
 - 3.2 to consider all nominations for honorary degrees and on behalf of the Senate to select persons upon whom honorary degrees are to be conferred.
 - 3.3 To approach on behalf of the Senate all persons who are to be invited to receive honorary degrees to ascertain their willingness to accept the invitation.
 - 3.4 to present to the Senate Business Committee a report giving the name of each person selected to receive an honorary degree who has confirmed his or her willingness to accept an award. The report shall include the grounds on which each candidate was selected.
 - 3.5 Identify possible University-nominated Staff recipients for honours in the New Year and Queen's Official Birthday Honours listings and to complete the nomination process*.

[*this does not prevent individuals from submitting their own nominations in accordance with the prescribed process set out by the Cabinet Office]
4. The Working Group shall not consider applications from or on behalf of persons desirous of receiving an honorary degree.
5. The following degrees may be awarded as honorary degrees:
 - 5.1 Master of Science (MSc)
 - 5.2 Master of Letters (MLitt)
 - 5.3 Doctor of Science (DSc)
 - 5.4 Doctor of Engineering (DEng)
 - 5.5 Doctor of Letters (DLitt)
 - 5.6 Doctor of the University (DUniv)
6. In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

Amended: 24.02.1998

Further amendments approved: Senate Council, 10 March 2005 (SCM/05/25.4); Senate, 3 June 2009

Amendments approved by the Senate Business Committee 10 July 2012

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1. This Regulation is made in pursuance of clause (f) of paragraph 4 of Statute XIII.
2. For the purposes of this Regulation, the term “Library” is deemed to include all parts of the University Library wherever situated. The term “book” is deemed to include all types of material, including material held by others which the University has a licence to use.
3. The Librarian shall prescribe the opening hours of the Library in consultation with the Library Committee.
4. **Consultation**
 - 4.1 The Library shall be open for consultation to members and any other person who has reasonable cause to use the Library.
 - 4.2 The use of the Library by any other person shall be at the discretion of the Librarian.
 - 4.3 Access to and use of electronic sources of information may be subject to specific contractual restrictions, which may limit their use to particular groups of users.
5. **Members**
 - 5.1 There shall be two categories of members:
 - 5.1.1 internal members
 - 5.1.2 external members
6. **Internal Members**
 - 6.1 The following categories of persons shall be internal members:
 - 6.1.1 members of the Court; members of the Staff of the University; research fellows; visiting, honorary & retired members of Staff
 - 6.1.2 Approved Teachers, Approved Tutors and Approved Supervisors on production of a Personal Identification Card obtained from the Registry
 - 6.1.3 matriculated Students
 - 6.1.4 postgraduate Students who are completing their theses, on production of a Personal Identification Card obtained from the Registry
 - 6.1.5 visiting scholars, on production of a Personal Identification Card obtained from the Registry.
7. **External Members**
 - 7.1 The following categories of persons shall be external members:
 - 7.1.1 graduates of the University, Fellows and Associates of Heriot-Watt College, and diplomates of the Scottish College of Textiles
 - 7.1.2 employees of companies or other institutions who have registered as corporate members of the Library in accordance with paragraph 8. The number of employees allowed by each corporate member shall be determined by the Librarian
 - 7.1.3 employees of companies and other institutions on the University Research Park
 - 7.1.4 members of such institutions with which an agreement on reciprocal rights has been concluded
 - 7.1.5 such other persons whom the Librarian may permit to borrow books from the Library. Such persons shall make application in writing to the Librarian for admission as a member.
8. **Corporate Membership**
 - 8.1 Companies or other institutions may be permitted to register as corporate members.
9. **Books**
 - 9.1 The Librarian shall assign every book to a category which shall determine:
 - 9.1.1 the persons by whom and the length of period for which it may be borrowed or
 - 9.1.2 that it may not be borrowed.

10. Loan Periods

- 10.1** The Librarian in consultation with the Library Committee shall determine the loan periods for each category of book and where appropriate shall determine return dates for books in particular categories.
- 10.2** Notwithstanding the provisions of paragraph 10.1 the Librarian may:
 - 10.2.1** vary the length of the period for which a book may be borrowed or
 - 10.2.2** require the early return of a book by a notice given or sent to the member.

11. Borrowing

- 11.1** The Librarian shall determine the number of books in each category which may be borrowed by each category of member.
- 11.2** Notwithstanding the provisions of paragraph 11.1 the Librarian may vary the number of books in any category which may be borrowed by a member.
- 11.3** Each person who is permitted to borrow from the Library shall register with the Library and be issued with a bar-code, and shall be assigned to one of the categories of member before he or she will be permitted to borrow a book.
- 11.4** A bar-code shall be used only by the person to whom it has been issued.
- 11.5** A member shall not borrow a book from the Library unless he or she has registered the loan by the presentation of his or her bar-code and the book to a member of Staff of the Library.
- 11.6** A member shall report the loss or theft of his/her barcode to the Library
- 11.7** A member will be held responsible for the loss of or damage to any books borrowed using his/her barcode.

12. Borrowing Entitlements—Internal Members

- 12.1** Subject to the provisions of paragraphs 9 and 10 internal members shall be entitled to borrow all books which may be borrowed.

13. Borrowing Entitlements—External Members

- 13.1** An external member shall be entitled to borrow only those books determined by the Librarian.

14. Return of Books

- 14.1** At the time of registering the loan of a book, a member shall be notified of the date and where appropriate the time of its return.
- 14.2** A member shall return a book on loan from the Library not later than the prescribed date or the prescribed time.
- 14.3** A member of the Library Staff shall register the return of a book by reading off the bar code on the book or by the cancellation of a voucher recording the loan of the book.
- 14.4** A member who fails to return a book by the prescribed date or the prescribed time, or who retains the book for more than five days after a dated notice requiring early return has been given or sent to him or her in terms of paragraph 10.2.2, may be liable to a fine.
- 14.3** The level of fines chargeable for the late return of particular categories of books shall be determined by the Librarian in consultation with the Library Committee.

15. Charges for Services

- 15.1** The Librarian with the approval of the Library Committee shall determine which services shall be provided free of charge to all users, which services shall be provided free of charge to internal users but not to external users and which services shall be charged to all users.
- 15.2** The Librarian with the approval of the Library Committee shall determine the level of charge to be made for each charged service.

16. Conduct and Discipline

- 16.1** A user shall observe a good standard of behaviour in the Library, shall obey all reasonable instructions from members of the Staff of the Library and shall not cause unreasonable disturbance or inconvenience to other users of the Library.
- 16.2** A user may be required to give evidence of his or her identity to a member of the Staff of the Library.
- 16.3** A user who is considered by a member of Staff of the Library to cause unreasonable disturbance or inconvenience to other users of the Library or to be in breach of this regulation may be dismissed from the Library immediately.
- 16.4** Smoking and the consumption of food and drink are not permitted in any part of the Library open to users.
- 16.5** The reservation of a seat in the Library is not permitted.
- 16.6** Members of the Library Staff shall have authority to remove books and other property which are left in the Library.
- 16.7** The University shall not accept responsibility for property left in the Library.
- 16.8** A user shall take reasonable steps to protect Library books and shall not mark or otherwise deface them.
- 16.9** A user shall be held responsible for any damage or defacement which he or she causes to a Library book or other Library property.
- 16.10** A user shall be held responsible for the loss of or any damage to a book which has been borrowed on the presentation of his/her bar code.
- 16.11** A user may be required to make good to the satisfaction of the Librarian any loss or damage for which he or she is held responsible.
- 16.12** A user who removes a book from the Library without having first registered the loan shall be liable to disciplinary action which may include the imposition of a fine.
- 16.13** The Librarian shall have the authority to exclude from the Library for a period not exceeding three months any person who is in serious breach of this Regulation. The Librarian may require any such person to return immediately any Library book in his or her possession.
- 16.14** A Student subject to disciplinary action by the Librarian shall have the right to appeal to the Discipline Committee of the Senate. Procedures relating to Student Discipline are detailed in Ordinance 9. Any other person subject to disciplinary action by the Librarian in terms of this Regulation shall have the right of appeal to the Library Committee of the Senate.
- 16.15** All Library material is lent or provided subject to the relevant copyright legislation. Registering as a member of the Library shall be deemed to constitute an undertaking to indemnify the University against all claims which may be made against it on this account in respect of any use of Library material.
- 16.16** Access to and use of electronic sources of information may be subject to specific contractual restrictions, which may limit their use to particular groups of users.

REGULATION 12

Safety

The rescinding of Regulation 12 was recommended for approval by the Senate at its meeting on 5 December 2012 and was approved by the Court at its meeting on 17 December 2012.

Rescinded by the Court: 17 December 2012

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REGULATION 13 Ceremonial Processions

1. On ceremonial occasions the following shall be the order of place in processions:

The Chancellor
The Principal
The Principals Emeriti
The Vice-Principal
The Chair of Court
The Deans of the University
The Secretary of the University
The President of the Watt Club
The Chaplain of the University

The Court
The Senate
The Professors Emeriti
The Professors
The Honorary Graduates
The Readers
The Senior Lecturers
The Lecturers
The Approved Teachers and Approved Tutors
The other members of the Academic Staff

The members of the Library Staff

The members of the administrative Staff
The other members of the Staff of the University
The members of the Graduates Association
The office bearers of the Student Union
The other Students of the University.

2. The order within a class shall be based on seniority.

REGULATION 14 Academic Dress

1. This regulation is made in pursuance of clause (n) of paragraph 4 of Statute XIII
2. The academic dress for Officers and Members of the University and other persons shall be prescribed in paragraphs 4 and 5.
3. On occasions when academic dress is worn a person shall be dressed in accordance with the provisions of paragraphs 3.1 and 3.2 and shall wear the gown and hood and may wear or carry the cap as prescribed in paragraphs 4 and 5 below.
 - 3.1 A male person shall wear dark suit/trousers, a white shirt with a white collar and a dark tie. Academic or regimental ties are permitted. Highland dress or national dress may be worn. Blues awarded by the Council of the Sports Union may be worn.
 - 3.2 A female person shall wear a white blouse with a dark skirt or dark trouser suit or a white dress or a black dress. National dress may be worn. Blues awarded by the Council of the Sports Union may be worn.
4. **Officer, Members of the University and Other Persons**
 - 4.1 **Chancellor**

The gown shall be of black rip-cord with long closed sleeves, ornamented with gold braid and gold frogs. The cap shall be a black velvet trencher edged with gold braid and with a tassel of gold.
 - 4.2 **Vice-Chancellor**

The gown shall be similar to that of the Chancellor ornamented with silver in place of gold. The cap shall be a black velvet trencher edged with silver braid and with a tassel of silver.
 - 4.3 **Principal**

The gown shall be of fine maroon wool with open sleeves each turned back at the top and fastened with a fine gold thread and a gold button. The facings and yoke shall be edged in five centimetre-wide gold braid. The cap shall be a four-cornered cap of dark brown velvet.
 - 4.4 **Vice-Principals**

The gown shall be of fine purple wool with open sleeves each turned back at the top and fastened with a fine gold thread and a gold button. The facings and yoke shall be edged in two point five centimetres-wide gold braid. The cap shall be a four-cornered cap of dark brown velvet.
 - 4.5 **Deans of the University**
 - 4.5.1 **Elected Deans**

The gown shall be of fine blue wool (Heriot-Watt blue) with open sleeves, each turned back at the top and fastened with a silver thread and a silver button. The lining of the sleeves shall be magenta. The facings of the yoke shall be magenta and edged in two centimetres-wide silver braid. The back of the yoke shall include the University crest.
 - 4.5.2 **Senior Dean**

The gown shall be of fine blue wool (Heriot-Watt blue) with open sleeves, each turned back at the top and fastened with a gold thread and a gold button. The lining of the sleeves shall be magenta. The facings of the yoke shall be magenta and edged in two centimetres-wide gold braid. The back of the yoke shall include the University crest.
 - 4.6 **Secretary of the University**

The gown shall be of fine dark blue wool with open sleeves, lined in light blue and each turned back at the top and fastened with a fine silver thread and a silver button. The facings and yoke shall be light blue material. The facings and yoke shall be edged in two centimetres-wide silver braid.
 - 4.7 **Chair of Court**

The gown shall be of black silk with a gold button and cord on the cuff of the open sleeves. The collar and the facings of the gown shall be of maroon velvet. The top of the sleeves and the edge of the collar

shall have gold ornamentation and the facings shall be edged with gold. The cap shall be a black trencher with a gold tassel.

4.8 Members of Court

The gown shall be of black silk with gold ornamentation at the top of the sleeves and on the edge of the collar with a gold button and cord on the cuff. The cap shall be a black trencher with a black tassel.

4.9 President of the Watt Club

The gown shall be of black fabric with open sleeves lined in blue, each turned back at the top and fastened with a fine black thread and a black button. The facings and yoke shall be blue. The back of the yoke shall include the University crest.

4.10 Members of Staff of the University

The gown shall be black with long closed sleeves. The cap shall be a black trencher with a black tassel.

4.11 President of the Student Union

The gown shall be dark blue with a gold yoke and facings. The cap shall be a black trencher with a black tassel.

4.12 Other Office Bearers of the Student Union

The gown shall be dark blue with yellow piping or black with a dark blue yoke. The cap shall be a black trencher with a black tassel.

4.13 Chaplain

In addition to clerical dress a stole shall be worn. The stole shall be of white silk at one end of which shall be embroidered the shield of the coat of arms of the University and at the other a cross of gold.

4.14 Bedell

The gown shall be of black stuff with open sleeves with a gold cord at the cuff. The yoke and facings shall be of dark blue velvet. The hat shall be a cocked hat of black velour.

4.15 Members of the University

The gown shall be black with long closed sleeves. The cap shall be a black trencher with a black tassel.

4.16 Other Persons

The gown shall be black with long closed sleeves. The cap shall be a black trencher with a black tassel.

5. Graduates

5.1 Gowns

5.1.1 Bachelors

The gown shall be black with long closed sleeves.

5.1.2 Masters

The gown shall be black with long closed sleeves.

5.1.3 Doctor of Philosophy/Doctor of Engineering (EngD)/Doctor of Business Administration

The gown shall be magenta with open sleeves.

5.1.4 Doctor of Science (Life Sciences, Mathematical and Computer Sciences, Physical Sciences)

The gown shall be light blue with open sleeves.

5.1.5 Doctor of Science (Built Environment, Engineering (School of Engineering and Physical Sciences), Petroleum Engineering)

The gown shall be dark blue with open sleeves.

5.1.6 Doctor of Science (Textiles and Design)

The gown shall be pillar box red with open sleeves.

5.1.7 Doctor of Engineering (DEng) (Built Environment, Engineering, Petroleum Engineering)

The gown shall be dark blue with open sleeves.

5.1.8 Doctor of Letters (Edinburgh Business School, Management and Languages)

The gown shall be purple with open sleeves.

5.1.9 Doctor of Letters (Textiles and Design)

The gown shall be silver grey with open sleeves.

5.1.10 Doctor of the University

The gown shall be gold with open sleeves.

5.2 Hoods

The hood shall be as specified below and shall be of the "full" shape. Graduates who require post graduation academic dress and who graduated prior to July 2007 are required to wear the colours in which they graduated.

Degree	Hood	Lining	Cowl Edge	Cape Edge	School
Undergraduate	Black	Blue			n/a
BSc	Black	Blue			n/a
BEng	Black	Blue			n/a
MEng	Black	Blue			n/a
MPhys	Black	Blue			n/a
MChem	Black	Blue			n/a
BA/MA	Black	Blue			n/a
Graduate Certificate/Diploma	Black	Blue			n/a
Postgraduate Certificate/Diploma Taught	Black	Blue	Gold		n/a
MSc	Black	Blue	Gold	Gold	n/a
MURP	Black	Blue	Gold	Gold	n/a
MBA	Black	Blue	Gold	Gold	n/a
MLitt	Black	Blue	Gold	Gold	n/a
MDes	Black	Blue	Gold	Gold	n/a
Postgraduate Research					
MPhil	Black	Magenta			n/a
PhD	Magenta	White			n/a
EngD	Magenta	White			n/a
DBA	Magenta	White			n/a
DSc (Science)	Light Blue	White			Engineering and Physical Sciences (EPS) – Physical Sciences only, Mathematics and Computer Sciences (MACS), Life Sciences (SLS)
DSc (Engineering)	Dark Blue	White			EPS – Engineering only, Institute of Petroleum Engineering (IPE), Built Environment (SBE)
DEng	Dark Blue	White			EPS, IPE, SBE
MLitt	Black	Purple			Edinburgh Business School (EBS) Management and Languages (SML)
DLitt	Purple	White			EBS, SML
MLitt	Pillar Box Red	Silver			School of Textiles and Design (TEX)
DLitt	Pillar Box Red	White			TEX
DSc	Pillar Box Red	White			TEX
DUniv	Gold	White			n/a

5.3 Caps

The cap for every degree of the University shall be a black trencher with a black tassel.

6. Alternative Dress

- 6.1** Notwithstanding the provisions of paragraphs 4.8, 4.10 and 4.16, a person who is a graduate of the University or a Fellow or an Associate of the Heriot-Watt College may wear the appropriate academic dress.
- 6.2** Notwithstanding the provisions of paragraphs 4.8, 4.10 and 4.16, a person who is a member of another academic institution may wear the academic dress prescribed for that institution.
- 6.3** Notwithstanding the provisions of paragraphs 4.8, 4.10 and 4.16, a member of Staff who is a graduate of another academic institution for which no academic dress is prescribed should wear the academic dress associated with an equivalent award of the University.

6.4 Notwithstanding the provisions of paragraphs 4, 6.1 and 6.2 a graduand at a congregation for the conferment of degrees shall wear the academic dress appropriate to the degree to be conferred.

7. Occasions for Academic Dress

7.1 Academic dress shall be worn at congregations for the conferment of degrees and on such other occasions as the Senate may from time to time prescribe.

Amendments approved 14.5.03 (SM/03/41.2)

Further amendments approved 28.01.04 (SCM/04/9.5); 30.11.05 (SCM/05/72.4); 17 May 2006 (SCM/06/41.6); 15 June 2010 (Senate Business Committee)

Further amendments approved by the Senate 10.Oct 12

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1. This Regulation is made in pursuance of paragraph 1 (b) of Statute XXIX.
2. For the purposes of this Regulation the term “honorary graduand” shall mean a person who is eligible for the award of a degree in terms of paragraph 2.3 or paragraph 2.4 of Ordinance 4 and the term ‘graduand’ shall mean a person who is eligible for the award of a degree in terms of paragraph 2.1 or paragraph 2.2 of Ordinance 4.
2. **Procedure**
 - 3.1 The Senate shall determine and shall announce the times and the places at which congregations for the conferment of degrees shall be held and which degrees shall be awarded at a congregation.
 - 3.2 The following persons shall normally be invited to attend a congregation:
 - 3.2.1 persons who have been authorised by the Senate to receive an award
 - 3.2.2 the members of the Court
 - 3.2.3 the members of the Senate
 - 3.2.4 the Secretary of the University
 - 3.2.5 the Principals Emeriti
 - 3.2.6 the Professors Emeriti
 - 3.2.7 the members of the Academic Staff, the senior library Staff and the senior administrative Staff
 - 3.2.8 the office bearers of the Student Union
 - 3.2.9 such other persons as the Senate may from time to time prescribe.
 - 3.3 Notwithstanding the provisions of paragraph 3.2 a person who has not graduated after invitations to attend four congregations have been sent to him or her shall not normally be sent further invitations but may request permission to graduate at a subsequent congregation.
 - 3.4 A person who has received the authority of the Senate for an award shall be required to give at least ten days notice of his or her intention to graduate but the Secretary of the University, for good cause shown, may exceptionally waive the requirement.
 - 3.5 The Senate, for good cause shown, may give authority for a graduand to be awarded a degree *in absentia*. A person who wishes to be awarded a degree *in absentia* shall make application in writing to the Secretary of the University.
4. **Academic Procession**
 - 4.1 There shall be an academic procession at a congregation.
 - 4.2 The following persons shall normally be invited to participate in the procession:
 - 4.2.1 the honorary graduands
 - 4.2.2 the graduands
 - 4.2.3 the persons referred to in paragraphs 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7 and 3.2.8
 - 4.2.4 such other persons as the Senate may from time to time prescribe.
5. **Academic Dress**
 - 5.1 A person who participates in a procession shall wear academic dress.
 - 5.2 Notwithstanding the provisions of Regulation 14 a person upon whom a degree is to be conferred shall wear the gown and shall carry the hood until he or she has graduated.
6. **Ceremony**
 - 6.1 The Chancellor or in his or her absence the Vice-Chancellor or in their absence the Vice-Principal whom failing a professor appointed by the Senate for the purpose shall preside at a congregation and shall confer degrees.

- 6.2** Degrees shall normally be conferred in the following sequence, where appropriate:
- 6.2.1** Conferment of Honorary Degrees of Doctor
 - 6.2.2** Conferment of Honorary Degrees of Master
 - 6.2.3** Conferment of Degrees of Doctor of Science, Doctor of Letters and Doctor of Philosophy and Degrees of Master
 - 6.2.4** Conferment of Degrees of Bachelor
 - 6.2.5** Presentation of Learning and Teaching Prize
 - 6.2.6** Presentation of 'Best Teacher' Prize
 - 6.2.7** Presentation of MacFarlane Prize
 - 6.2.8** Presentation of School Prizes
 - 6.2.9** Presentation of Prize for Services to Students
 - 6.2.10** Presentation of Watt Club Medals/Prizes
 - 6.2.11** Address
 - 6.2.12** Processions
- 6.3** An honorary graduand shall be presented by the Principal, the Vice-Principal, a Dean of the University or another member of the University, as defined in Ordinance 46.
- 6.4** A Head of School shall present the graduands, including graduands for the degree of Combined Studies, in his or her School. Alternatively in the absence of the Head of School, graduands shall be presented by a Dean of the University or a member of Staff nominated by the Head of School. These alternative arrangements shall be approved by the Senate Business Committee.
- 6.5** The Vice-Principal shall present graduands not associated with a School of the University.
- 6.6** Within the sequence specified in paragraph 6.2 the Senate shall prescribe the order in which individual persons shall be presented.
- 6.7** An honorary graduand shall be presented with the following words: "By the authority of the Senate I present for the honorary degree (name of degree) (name of honorary graduand)".
- 6.8** A Head of School shall present graduands with the following words
 "In the name of the School of.... and by the authority of the Senate I present for the degree of.... (name of degree) (names of graduands)".
 The Head of School shall indicate where appropriate the class of honours and the conferment of a degree with distinction.
- 6.9** A Head of a Postgraduate Institute shall present graduands with the following words
 "In the name of the Institute of.... and by the authority of the Senate I present for the degree of.... (name of degree) (names of graduands)".
 The Head of School shall indicate where appropriate the conferment of a degree with distinction.
- 6.10** The Vice-Principal shall present graduands with the following words:
 "By the authority of the Senate I present for the degree"
 The Vice-Principal shall indicate where appropriate the class of honours and the conferment of a degree with distinction.
- 6.11** The Chancellor or other person presiding shall confer degrees with the following words:
 "In the name of the University I confer the degree".
- 6.12** As each honorary graduand and graduand is presented the Chancellor or other person presiding shall touch him or her on the head with the University Cap.
- 6.13** When a degree is conferred the appropriate hood shall be placed over the shoulders of the graduate.
- 6.14** After all the honorary graduands and graduands have been presented the Chancellor or other person presiding shall confer degrees *in absentia* with the following words:
 "In the name of the University I confer the respective degrees upon those whom the Senate has authorised to graduate *in absentia*."

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REGULATION 16

Representation on a Faculty Board of Departments, Centres, Institutes which are not part of the Faculty

Regulation rescinded by Senate Council, 18.05.05 (SCM/05/41.5)

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REGULATION 17

Standing Committees of the Senate

Rescinded 25 August 2015

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REGULATION 18

Postgraduate Certificates and Graduate Certificates

1. This Regulation is made in pursuance of clause 1 (b) of Article 3 of the Charter and Statutes XIII and XXII.
2. For the purposes of this Regulation, the term “certificate” is deemed to include both postgraduate certificate and graduate certificate.
3. **Eligibility**
 - 3.1 The University may award a certificate to a Student who has complied with the following conditions:
 - 3.1.1 satisfied the requirements for admission to a course of study
 - 3.1.2 matriculated as a Student of the University
 - 3.1.3 pursued for the prescribed period a course of study approved by the Senate
 - 3.1.4 satisfied the examiners
 - 3.1.5 received the authority of the Senate for the award
 - 3.1.6 paid the prescribed fees
 - 3.1.7 complied with all relevant Ordinances and Regulations.
4. **Admission**
 - 4.1 To be eligible for admission an applicant shall hold at least one of the following qualifications :
 - 4.1.1 a degree of the University
 - 4.1.2 a degree of any other University approved for the purpose
 - 4.1.3 any other qualifications and/or experience deemed by the Senate to be acceptable for the purpose.
 - 4.2 An applicant for admission shall comply with the provisions of Regulation 2.
5. **Matriculation**
 - 5.1 A Student shall matriculate as a Student of the University.
6. **External Examiners**
 - 6.1 For each course of study leading to a certificate there shall be at least one External Examiner and one Internal Examiner.
 - 6.2 External Examiners and Internal Examiners shall be appointed by Senate.
 - 6.3 An External Examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.
 - 6.4 At the end of each year and of his or her period of appointment an external examiner shall submit a written report to the Principal.
 - 6.5 The examinations for certificates shall be as prescribed by the Senate.
7. **Courses of Study**
 - 7.1 A Student shall pursue a course of study approved by the Senate.
 - 7.2 Approved courses of study shall be as described in the course structures. The course structures may be amended from time to time with the approval of the Senate.
 - 7.3 The course of study shall consist of instruction normally in the form of modules, together with attendance at lectures and colloquia as directed by the Head of School.

7.3.1 A module taken as part of a course of study leading to the award of a certificate shall consist of a minimum of 150 notional hours of Student effort. A module may include the following as appropriate:

- timetabled hours for lectures, tutorials, seminars, workshops, laboratories or studio work.
- project work, dissertations
- private study supervised or otherwise
- module assessment including written examinations.

7.3.2 The Head of School shall allocate a “level” to each module. Except with the approval of the Senate, the level shall be determined by the definition of level adopted by the Scottish Credit and Qualifications Framework, namely with reference to:

- the complexity and depth of knowledge and understanding
- links to academic or professional practice
- the degree of integration, independence and creativity required
- the range and sophistication of application/practice
- the role(s) taken in relation to other learners in carrying out task

7.3.3 No pre-requisites shall be prescribed for any module taken as part of a course of study leading to the award of Postgraduate Certificate or Graduate Certificate.

7.3.4 Two modules offered either in different semesters or in the same semester and at the same level may be linked by the Schools offering the modules, especially where the material is continuous from one module to the next. Two or three modules may be linked in this way and such modules shall be referred to as synoptically assessed modules.

7.3.5 A course of study which is comprised entirely of synoptically assessed modules shall require approval of the Postgraduate Studies Committee.

7.4 A Student shall attend for oral examination if the examiners so require.

8. Credit Rating

8.1 Each module shall have a credit rating of 15 SCQF (Scottish Credit and Qualifications Framework) credit points based on 150 notional hours of Student effort.

8.2 Notwithstanding paragraph 8.1, a module may be assigned a credit rating which is more than 15 SCQF credit points as specified and recorded in the course structures and approved by the Senate.

8.3 A Student who has successfully completed a module by satisfying the requirements as specified in the course structures shall be awarded the requisite credit points.

8.4 A Student shall not receive credit more than once for any module or set of modules.

8.5 A Student shall receive only one set of credit points for modules in a course of study which contain a significant amount of common material.

9. Mode of Study

9.1 A Student may be accepted either for full-time study or for part-time study or for study by distance learning or for mixed-mode study. For the purpose of this regulation mixed-mode study shall be any combination of full-time, part-time or distance learning. For distance learning and mixed-mode study the course structures shall specify the proportion of full-time study below which the Student will be categorised for the purpose of this regulation as part-time.

10. Period of Study

10.1 A Student shall normally complete all work for the certificate within the period specified for the course of study. In exceptional circumstances the Senate may extend the period.

10.2 Full-Time Students

10.2.1 For a full-time Student the course of study shall normally be pursued in the University. The Senate may grant to a candidate leave of absence from the University for special purposes connected with his or her course of study.

10.2.2 The duration of the course of study shall normally be at least six months.

10.2.3 The maximum period which may be specified within a course structure for completion of a certificate taken on a full-time basis is two years.

10.3 Part-Time Students

10.3.1 The duration of the course by part-time study shall be at least twelve months.

10.3.2 The maximum period which can be specified in a course structure for a certificate taken on a part-time basis, including transfer from full-time to part-time study, is four years.

10.4 A Student who has satisfied the requirements for progress and who wishes to suspend studies prior to continued registration may be permitted by the Head of School to defer proceeding for one academic year in the first instance.

10.5 In exceptional circumstances, during the course of the academic year, the Senate may permit a candidate to suspend studies temporarily for a specified period of time. When granting such permission, the Senate shall specify the examination opportunities which shall be available to the candidate on the resumption of studies.

[The Senate has empowered the Postgraduate Studies Committee to make decisions on its behalf in terms of paragraph 10.5.]

11. Recognition of Prior Learning

The University's policy on the Recognition of Prior Learning is contained in Regulation 46: Recognition of Prior Learning and Credit Transfer.

12. Attendance and Performance

12.1 A Student admitted to a course of study shall attend regularly each module in his or her curriculum, perform satisfactorily the work of the module and assessments prescribed for the particular course of study.

[*Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.*] The University's policy on Student Attendance is available at:
(<https://www.hw.ac.uk/students/doc/studentattendancepolicy.pdf>)

12.2 If in the opinion of the Head of the School offering a particular module a Student fails to attend regularly or perform satisfactorily the work of the module the Head of School shall write to the Student by the end of the fourth week of the semester in question, notifying him or her and advising him or her of the possible consequences. The Head of the School offering the module shall send a copy of the written notification to the Head of the candidate's School who shall as soon as possible report the name of the candidate to the Postgraduate Studies Committee.

12.3 If the Student continues not to attend or perform satisfactorily the work of the module the Head of the candidate's School and the Head of School offering the particular module may resolve jointly by the end of the eighth week of any term that the Student shall not be allowed to present himself or herself for assessment or examination in that module at the next ensuing diet of examinations or at any subsequent diet of examinations and shall inform the Student accordingly. The Head of the Student's School shall inform the Postgraduate Studies Committee of any such action. The Clerk of the Postgraduate Studies Committee shall in turn inform the University's Student Records Officer of exclusion from module assessment or examination.

12.4 A Student who fails to comply with the requirements for performance and/or fails to attend classes equivalent to at least 50% of the credits associated with his or her current stage of study, may, after due warning by the Head of School, be instructed by the Senate on the recommendation of the Postgraduate Studies Committee to withdraw from the University. The Clerk of the Postgraduate Studies Committee shall in turn inform the University's Student Records Officer of exclusion from the University.

- 12.5** A Student may notify, in writing the Head of his or her School or the Postgraduate Studies Committee as appropriate of any illness or other circumstances which may have prevented his or her attendance or adversely affected his or her performance and which he or she would like to be taken into account before a resolution is made in terms of paragraph 12.3 or a recommendation in terms of paragraph 12.4.

[The Senate has empowered the Postgraduate Studies Committee to make a decision on its behalf in terms of paragraph 12.4 as detailed in the University's 'Procedures for Compulsory Withdrawal'.]

HERIOT-WATT ASSESSMENT AND PROGRESSION SYSTEM (HWAPS)

13. Boards of Examiners

- 13.1** Boards of Examiners shall be called the Assessment Boards, the Progression Boards and the Award Boards, and their terms of reference and composition shall be as detailed in the ensuing paragraphs.

13.2 The Assessment Board

13.2.1 For each semester there shall be an Assessment Board which shall meet after the appropriate diet of examinations and shall confirm the results of the module assessments.

13.2.2 The Assessment Board shall return an appropriate decision in the form of a grade, as detailed in paragraph 15.4, for each Student and record its justification for any unusual mapping of marks to grades.

13.2.3 The Assessment Board shall consist of the following members:

- a) The Head of School, or nominee, as Chair
- b) The members of Academic Staff involved in the teaching and assessment of the module

13.2.4 The Assessment Board shall identify:

- a) Those Students whose performance gives cause for concern and agree appropriate remedial action for those Students
- b) Those modules with high numbers of grades awarded at E or F

13.2.5 The Assessment Board shall be responsible for the preparation of a report for consideration by the Progression Board and the Award Board.

The module report shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures* [available at:

<https://www.hw.ac.uk/services/academic-registry/quality/ga/exam-guidelines.htm>]

13.3 The Progression Board

13.3.1 For each course of study there shall be a Progression Board which shall meet after the Spring and resit diets of examinations. The Progression Board shall consider the requirements for award and for progression to higher awards with the decisions of the Assessment Board, and shall make one of the following recommendations with respect to each Student:

- a) Progress to next stage
- b) Re-assessment in one or more modules
- c) Award at an intermediate level in terms of paragraph 22

13.3.2 The Progression Board shall consist of the following members:

- a) The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of School shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality Enhancement and Standards Committee for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
- b) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the modules comprising a particular stage of a course, nominated by the module co-ordinator
- c) The School Examinations Officer
- d) Such other members as the Senate may from time to time determine

13.3.3 The Progression Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted as per the *Guidelines on*

Examination Procedures referred to in paragraph 13.2.4. The Progression Board shall record its justification for any adjustments to module grades.

- 13.3.4** One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Progression Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Progression Board.
- 13.3.5** Notwithstanding the provisions of paragraph 13.1, for a degree course with its own Board of Studies the Senate may designate the Board of Studies as the Progression Board for that course of study.
- 13.3.6** The quorum for a meeting of a Progression Board shall be three members of the Board or one third of its membership whichever is the larger number.
- 13.3.7** The External Examiner(s) shall normally be present at any meeting of the Progression Board which makes recommendations for the award of a degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Progression Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.
- 13.3.8** On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the Progression Board. The Chair shall have a deliberative vote and a casting vote.

13.4 The Award Board

- 13.4.1** For each course of study there shall be an Award Board which shall meet after the Spring diet of examinations and after the resit diet of examinations if required. The Award Board shall consider the requirements for award and the decisions of the Assessment Board, and shall make recommendations for an award, as defined in paragraph 26, with respect to each Student.
- 13.4.2** The Award Board shall consist of the following members:
 - a) The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of School shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality Enhancement and Standards Committee for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
 - b) The External Examiner(s)
 - c) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each module comprising a relevant stage of a course, nominated by the module co-ordinator.
 - d) The School Examination Officer
 - e) Such other members as the Senate may from time to time determine.
- 13.4.3** One of the Deans of the University shall be an observer at the Award Board, or his or her Sub-Dean or, at the Dean's discretion, a nominee who shall normally be a senior member of Academic Staff, provided that the Dean, the Sub-Dean or his or her nominee is not a member of the Academic Staff of the School offering the course.
- 13.4.4** The Award Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted, as per the *Guidelines on Examination Procedures* referred to in paragraph 13.2.4. The Award Board shall record its justification for any adjustments to module grades.
- 13.4.5** Notwithstanding the provisions of paragraph 13.1, for a degree course with its own Board of Studies the Senate may designate the Board of Studies as the Award Board for that course of study.
- 13.4.6** Notwithstanding the provisions of paragraph 13.1, for a course of study with a Final Assessment Panel for the Senate may designate the Final Assessment Panel as the Award Board for that course of study.
- 13.4.7** The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.
- 13.4.8** The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.
- 13.4.9** On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

14. Forms and Timing of Assessment

- 14.1** The forms of assessment used to evaluate Student performance in a module shall be specified in a module descriptor. Where a module is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment will be stated in the module descriptor. Assessment shall occur during or at the end of a single module. Synoptic assessment shall occur during or at the end of a set of synoptically assessed modules. All modules in a stage shall be first assessed by the end of the stage.
- 14.2** Each module shall feature formative assessment to enable Students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the module descriptor.
- 14.3** Such assessment shall not necessarily contribute to the final module grades.
- 14.4** Assessment may take place at the end of Semester 1 or 2, at the discretion of the Head of School.
- 14.5** Each course of study shall comprise a combination of both written examination and other forms of assessment. Written examination as the sole method of assessment for a course of study shall require approval of the Postgraduate Studies Committee.
- 14.6** Written examination as the sole method of synoptic assessment shall require approval of the Postgraduate Studies Committee.

15. Assessment: Marks and Grades

- 15.1** Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 15.2** The Module Board shall decide which of the linked modules in synoptic assessment has been successfully completed.
- 15.3** The Module Board shall determine a grade in the range of A-F for Student performance in each module.
- 15.4** The Module Board shall return decisions in the form of grades. The following guidelines may be used by examiners for the mapping of marks onto grades:

A	Excellent	}	Learner has passed the module and can continue study in the subject
B	Very Good		
C	Good		
D	Satisfactory		
E	Adequate		Learner is awarded credit points, but cannot continue study in the subject
F	Inadequate		Learner is not awarded credit points

- 15.5** No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions are based on marks then adjustment of those marks is permitted (see *Examination Procedures* referred to in paragraph 13.2.5).
- 15.6** Assessment results shall be communicated by the Academic Registry to Students in the form of a transcript after the completion of the course of study, and shall contain details of grades, credit points and progression or award decisions. Assessment results from Semester 1 shall be communicated by Schools to Students.

16. Minimum Standards for Pass, Progression and Credit

- 16.1** To pass a module a minimum of Grade D is required.
- 16.2** To progress to Masters level a minimum of Grade C is normally required in all qualifying modules.
- 16.3** To gain credit points for a module a minimum of Grade E is required.

- 16.4** Criteria for pass, progression and credit points shall be as specified in the structures for each course. The Postgraduate Studies Committee may approve criteria above the minimum standards specified in paragraphs 16.1-16.3.

17. Re-assessment

- 17.1** A Student who has been awarded a Grade A, Grade B or Grade C at the first assessment opportunity in a module shall not be entitled to a further assessment or re-assessment in order to obtain a higher grade.
- 17.2** A Student shall be permitted one re-assessment opportunity in a maximum of three taught modules, each of which shall be taken within a period not exceeding twelve months. The opportunity for re-assessment in four or more taught modules shall be at the discretion of the Progression Board or shall be as specified in the structures for each course of study.
- 17.3** A Student who has been awarded a Grade E or a Grade F in a module may be re-assessed in that module. A Student who has been awarded a Grade D in a module may be re-assessed in that module in order to proceed to, or be eligible to receive the award of, Masters.
- 17.4** A Student may be permitted, at the discretion of the Progression Board, to be re-assessed in the dissertation, project or other supervised research component of the course of study.
- 17.5** The format of the re-assessment shall be as specified by the School or the appropriate examiner or as detailed in the module descriptor.
- 17.6** In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking or completing an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Progression Board.
- 17.7** Grades awarded in both first assessment and re-assessment shall be taken into consideration by the Progression Board in making recommendations for progression or award.
- 17.8** Results letters and transcripts shall indicate any grades obtained by re-assessment by recording the number of assessment opportunities taken for satisfactory completion of the module.

18. Repeat

- 18.1** After re-assessment in a module a Student may be permitted, at the discretion of the Head of School, one opportunity to repeat modules awarded Grade E or Grade F at re-assessment.
- 18.2** All conditions and requirements specified in the module descriptor, including one opportunity for re-assessment, shall apply to the repeated module.

19. Requirements for Award

- 19.1** The award of a graduate certificate shall require a minimum of 60 SCQF (Scottish Credit and Qualifications Framework) credit points, all of which shall be at Level 9 or above in the Scottish Credit and Qualifications Framework, that is at Level 3 or above in the Higher Education part of the Framework.
- 19.2** The award of a postgraduate certificate shall require a minimum of 60 SCQF credit points, of which at least 40 credits shall be at Level 11 in the Scottish Credit and Qualifications Framework.
- 19.3** The award of a certificate shall require an overall performance in qualifying modules at Grade D or equivalent average percentage mark, or the majority of qualifying modules at Grade D and no module at less than Grade E.
- 19.4** The specific criteria for the award of a certificate and the method used to calculate the award shall be as prescribed in the course structures for each course of study. The Postgraduate Studies Committee may approve criteria above the minimum standards specified in paragraphs 19.1-19.3.

20. Discretionary Award of Credits

- 20.1 A Student who has not achieved the minimum number of credit points necessary to qualify for consideration of the award of a degree may be awarded the requisite credit points at the discretion of the Award Board.
- 20.2 The Award Board shall have the discretion to award credits for normally one taught module (15-20) credits over an entire course of study. The Award Board shall record its justification for allocating additional credits.
- 20.3 The Award Board shall assure itself that the standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
- 20.4 The discretionary award of credits shall not be applied to a dissertation, project or any other component of supervised research work.
- 20.5 The discretionary award of credits shall be applied only when the Award Board is making recommendations for award and shall not be used as a means to facilitate the progression of a Student through a course of study.

21. Recommendations of the Progression Board

- 21.1 The Progression Board shall recommend to the Senate in respect of each candidate:
 - 21.1.1 that the certificate be awarded, or
 - 21.1.2 that the certificate be not awarded.
- 21.2 If the Progression Board recommends that the certificate be not awarded, they shall further recommend:
 - 21.2.1 that the Student be allowed one further examination in the module(s) within a period not exceeding twelve months in which case the examiners shall state the nature and extent of the examination
 - 21.2.2 that the Student be not allowed a further examination
 - 21.2.3 that the Student be allowed one opportunity to repeat the module(s)
 - 21.2.4 that the Student be not allowed to repeat the module(s).
- 21.3 In exceptional circumstances if a Student is prevented by illness or other sufficient cause either from presenting himself or herself for or completing the examinations which form part of a course of study leading to the award of a certificate, the Progression Board may recommend either:
 - 21.3.1 that the Student be allowed to present himself or herself at a specified time in any or all of the examinations which he or she was prevented by illness or other sufficient cause from completing, or
 - 21.3.2 that the certificate be awarded, or
 - 21.3.3 that the certificate be not awarded.
- 21.4 Notwithstanding the provisions of the foregoing paragraphs if the Progression Board for a higher degree of Master exceptionally recommends to the Senate that the candidate should be considered for the award of an appropriate postgraduate certificate they shall further recommend either
 - 21.4.1 that the postgraduate certificate be awarded, or
 - 21.4.2 that the postgraduate certificate be not awarded.
- 21.5 The Senate may accept any or all of the recommendations of the Progression Board.
- 21.6 The Senate shall authorise or refuse to authorise the award of a certificate to a candidate.

22. Publication of Results

- 22.1** The names of persons who are authorised to receive a certificate shall be published within alphabetical order within each course of study. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 1998, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

23. Transfer

- 23.1** A Student may on the recommendation of the Head of School apply to the Senate for permission to become a Student for another award. In determining what further study is required for the new award the Senate shall take into account the study already completed for the certificate.

24. Award

- 24.1** A Student who has complied with the conditions for the award of a certificate shall receive the certificate.
- 24.2** A certificate shall be conferred at a Congregation of the University only if a Student has chosen to discontinue his or her studies at the University.

Posthumous Awards

- 25.1** Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.
[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Amended version approved 12 March 2003 (SM/03/26.5)
Further amendments approved: 18 June 2003 (SM/03/61.2); 28 January 2004 (SCM/04/9.7); 16 June 2004 (SCM&SM/04/13.6); 1 December 2004; August 2006 (Senate Business Committee), June 2007, October 2007, June 2008, December 2014
Amended by the Senate 5 October 2016 (and endorsed by the Ordinances and Regulations Committee 26 October 2016)

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REGULATION 19

Standing Committees of the Court

Rescinded; Senate Business Committee, 25 August 2015

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REGULATION 20

Standing Joint Committees of the Court and the Senate

Rescinded; Senate Business Committee, 25 August 2015

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REGULATION 21

Student Union

The rescinding of Regulation 21 was approved by the Senate at its meeting on 8 October 2014.

Rescinded by the Senate: 8 October 2014

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REGULATION 22

Inquorate Meetings of the Court and the Senate

1. This Regulation is made in pursuance of paragraph 8 of Statute XII and paragraph 5 of Statute XIII.
2. **The Court**
 - 2.1 In the absence of a quorum of the Court no business shall be transacted other than the adjournment of the meeting.
 - 2.2 Notice of the adjourned meeting shall be sent to all members of the Court at least seven days before the date of the adjourned meeting.
 - 2.3 At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum.
3. **The Senate**
 - 3.1 In the absence of a quorum of the Senate no business shall be transacted other than the adjournment of the meeting.
 - 3.2 Notice of the adjourned meeting shall be sent to all members of the Senate at least seven days before the date of the adjourned meeting.
 - 3.3 At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum.

REGULATION 23

Certificates for Degrees, Diplomas and Certificates

1. This Regulation is made in pursuance of paragraph 6 of Ordinance 4.
2. A person upon whom a degree has been conferred or to whom a diploma or a certificate has been awarded shall receive a certificate to that effect.
3. The Academic Registrar shall approve the form of words on each certificate and shall maintain a record of all certificate templates.

Amendments approved 14.05.03 (SM/03/41.2);
Amendments approved by Senate Council: 28.01.04 (SCM/04/9.7);
Amendments approved by Senate Council: 11.03.04; amendments: 1.12.04;
Amendments approved by Senate Council: 18.05.05 (SCM/05/41.3)
Amendments approved by Senate Council: 27.10.05
Amendments approved by Senate Council: 17.05.06 (SCM/06/41.4)
Amendments approved by Senate Business Committee: August 2006
Amendments approved by Senate: 29.11.06
Amendments approved by Senate: 03.06.09
Amendments approved by Senate: 28.03.12

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REGULATION 24

Common Seal of the University

1. This Regulation is made in pursuance of Clause (2) of Article 8 of the Charter.
2. The Common Seal shall contain the Arms of the University surrounded by a band of outside diameter 52 millimetres within which shall appear the words HERIOT-WATT UNIVERSITY.
3. The Secretary of the University shall have custody of the Common Seal.
4. The Common Seal shall be used on certificates for degrees, diplomas and certificates, and on such other documents as the Court shall determine.
5. Any document bearing the impression of the Common Seal shall be subscribed by one member of the Court and the Secretary of the University. No witnesses are required.
6. The Secretary of the University shall keep a record of the dates of the use of the Common Seal and of the nature of the documents bearing the impression of the Common Seal.

REGULATION 25

Elections from the Convocation to the Court

Rescinded; Senate Business Committee, 13 July 2011

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REGULATION 26

Traffic Control and Parking

The rescinding of Regulation 26 was approved by the Senate at its meeting on 2 December 2015. Please refer to the Traffic Management and Parking on Edinburgh Campus Policy.

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REGULATION 27

Schools and Institutes

The rescinding of Regulation 27 was recommended for approval by the Senate at its meeting on 30 January 2013 and was approved by the Court at its meeting on 11 March 2013.

Rescinded by the Court: 11 March 2013

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REGULATION 28

Ordinances and Regulations Committee

The rescinding of Regulation 28 was recommended for approval by the Senate at its meeting on 29 January 2014 and was approved by the Court at its meeting on 3 March 2014.

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REGULATION 29

Use of Computing Facilities

The rescinding of Regulation 29 was approved by the Senate at its meeting on 4 December 2013.

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1. General

- 1.1 The Sports Union of the University is constituted by Ordinance 29.
- 1.2 The Sports Union shall:
- 1.2.1 be the sole Student body responsible for Student sport within the University.
 - 1.2.2 provide a diverse range of sporting experiences for Students, Staff and the community, ranging from casual participation to excellence.

2. Definitions

- 2.1 The following words or phrases shall have the following meaning wherever they appear:
- (a) 'University' means Heriot-Watt University
 - (b) 'Court' means the Court of Heriot-Watt University
 - (c) 'Senate' means the Senate of Heriot-Watt University
 - (d) 'Finance and Executive Committees' means the elected representatives of the Sports Union and Centre for Sport and Exercise Staff as prescribed in paragraph 3.8 of the Bye-Laws of the Sports Union.
 - (e) 'Council' means the Council of the Sports Union which is constituted by an elected member from each Club
 - (f) 'Club' means a constituent sports club of the Sports Union.
 - (g) 'Club Representative' means the Club official selected to represent the Club at Council meetings
 - (h) 'CSE' means the Centre for Sport and Exercise.
- 2.2 Other terms shall be as defined in the Charter and Statutes of the University.

3. Membership

- 3.1 Membership of the Sports Union shall be granted to all clubs in membership of the Sports Union and who have satisfied the following criteria:
- 3.1.1 The Club shall have submitted a constitution and have had this approved by the Sports Union Executive Committee.
 - 3.1.2 The Club shall have elected at least three office-bearers who are matriculated Students of the University at a general meeting held within an academic term. Such office-bearers shall include:
 - (a) a President or a Captain or a Chairman, or equivalent
 - (b) a Secretary
 - (c) a Treasurer
 - (d) the Club Representative who shall be one of the persons referred to in (a), or (b), or (c) above.
 - 3.1.3 The Club shall submit a budget acceptable to the Executive Committee when requested.
 - 3.1.4 Any Club not complying with the above Regulations may be subject to disciplinary action from the Executive Committee.
 - 3.1.5 Any new club wishing to join the Sports Union will be required to meet the conditions prescribed by the Council.
- 3.2 Membership of each Club shall consist of ordinary, associate, and honorary members as detailed below:
- 3.2.1 Ordinary Membership shall be open to all matriculated Students of the University who are members of the Sports Union and who have paid the appropriate membership fee to the Club.
 - 3.2.2 Members of Staff of the University and members of the local community may be granted Associate Membership of a Club within the Sports Union, subject to approval of the Executive Committee. Associate members shall be required to be members of the CSE and to pay an annual membership fee to the Sports Union and to the Club, as agreed by the Executive Committee.
 - 3.2.3 Honorary Membership may be granted by a Club to any person who in the opinion of the Club members is worthy of such honour in recognition of services rendered to the Club. Each proposal for Honorary membership shall be submitted to the Council of the Sports Union for approval.
- 3.3 The total number of Associate and Honorary members shall not exceed one third of the Ordinary members.
- 3.4 Associate and Honorary members of a Club shall not be entitled to vote on matters affecting the conduct of the affairs of the Club or of the Sports Union.

4. Annual Subscription to Clubs

- 4.1 The minimum annual subscription for an Ordinary member of any Club shall be defined in the Bye-Laws of the Sports Union.
- 4.2 At a general meeting, each Club shall determine the annual subscriptions for its Ordinary and Associate members. Annual subscriptions shall be ratified each year by the Finance Committee.

5. Council

5.1 Composition

- 5.1.1 There shall be a Council which shall consist of the office-bearers listed below together with a representative from each Club who shall represent the interests of their Club.
- (i) President. (The Court has designated this office as a sabbatical post).
 - (ii) Vice-President
 - (iii) Members of the Executive Committee
- 5.1.2 At least two thirds of the Council shall be Club Representatives.
- 5.1.3 The Director of Sport and Exercise and the Sports Development Co-ordinator shall be entitled to be present at meetings of the Council in a non-voting advisory capacity.
- 5.1.4 The Sports Union Administrator or nominated representative shall be present at all meetings of the Council in a non-voting advisory capacity.

5.2 Powers and Functions

- 5.2.1 The Council shall have the following powers and functions:
- (i) to determine whether or not a Club shall be admitted to membership of the Sports Union
 - (ii) to establish sub-committees of its members. The composition and terms of reference of such committees shall be prescribed in the Bye-Laws
 - (iii) to fill casual vacancies of office-bearers between the annual elections
 - (iv) to withhold funds from, suspend or remove from the Sports Union, any Club that, in the opinion of the Council, is not complying with this Regulation and the Bye-Laws of the Sports Union, provided that such decision is taken by a two-thirds majority of the Council. An appeal against such decision may be lodged at an extraordinary general meeting, the decision of which shall be binding
 - (v) to propose amendments to this Regulation
 - (vi) to adopt Bye-Laws.

5.3 Period of Office

- 5.3.1 The period of office of a non-sabbatical office-bearer shall extend until the next annual general meeting.
- 5.3.2 The period of office for the President, which is a sabbatical post, shall be for one year only. This period of office shall be as stated in the contract.
- 5.3.3 A non-sabbatical office-bearer shall be eligible for re-election on any number of occasions while a matriculated Student of the University. The President shall be eligible to serve two terms of office, but must be elected on each occasion.

5.4 Casual Vacancies

- 5.4.1 A casual vacancy that occurs among office-bearers between annual general meetings shall be filled as soon as possible by a personal member elected by the Council.

5.5 Meetings of the Council

- 5.5.1 There shall be at least one meeting of the Council in each academic semester.
- 5.5.2 The President of the Sports Union, whom failing one of the other office-bearers in the order listed in paragraph 5.1.1, shall be chairman of the meetings.
- 5.5.3 Each member of the Council shall be entitled to vote at meetings of the Council, but only the Chairman shall have a casting vote.
- 5.5.4 One third of the total membership of the Council, of which two thirds shall be Club Representatives, shall constitute a quorum.
- 5.5.5 A member of the Council who is unable to attend one or more meeting shall submit an apology for absence and may send a deputy of his or her choice who shall have the full powers of the member for the meeting at which he or she deputises. Each deputy shall comply with paragraph 3.1.2 (d) of this Regulation.
- 5.5.6 An apology for absence shall be in the hands of the Sports Union Administrator prior to the meeting or at the discretion of the chairman it may be accepted at the meeting.

6. Finance

- 6.1 The Finance Committee, as prescribed in paragraph 3.8 of the Bye-Laws of the Sports Union, shall act in all matters relating to finance including the consideration of Club budgets and the disbursement of the grant received. The Director of Sport and Exercise shall be responsible to the Court for any University funds that are given to the Sports Union.
- 6.2 The Sports Union Administrator shall be responsible for the proper maintenance of the accounts of the Sports Union in association with the CSE Administrator and Financial Controller.

7. Annual General Meeting

- 7.1 There shall be an Annual General Meeting of members of the Sports Union which shall be held in the second semester before the end of March.
- 7.2 The date, time and business for the meeting shall be arranged by the President.
- 7.3 The Sports Union Administrator shall give at least fourteen days notice of the meeting.
- 7.4 The business to be included in the agenda for the meeting shall be detailed in the Bye-Laws.
- 7.5 The meeting shall announce the election of the six incoming office-bearers, namely the President, the Vice-President and the four Executive Officers.
- 7.6 The chairman of the meeting shall be the outgoing President whom failing the Vice-President. In the absence of the outgoing President and the Vice-President the meeting shall elect a chairman for the meeting.
- 7.7 Thirty members from at least half of the Clubs of the Sports Union shall constitute a quorum.

8. Election of Office-Bearers

- 8.1 Nominations for the election of office-bearers of the Sports Union shall be communicated in writing to the Sports Union Administrator at least seven days before the date of the Annual General Meeting.
- 8.2 Nominations shall be signed by a proposer and a seconder and also by the nominee stating that he or she agrees to the nomination.
- 8.3 If no nomination has been received for a particular post, nominations may be accepted at the meeting.
- 8.4 Voting shall be by in the manner prescribed in paragraph 6 of the Bye-Laws of the Sports Union.

9. Extra-Ordinary General Meetings

- 9.1 An Extra-Ordinary General Meeting may be called in one of the following ways:
 - 9.1.1 by the Sports Union Administrator, on the instruction of the Council.
 - 9.1.2 on written request to the Sports Union Administrator of at least fifteen personal members of the Sports Union.
- 9.2 The Sports Union Administrator shall give at least fourteen days notice of the meeting by posting notices of the meeting on the notice boards of the Sports Union.
- 9.3 The business to be discussed at the meeting shall be clearly stated in the notice calling the meeting. Only business that has been submitted to the Sports Union Administrator by the Council, or by the members requesting the meeting, shall be considered at the meeting.
- 9.4 The chairman of the meeting shall be the President whom failing the Vice-President. In the absence of the President and the Vice-President the meeting shall appoint a chairman for the meeting.
- 9.5 Thirty members of the Sports Union shall constitute a quorum, provided at least half of the Clubs are represented.

10. Bye-Laws

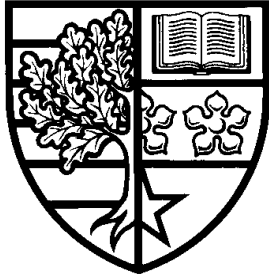
- 10.1 The Council shall adopt such Bye-Laws as it may deem appropriate for the conduct and the administration of the Sports Union.
- 10.2 The Bye-Laws may be amended at any meeting of Council provided that notice of such a proposed amendment is given in writing to the Sports Union Administrator not less than fourteen days before the meeting at which the amendment is to be discussed. The proposed amendment shall be placed on the Agenda for the meeting. An amendment shall be binding only if supported by more than two thirds of those present and voting.
- 10.3 A copy of the Bye-Laws and any amendment to them shall be sent to the Court by the Council within four weeks of their adoption and shall become effective provided that, in the opinion of the Court, the Bye-Laws and any amendment are not repugnant to the provisions of the Charter, the Statutes, the Ordinances and Regulations of the University.

11. Amendment

- 11.1 This Regulation may be amended at any Council meeting of the Sports Union, provided that notice of a proposed amendment is given in writing to the Sports Union Administrator not less than fourteen days before the Council meeting. Any proposed amendment shall be placed on the Agenda. An amendment shall be made only if supported by more than two thirds of those present and voting.
- 11.2 Any amendment to the Regulation made by the Sports Union shall not take effect until it has received the approval of the Court.
- 11.3 Notwithstanding the provisions of paragraph 11.1 the Court, after consultation with the Council, may amend this Regulation.

Amendments approved by Senate Council: 8 March 2006; Senate (25 May 2011)

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HERIOT-WATT UNIVERSITY
SPORTS UNION

BYE-LAWS

1 These Bye-Laws are made in pursuance of the powers conferred by Regulation 30: Sports Union.

2 Office Bearers

2.1 The Office-Bearers shall be as detailed in paragraph 5.1.1 of Regulation 30: Sports Union.

The duties of the Office-bearers are as detailed below:

2.1.1 President

The office of President has been designated by the Court as a sabbatical post. The responsibilities of the Sabbatical President shall include the following:

- (i) to encourage participation in sporting activities in the University
- (ii) to represent the interests of the Sports Union
- (iii) to be responsible for upholding the constitution of the Sports Union
- (iv) to chair the Annual General Meeting and meetings of the Sports Union Executive and Council
- (v) to represent the Sports Union as an ex-officio member on the CSE Management, Promotion and Operations Committees
- (vi) to represent the Sports Union at the Scottish Universities' Sport AU Forum and AGM and the British Universities' and Colleges Sport General Council and Annual General Meeting
- (vii) to provide a verbal report of his or her work at the Sports Union Annual General Meeting.

To be nominated for the position of President, the nominee will have served as an Officer of their Club committee for at least one year, as well as on the Executive Committee for at least one year. In the event that there is only one nomination from the Executive Committee, members will be given the option to "re-open nominations" to Students who have served on their Club Committee for at least two years. In the further event that an Executive Officer does not stand, nominations will be accepted from Students who have served on their Club committee for at least two years.

2.1.2 Vice-President

The responsibilities of the Vice-President shall include the following:

- (i) to act as deputy for the Sabbatical President, representing the Sports Union as and when requested
- (ii) to sit on the Sports Union Finance and Executive Committees, and Council
- (iii) to deliver an address at the annual Sports Union Ball.

To be nominated for the position of Vice-President, the nominee should have been on their Club committee for at least one year, as well as representing their Club on Council for at least one year.

2.1.3 Sports Union Executive Officers

There shall be four Sports Union Executive Officers. Their responsibilities shall include the following:

- (i) to sit on the Sports Union Executive Committee and Council
- (ii) to sit on the CSE Operations (2) and Promotion (2) Committees
- (iii) to assist the President, Vice President and Administrator when required.

To be nominated for the position of Sports Union Executive Officer, the nominee should have been on their Club Committee for at least one year, as well as representing their Club on Council for at least one year. Nominations for the Executive Committee positions will only be accepted from existing matriculated Students, who are current ordinary members of the Sports Union.

2.2 Other Staff

The Sports Union shall include the following members of Staff, whose duties shall include those detailed below:

2.2.1 Sports Union Administrator

The responsibilities of the Administrator shall include:

- (i) to provide administrative support to the Sports Union and its constituent clubs
- (ii) to assist the out-going President and Sports Development Co-ordinator in undertaking the induction of each new President in the practical day-to-day activities and operations of the Sports Union
- (iii) to undertake the administration of the Sports Union finances in association with the CSE Administrator and Financial Controller
- (iv) to assist the Finance Committee in preparing a budget for the ensuing year for presentation to the Students' Funds Committee of the University when requested
- (v) to sit on all Sports Union Committees, in a non-voting advisory capacity, and to take the Minutes
- (vi) to provide administrative backup to the Sabbatical President, the Sports Union Committees and the Clubs.

3 Committees

3.1 There shall be Committees of the Council.

3.2 The responsibilities of each committee shall be to carry out the work on all matters within its term of reference.

3.3 Every decision of a Committee shall be ratified by the Council except that, where specified in its terms of reference, a Committee shall have the power to act on a decision before it is ratified.

3.4 The quorum for each meeting of a Committee shall be one third of the members of the Committee.

3.5 Each Committee shall meet at the request of any of the following:

- (i) The Sabbatical President of the Sports Union
- (ii) The Council of the Sports Union

3.6 The Committees shall have the power to co-opt individuals in an advisory role.

3.7. The Committees shall have the power to expel any member who fails to attend two successive meetings of the Committee of which he/she is a member.

3.8 The following shall be the permanent standing Committees of the Council:

- (i) The Finance Committee
- (ii) The Executive Committee

3.9. Finance Committee

3.9.1 The composition of the Finance Committee shall be:

- (i) The Director of Sport and Exercise, who shall be the Chairman
- (ii) The President
- (iii) The Vice-President
- (iv) The Deputy Director of Sport and Exercise
- (v) The Sports Development Co-ordinator
- (vi) The Sports Union Administrator

3.9.2 The terms of reference of the Finance Committee shall be:

- (i) to be responsible for all matters relating to Sports Union income and expenditure, including the University subvention.

3.9.3 The Finance Committee shall meet as and when required.
3.10 Executive Committee

3.10.1 The composition of the Executive Committee shall be:

- (i) The President, who shall be the Chairman
- (ii) The Vice-President
- (iii) The four Sports Union Executive Officers
- (iv) The Director of Sport and Exercise
- (v) The Deputy Director of Sport and Exercise
- (vi) The Sports Development Co-ordinator
- (vii) The Sports Union Administrator

3.10.2 The terms of reference of the Executive Committee shall be:

- (i) to manage the affairs of the Sports Union on all matters other than finance
- (ii) to approve Club constitutions
- (iii) to consider matters of policy, both within and out with the Sports Union
- (iv) to decide on the award of Blues and Volunteer Awards
- (v) to recommend disciplinary matters to the Council

3.10.3 The Executive Committee shall meet as and when required.

3.10.4 Individuals may be co-opted where the business of the meeting is relevant and with the approval of the Executive Committee.

3.10.5 With regard to the award of Blues and Volunteer Awards the decision of the Executive Committee shall be final.

3.11 Ad-Hoc Committees

Ad-Hoc Committees may be set up at the discretion of the Council and shall be chaired by the President or his or her nominee. Any such ad-hoc Committee shall report its findings to the Council.

4 **Annual Inventories**

An inventory of all equipment belonging to each sports Club shall be compiled and submitted to the Finance Committee prior to receiving any new equipment.

5 **Annual General Meeting**

5.1 The Annual General Meeting of the Sports Union shall be held before the end of May in each year.

5.2 The Administrator of the Sports Union shall give not less than fourteen days notice of the Annual General Meeting.

5.3 The Annual General Meeting shall normally be attended by all the Office-Bearers and at least two members from every Sports Union Club.

5.4 The Agenda for the meeting shall include:

- (i) The Minutes of the previous Annual General Meeting
- (ii) Business Arising from the Minutes
- (iii) A report from the President
- (iv) A report from every Sports Union Club
- (v) A financial report from the Administrator
- (vi) A report from the Director of Sport and Exercise
- (vii) Election of Officer-Bearers for the following year
- (viii) Any Other Competent Business.

6 Election of Office-Bearers

- 6.1 The election of the President, Vice-President and four Executive Officers shall take place on the day of the Annual General Meeting. The election shall be in the form of an all day secret ballot, with all Sports Union Ordinary members eligible to vote.
- 6.2 All office-bearers shall be selected from full-time matriculated Students of the University.
- 6.3 Nominations for election to the posts of office-bearers shall be communicated in writing to the Administrator at least seven days before the Annual General Meeting.
- 6.4 Each nomination shall be signed by a proposer and a seconder and also by the person nominated stating that he or she agrees to the nomination.
- 6.5 If no nomination has been received for a particular post, nominations may be accepted at the meeting.
- 6.6 Voting shall be by single non-transferable vote.
- 6.7 The counting and verification of results shall be undertaken by any two of the following:
- (i) The Sports Union Administrator
 - (ii) The Director of Sport and Exercise
 - (iii) The Deputy Director of Sport and Exercise
 - (iv) The Sports Development Co-ordinator
 - (v) Any other full time member of Staff of the Centre of Sport and Exercise, who does not have a vote and is therefore neutral.
- 6.7.1 The outcome of elections will be announced to members at the Annual General Meeting.
- 6.7.2 In the event of the vote being a tie in any particular post, another secret ballot will be held by those members attending the Annual General Meeting.
- 6.7.3 If the posts of any office-bearers fall vacant between Annual General Meetings they shall be filled by a person appointed by the Council.

7 Subscription to Clubs

The minimum annual subscription to Clubs for ordinary and associate members shall be ratified annually by the **Finance** Committee.

8 Competing Members

- 8.1 All Ordinary members of a sports Club shall be eligible to compete for that Club in all events and competitions.
- 8.2 An Associate Member is not eligible to compete for the Club in Scottish and British Universities' competitions.
- 8.3 An Associate Member shall not compete for a Club without the prior approval of the Club Committee.

9 Award of Blues, Half-Blues and Volunteering Awards

- 9.1 The following guidelines shall apply to the award of Blues, Half-Blues and Volunteering Awards:
- 9.1.1 A Blue may be awarded for consistent and exceptional performance during the season under review, as stated in the Club Blues guidelines. A Blue may be re-awarded only where improvement has been shown.
 - 9.1.2 A Half-Blue may be awarded for consistent and outstanding performance during the season under review, whilst not attaining the standard for a Blue.
 - 9.1.3 A Blue or Half-Blue may be awarded to a member who fulfils the following conditions:

- (i) who has represented the University in at least two thirds of the fixtures fulfilled at inter-university level. In the event of a non-competitive sport, the nominee shall have attended at least two-thirds of the Club's sporting activities.
- (ii) who is fully matriculated, a member of the Sports Union and has paid the appropriate Club's subscription fee.
- (iii) who has not declined team selection

9.1.4 A Volunteering Award may be awarded for exceptional service and active involvement in University sport. The level of award is determined by the number of hours volunteering within the Club(s) or Sports Union.

9.2 An International Blue may be awarded to a fully matriculated Student at the University who is competing at international level, and therefore whose level of skill is of such a standard they have to compete outwith the University, making them ineligible for a Blue.

9.3 An Honorary Blue may be awarded for:

9.3.1. outstanding contributions to University sport

9.3.2. outstanding contributions to sport at the highest level, both on and off the field

An Honorary Blue may be awarded only once.

9.4 In accordance with the provisions of paragraphs 3.1 and 3.2 of Regulation 14: Academic Dress, Blues awarded by the Council of the Sports Union may be worn as part of academic dress.

10 Safety

10.1 The Sports Union abides by the University's Health and Safety Policy.

10.2 The Sports Union has taken further precaution, with a more specific Health and Safety Policy for the Clubs, which is reviewed annually by the Executive Committee.

10.3 Any Club that has not signed the acknowledgement form agreeing to the terms of the Health and Safety Policy for Clubs may have its funds withdrawn.

11 Discipline

All Sports Union members shall be expected to conduct themselves in an appropriate manner when representing the University in competition and at social functions. The University reserves the right to apply its standard disciplinary procedures, as specified in Ordinance 9: Student Discipline, in respect of the behaviour of the Sports Union members.

12 Sports Union Policy

The Executive Committee and Council may approve policies from time to time which will become binding on all Clubs and Members.

Amendments noted by Senate Council: 8 March 2006; Senate (25 May 2011)

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REGULATION 31

Authority of Heads of Schools and Examiners in Exceptional Circumstances

Notes

1. This Regulation is made in pursuance of Statute 5, paragraph 2 (iii) and Ordinance P2.
2. The purpose of this Regulation is to clarify the authority of the Head of School and other Examiners in exceptional circumstances. 'Exceptional circumstances' shall be defined as those in which the full range of examination marks, results or coursework evaluation, normally taken into account in assessment, is not available, excluding mitigating circumstances applying to individual Students.
3. The Regulation shall not apply where the full range of information normally taken into account is available.
4. When the circumstances of paragraph 2 apply, it is the responsibility of the Senate Business Committee, acting with the delegated authority of the Senate, to bring into effect the arrangements and conditions set out in this Regulation, to determine the duration for which they should be applied, and to impose any additional conditions.
5. This Regulation shall apply equally to the assessment of a candidate for a higher degree that is based in whole or in part on the submission of a thesis.

Definition

6. For the purpose of this Regulation "the Examiners" shall mean, "the Head of School or his or her nominee/alternative supported by the relevant External Examiner(s) carrying out their normal duties and at the discretion of the Head of School or his or her nominee, suitably qualified members of Staff or Approved Teachers".

A nominee appointed to act in place of a Head of School shall be subject to approval by the Senate Committee for Interim Business and Effectiveness (SCIBE).

For a Student who is not enrolled with a particular School, the SCIBE will assign a Head of School.

Authority of Examiners

7. A Board of Examiners shall include the Examiners as defined in paragraph 6 and the Dean or his or her nominee/alternative.
8. The Examiners are authorised to make judgements and decisions on the basis of such information as is available to them at the time a judgement or decision is required to be made.
9. The Examiners shall have the authority:
 - (a) to make recommendations to the Senate for the award of degrees and other awards
 - (b) to make decisions about the progression of Students
 - (c) to award credit for individual courses
 - (d) to defer making a decision if it is agreed that there is insufficient information available to recommend an award or allow a Student to progress.

Appeals

10. A candidate who is dissatisfied with the decision of the Examiners shall be entitled to appeal to the Vice-Principal under the terms of Regulation 36: Student Appeals.

Approved by Senate 2 May 1989

Amendments approved by Senate: 24 October 2007; October 2014; 11 February 2015 and by Court on 9 March 2015; updates to terminology and references to Statute and Ordinance made following Senate Committee for Interim Business and Effectiveness meeting 17 March 2020

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REGULATION 32

Validation of Courses at Limerick Institute of Technology

The rescinding of Regulation 32 was recommended for approval by the Senate Council at its meeting on 7 March 2007 (SP/07/17) and was approved by the Court at its meeting on 19 March 2007.

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1. This Regulation gives responsibility for the degree of Bachelor (BSc or BA) in Combined Studies (hereinafter referred to as “the degree”) to the Primary Academic Units of the University.
2. **Composition**
 - 2.1 There shall be Associate Director(s) of Studies in Primary Academic Units offering the degree of Bachelor in Combined Studies.
 - 2.2 The appointment of the Associate Directors of Studies shall be made by the Primary Academic Units from among the Academic Staff of the University.
 - 2.3 In respect of their duties and responsibilities for Combined Studies the Associate Directors of Studies shall be responsible to the Head of Primary Academic Unit or their nominee.
3. **Powers and Functions**
 - 3.1 The Associate Directors shall have the following powers and functions in addition to other powers and functions conferred on them from time to time by the Senate:
 - 3.1.1 to be responsible for the programme leading to the award of the degree;
 - 3.1.2 to admit Students to the programme leading to the award of the degree, including the transfer of Students from other programmes in the University;
 - 3.1.3 to provide a corporate identity for Students registered for the degree;
 - 3.1.4 to provide guidance and advice to candidates for the degree;
 - 3.1.5 to offer in consultation with the Senate remedial and other classes aimed at improving access to the degree.
 - 3.2 The Associate Directors shall report on Combined Studies matters through the appropriate undergraduate committee in each of the Primary Academic Units offering the degree.
4. **Combined Studies Co-ordination Group**
 - 4.1 There shall be a Combined Studies Co-ordination Group which shall consist of the Associate Directors of Studies.
 - 4.2 The Co-ordination Group have the following powers and functions in addition to any other powers and functions which the Senate may from time to time determine:
 - 4.2.1 to formulate academic policy relating to the degree thereon to the appropriate Primary Academic Unit undergraduate committee;
 - 4.2.2 to monitor the entry standards and progress rates of candidates registered for the degree;
 - 4.2.3 to provide opportunity for free expression of opinion on any matter affecting Combined Studies;
 - 4.2.4 to discuss any matter referred to it by the Senate and to convey its views and its recommendations thereon to the Senate.

Approved: 4.7.91

Amendments: approved by the Senate 12 June 2019; and by Senate/Senate Council, 16 June 2004 (SM&SCM/04/13.1)

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REGULATION 34

Edinburgh Business School Multi-Mode Programmes Leading to Higher Degrees of Master

1. Overall

- 1.1 This Regulation is made in pursuance of Ordinance P2 (*Requirements for Degrees, Diplomas and Certificates*) and relates to multi-mode Programmes of Study offered by Edinburgh Business School (EBS), an Academic Unit sub-unit of the School of Social Sciences (SoSS), leading to the following awards of the University:
- 1.1.1 Master of Business Administration (MBA)
 - 1.1.2 Master of Business Administration with a Specialism in an approved subject area
 - 1.1.3 Master of Science (MSc)
 - 1.1.4 Postgraduate Diploma
 - 1.1.5 Postgraduate Certificate
- 1.2 All programmes and awards have been approved by the Senate. This list of awards may be modified from time to time if further programmes and awards are approved or removed by the Senate.
- 1.3 A candidate shall pursue a Programme of Study approved by the Senate. Each Programme of Study shall consist of modular courses as prescribed in the programme structures.
- 1.4 This Regulation makes provision for all aspects of the programmes set out in paragraph 1.1 and applies to all programmes delivered by the EBS previously approved under Regulation 48 (Higher Degree of Masters (Taught)).

2. Programme Administration

- 2.1 2.1 All Programmes of Study set out in paragraph 1.1 shall be administered by SoSS under the direction of the Director of Learning and Teaching.

3. Mode of Study

- 3.1 A candidate may be accepted for a Programme of Study at a campus of the University, or at a campus of any member of the Heriot-Watt Group, studying part-time or full-time.
- 3.2 A candidate may be accepted for a Programme of Study off campus with an Approved Learning Partner or Collaborative Partner.
- 3.3 A candidate may be accepted for a Programme of Study off campus by distance learning.
- 3.4 A candidate may complete a Programme of Study by mixed-mode study. For the purposes of this regulation mixed-mode study shall be any combination of full-time on campus study, part-time on campus study or off campus study.

4. Registration

- 4.1 To be eligible for registration for one of the Programmes of Study set out in paragraph 1.1, a candidate shall normally hold at least one of the following qualifications:
- 4.1.1 a degree of the University with first or second class honours
 - 4.1.2 a degree with first or second class honours of any other University or institution of higher education recognised by the University
 - 4.1.3 passes in the final examinations of courses that equate to at least 60 SCQF credits, as defined in the structure for the respective Programme of Study, as approved by the Senate.
 - 4.1.4 any other qualification deemed by the Senate to be acceptable.

In addition, a candidate must provide evidence of English language proficiency.

- 4.2 To be eligible for any award as provided for in paragraph 1.1, a candidate shall have registered as a Student of the University at the approved level.
- 4.3 To be eligible to study full-time or part-time on-campus, a candidate shall: satisfy at least one of the qualifications in paragraph 4.1; satisfy the requirements of paragraph 4.2; and possess a minimum of two years' appropriate work experience. In addition, an on-campus candidate may be required to:
 - 4.3.1 complete the Graduate Management Admission Test or any other approved aptitude test as required by the Director of Learning and Teaching or their nominee
 - 4.3.2 attend an admissions interview
 - 4.3.3 provide references.
- 4.4 Registration for the degree shall be confirmed when the candidate has satisfied the requisite conditions.
- 4.5 Upon meeting the requisite conditions, a candidate shall be registered as a part-time or full-time Student of the University and shall receive a matriculation card.
- 4.6 A candidate shall register for a named programme as provided for in paragraph 1.1 and shall only be entitled or eligible to receive intermediate awards and an exit award within that named programme having satisfied the necessary conditions for such awards.
- 4.7 A Student may transfer registration from one programme to another as provided for in paragraph 1.1, subject to approval by the Director of Learning and Teaching or his or her nominee. Where a transferring Student has completed courses within a prior registration governed by these Regulations, eligible courses, as determined by the relevant programme structure will be transferred to the new registration. Students who transfer their registration are subject to the provision of paragraph 4.6 from the point of transfer onward. Completed courses may be counted only once for the purposes of awards at an equivalent level across programmes.
- 4.8 A Student upon whom an award has been conferred for a degree of MBA or MSc and who subsequently proceeds to undertake additional courses offered by EBS at the same level, will be eligible to receive an academic transcript. The transcript will set out all the courses undertaken by the Student during their period of study for programmes offered by EBS. If, having undertaken additional courses, a Student meets the requirements for a Masters award as provided for in paragraph 1.1 using some of the credits contributing to the first award, the Student may choose to receive the subsequent Masters award on condition that the first award is rescinded. The transcript for the subsequent Masters award will show all the courses for which credit contributes to the subsequent Masters award. See paragraph 14 which deals with the MBA with a Specialism.

5. Credit Rating

- 5.1 Each course shall have a credit rating of 15 or 20 Scottish Credit and Qualifications Framework (SCQF) credit points (or multiples thereof) based on the required hours of Student effort at Level 11 (Masters Level).
- 5.2 A Student who has completed a course successfully by satisfying the requirements as specified in the programme structures shall be awarded the requisite credit points. On successful completion of each course a Student may receive a certificate to that effect.
- 5.3 A Student shall not receive credit more than once for any course or set of courses. Any credit gained as part of the Programme of Study leading to the award of an MBA or MSc may also be used to obtain an intermediate award subject to the provisions of paragraph 4.6 and paragraph 13.

6. Requirements for Awards

- 6.1 The award of a higher degree of Master for programmes provided for in paragraph 1.1 shall require a minimum of 180 SCQF credit points at Level 11.
- 6.2 The award of the MBA degree with a Specialism in an approved subject shall require a minimum of 220 SCQF credit points at Level 11.

- 6.3 The award of a Postgraduate Diploma shall require a minimum of 120 SCQF credit points at Level 11.
- 6.4 The award of a Postgraduate Certificate shall require a minimum of 60 SCQF credit points at Level 11.
- 6.5 The specific criteria for each award governed by this regulation shall be as prescribed in the programme structures for each Programme of Study as approved by the Senate.

7. Exemptions and Credit Transfers – Recognition of Prior Learning

- 7.1 The Director of Learning and Teaching or their nominee may grant exemptions or credit transfers to candidates on the basis of previous qualifications in accordance with Regulation 46 (Recognition of Prior Learning (RPL) and Credit Transfer). Decisions on exemptions and credit transfers are made available to the Chief External Examiner for the purposes of monitoring. A candidate may be permitted to transfer credits from equivalent programmes of study offered by another university or institution of higher education recognised by the University, provided that such credit has not contributed to another equivalent award. All exemption and credit transfer decisions are subject to the approval of the Director of Learning and Teaching or their nominee. A candidate may transfer external credit from equivalent programmes of study as follows:
 - 7.1.1 Where the credit has not led to any postgraduate qualification, the candidate may be considered for credit transfer towards a Postgraduate Certificate, Postgraduate Diploma or Masters award within the provision of paragraph 7.2.
 - 7.1.2 Where the credit has counted to the award of a Postgraduate Certificate but no other qualification, the candidate may be considered for credit transfer towards a Postgraduate Diploma or Masters qualification within the requirements of paragraph 7.2.
 - 7.1.3 Where the credit has counted to the award of a Postgraduate Diploma but not a Masters qualification, the candidate may be considered for credit transfer towards a Masters qualification within the provision of paragraph 7.2.
- 7.2 Exemptions and credit transfers shall not exceed 50% of the credit required for the award in accordance with Regulation 46. The conditions of transfer and the academic requirements for completion of the degree shall be determined by the Senate on the recommendation of the Executive Dean of EBS. The award of exemptions and/or credit transfers is governed as follows:
 - 7.2.1 A candidate for the degree of MBA with a specialism may be awarded exemptions and/or credit transfers in a maximum of five courses, not exceeding 90 credits, offered by EBS.
 - 7.2.2 A candidate for the degree of MBA may be awarded exemptions and/or credit transfers in a maximum of four courses offered by EBS.
 - 7.2.3 A candidate for the degree of MSc may be awarded exemptions and/or credit transfers in a maximum of four courses offered by EBS.
 - 7.2.4 A candidate for a Postgraduate Diploma may be awarded exemptions and/or credit transfers in a maximum of two courses offered by EBS.
 - 7.2.5 A candidate for a Postgraduate Certificate may be awarded an exemption and/or credit transfer in a maximum of one course offered by EBS.
- 7.3 The University reserves the right to require a candidate to sit an exemption examination if the Director of Learning and Teaching or their nominee is not fully satisfied that the qualifications presented by the candidate merit full exemption.
- 7.4 Candidates shall normally pay an administrative fee for each exemption or credit transfer awarded and Clause 7 of Regulation 46 does not apply.

8. Period of Study

- 8.1 The maximum periods of study are as follows:
 - 8.1.1 Two years of full-time study for candidates registered on campus.
 - 8.1.2 Five years of part-time study for candidates registered on campus.
 - 8.1.3 No maximum period of study for candidates registered for study by distance learning.
- 8.2 In exceptional circumstances the Senate may extend the maximum periods for on-campus study.

ASSESSMENT

9. Examinations

- 9.1** Other than a project, each course shall be examined by a final examination. A mark of at least 50% is required for successful completion of such a course. Use of any mode of assessment other than examination must be approved by the Director of Learning and Teaching or their nominee.
- 9.2** Where permitted, a Student who completes a project shall submit a final dissertation for assessment. A mark of at least 50% is required for the successful completion of a project.
- 9.3** For MBA and MSc awards, as provided for in paragraph 1.1, a Student may be awarded a pass by compensation in a maximum of two courses provided that all of the following conditions have been satisfied:
- 9.3.1** a mark of at least 50% shall have been attained across a minimum of seven courses;
 - 9.3.2** the mark to be compensated shall be not less than 45%;
 - 9.3.3** the total shortfall of marks shall not exceed 5%;
 - 9.3.4** all other criteria for award have been satisfied.
- 9.4** A Student may elect not to accept a compensatory pass under the conditions of paragraph 9.3 up until the point of graduation. At the point of graduation, a Student who is eligible for a pass or passes by compensation who has not elected to refuse such passes shall be awarded the compensatory pass.
- 9.5** For the award of a higher degree of Master with Distinction or Postgraduate Diploma with Distinction a Student shall be required to achieve a minimum credit-weighted average mark of 70%, per paragraph 11.2 of this Regulation, across the whole Programme of Study and have passed all courses at the first attempt.
- 9.6** For the award of a higher degree of Master with Merit or Postgraduate Diploma with Merit a Student shall be required to achieve a minimum credit-weighted average mark of between 60% and 69.45%, per paragraph 11.2 of this Regulation, across the whole Programme of Study and have passed all courses at the first attempt.
- 9.7** Final examinations shall be in English or in such other languages as may be approved from time to time by the Senate on the recommendation of the Director of Learning and Teaching or their nominee.
- 9.8** There shall be three diets of examinations per year. Further diets may be held at other times at the discretion of the Director of Learning and Teaching or their nominee.
- 9.9** Final examinations shall be held either at a campus of the University, or at a campus of any member of the Heriot-Watt Group, or in other suitably approved examination centres. Examinations are conducted under standard University Regulations and procedures.
- 9.10** A Student wishing to be examined shall give notice in the prescribed format.
- 9.11** A Student who fails to satisfy the examiners for any course at the first attempt shall be allowed one further examination opportunity to satisfy the examiners in that course.
- 9.12** Where there is evidence that a Student has demonstrated the potential to complete the degree successfully, a candidate may be permitted additional examination attempts subject to the approval of the Director of Learning and Teaching or their nominee.

10. Examiners and Board of Examiners

- 10.1** The Senate shall appoint one or more external examiners and one or more internal examiners for a set of courses in a cognate subject area. These courses may contribute to a number of Programmes of Study within this regulation. The Senate shall appoint a Chief External Examiner.

- 10.2** An external examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.
- 10.3** At the end of each year and at the end of his or her period of appointment an external examiner shall submit a written report to the Principal.
- 10.4** The EBS Board of Examiners shall comprise the Chair, all internal examiners, all external examiners and shall meet at least once per academic year. The Dean, Associate-Dean or a nominee appointed by the Dean shall attend the Board as an observer. The Board shall be chaired by the Director of Learning and Teaching or his or her nominee. The quorum for the Board of Examiners shall be three members of the Board or one third of its membership, whichever is the larger in number. The Board of Examiners shall:
- confirm that all assessment procedures have been carried out in accordance with the Regulations and associated procedures;
 - confirm the standard of marking for all EBS courses;
 - confirm that the procedures for assessing in a foreign language have been carried out in accordance with University guidelines;
 - review the academic standards of the courses and confirm that these are appropriate to the awards;
 - consider any wider issues arising from the assessment of the courses or the assessment process.
- 10.5** Authority to approve eligibility to graduate is delegated to the Director of Learning and Teaching and the Academic Registrar or their representative(s).

11. Assessment: Marks and Grades

- 11.1** Examinations shall be marked anonymously. All assessments for EBS courses are marked by EBS Academic Staff, Approved Teachers or Approved Markers. The external examiner shall confirm the standard of marking at each examination diet by reviewing a sample of work for each course. In the event of an external examiner not confirming the standard of a sample of marks for a course following a process of review and consultation, the full set of scripts may be re-marked.
- 11.2** Final course results are provided as marks and grades as follows, compliant with the University's Policy for Postgraduate Degree-Classification Borderline Cases, as follows:

Description	Bands	Outcome
Distinction	>=70	Pass
Merit	60-69	Pass
Pass	50-59	Pass
Fail	<=49	Fail
Exempt		Pass
Compensatory Pass		Pass
Credit Transfer		Pass

12. Programme Management

- 12.1** The management of the programmes and their courses shall be the responsibility of the Executive Dean of EBS whose responsibilities shall include:

- 12.1.1** to report and make recommendations as appropriate to the Senate on the following:
- (a) the academic standards of all programmes and courses;
 - (b) the syllabuses of courses approved for the programmes;
 - (c) the academic content of all course material;
 - (d) the form, content, academic standards and administration of all examinations and other methods of assessment;
 - (e) the nomination of internal examiners and external examiners for appointment by the Senate

13. Award

13.1 Intermediate Awards

- 13.1.1** A Student who is registered for a postgraduate diploma or a higher degree of Master and who has successfully taken and completed 60 credits in approved subjects shall be eligible to apply to receive a postgraduate certificate as an intermediate award.
- 13.1.2** Notwithstanding the provisions of paragraph 6.1, a Student who is registered for a higher degree of Master and who has successfully completed 120 Credits in approved subjects shall be eligible to apply to receive a postgraduate diploma as an intermediate award.
- 13.1.3** A Student who wishes to receive a Postgraduate Certificate or a Postgraduate Diploma as an intermediate award shall make an application on the prescribed form and pay the fee.
- 13.1.4** Intermediate awards of Postgraduate Certificates and Postgraduate Diplomas shall be sealed with the Common Seal of the University and shall be signed by the Principal and Vice-Chancellor of the University, the University Secretary, and the Executive Dean of EBS.
- 13.1.5** Intermediate awards of Postgraduate Certificate and Postgraduate Diploma shall not be conferred at a Congregation of the University.

13.2 Final Awards

- 13.2.1** A Student who has complied with all the conditions for the award of a degree of Master or Postgraduate Diploma or Postgraduate Certificate shall be entitled to receive the award.
- 13.2.3** A postgraduate diploma or postgraduate certificate shall be conferred at a Congregation of the University only if a Student has chosen to accept the qualification as an exit award.

14. Award with a Specialism after Graduation

- 14.1** A Student who has been awarded the degree of MBA and who subsequently wishes to register for the degree of MBA with a Specialism as provided for in paragraph 1.1 shall be required to satisfy the criteria in paragraph 6 of this regulation.
- 14.2** A Student registered for the degree of MBA with a Specialism in terms of paragraph 14.1 and who successfully completes the requirements for the degree shall receive written confirmation of the award. This written confirmation shall state that the Student having been awarded the degree of MBA has duly completed a further course or courses of study and has satisfied the examiners.

15. Posthumous Awards

- 15.1** Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual.
- 15.2** The Board of Examiners may make a recommendation of Postgraduate Certificate if the Student has obtained at least half of the credits required for the award recommended.
- 15.3** The Board of Examiners may make a recommendation of Postgraduate Diploma if the Student has obtained at least half of the additional credits required for the award recommended.
- 15.4** The Board of Examiners may make a recommendation of award at Masters level if the Student has obtained at least half of the additional credits required for the award recommended.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Amended version approved 12 March 2003 (SM/03/26.6)

Further amendments approved: 28 January 2004 (SMC/04/9.7); 16 June 2004 (SCM&SM/04/13.6)

Further amendments approved by the Senate on 5 October 2016; updated and endorsed by the Ordinances and Regulations Committee on 20 December 2016; Amendments approved by the Senate June 2020

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REGULATION 35

Co-option to the Convocation

Rescinded; Senate, 28 March 2012

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1. General

- 1.1 This Regulation outlines the formal processes to be followed for academic appeals by Students. Details of the procedures for the consideration of appeals shall be contained in the *Student Academic Appeals Policy and Procedures* (hereafter referred to as *Procedures*). The *Procedures* shall include detailed processes for the consideration of academic appeals by Students and shall incorporate the provisions contained in this Regulation. The Senate is responsible for the approval of, and modifications to, the *Procedures*.
- 1.2 A Student appealing against an award to be conferred by the University will not be entitled to receive the award until the process of an academic appeal has been concluded or the Student withdraws the appeal in writing.
- 1.3 The term “Board of Examiners” is used throughout this Regulation to refer to Assessment Boards, Award Boards, and Progression Boards for taught programmes, appropriate boards/individuals with responsibility for making decisions on the progression of postgraduate research Students, or Examiners and/or Supervisors for research degrees.
- 1.4 A Student who makes an academic appeal is, for the purposes of this Regulation, referred to as an 'appellant'.
- 1.5 The Vice-Principal shall oversee the Student academic appeals process.
- 1.6 The Senate will appoint Academic members of Staff as Assessors of Student Academic Appeals at the second stage consideration (hereafter referred to as "Assessors"). Assessors shall have the duties set out in this Regulation.
- 1.7 In the absence from the University of any person holding a post identified in the *Procedures*, a nominated member of the University appointed by a person's line manager shall deputise.
- 1.8 In accordance with normal University practice Students do not have the right to legal representation under the *Procedures*.

2. Definition

- 2.1 An academic appeal is a formal request by a Student for the review of a decision affecting him or her that has been made by an academic body or Officer with authority for making decisions on Student progression, assessment and academic awards in the University or in any member of the Heriot-Watt Group.
- 2.2 The *Procedures* shall explain the difference between an academic appeal and a complaint and shall set out a procedure for determining whether a case shall be classified as an academic appeal or a complaint.

3. Procedures for the Submission and Consideration of an Academic Appeal

- 3.1 The *Procedures* shall contain details of the following:
 - 3.1.1 The format for the submission of an academic appeal;
 - 3.1.2 The subject of an academic appeal;
 - 3.1.3 The grounds and invalid grounds for an academic appeal;
 - 3.1.4 The factors to be taken into account during the consideration of an academic appeal;
 - 3.1.5 The standard of proof required by the University;
 - 3.1.6 The deadlines for the submission and consideration of academic appeals
 - 3.1.7 The procedures for conducting a hearing in terms of paragraph 3.9
 - 3.1.8 Details of the reporting requirements.

- 3.2** The appellant may seek the assistance of a third party. The University will only deal with a third party providing assistance to the appellant where there is written and signed authorisation by the appellant to allow this to happen. The appellant remains the responsible person with respect to the academic appeal. The appellant is not permitted to appoint someone to act on his or her behalf.
- 3.3** An academic appeal should be submitted in the first instance to the appellant's Head of School. The Head of School may delegate authority for conducting the consideration of an academic appeal to a member of Academic Staff of the University or any member of the Heriot-Watt Group with appropriate experience. For a Student who is not enrolled in a particular School, the Vice-Principal will assign a Head of School to consider a Student's academic appeal. The person considering an academic appeal shall have had no previous involvement in any matters relating to the academic appeal being made.
- 3.4** In considering an academic appeal the Head of School shall have the following powers:
- 3.4.1** On behalf of the Board of Examiners, on due consideration, to reject an appeal in whole or in part with or without referring the case to the Board of Examiners.
 - 3.4.2** To refer an academic appeal to the Board of Examiners for consideration;
 - 3.4.3** To dismiss an academic appeal as vexatious or frivolous.
- 3.5** An appellant who is dissatisfied following consideration of his or her academic appeal to the Head of School, and who considers that their academic appeal remains justified, may appeal to the Vice Principal. The manner of submitting an appeal to the Vice Principal shall be set out in the Procedures. An Assessor will be appointed on the authority of the Vice Principal. The chosen Assessor will have had no previous involvement in the academic appeal at the first stage.
- 3.6** In considering an academic appeal the Assessor shall have the following powers:
- 3.6.1** To refer the academic appeal back to a School with recommendations for resolving an academic appeal;
 - 3.6.2** To determine that the academic appeal be upheld or partially upheld;
 - 3.6.3** To determine that there is a *prima facie* case or that the complexity of a case requires further investigation. The Assessor may choose to establish an academic appeal committee of enquiry to consider the appeal;
 - 3.6.4** To determine that valid academic appeal submission grounds do not exist for the academic appeal to be considered and that there is no requirement for further investigation.
 - 3.6.5** To dismiss the academic appeal as vexatious or frivolous.
- 3.7** Where an academic appeal committee is to be established the Vice-Principal, on the recommendation of the Assessor, shall approve the members of the academic appeal committee. Such members will not normally be drawn from the same School as the appellant. Members of a committee must have had no previous involvement in a case. The panel will normally comprise the following:
- 3.7.1** The Assessor who shall be the Chair;
 - 3.7.2** For graduate Students, a member of the Postgraduate Studies Committee who is a member of the Senate;
 - 3.7.3** For all other Students, a member of the Undergraduate Studies Committee who is a member of the Senate;
 - 3.7.4** An elected member of the Senate
- A committee shall include at least one male and one female member.
- 3.8** Having considered an academic appeal, an academic appeal committee shall agree one of following courses of action:
- 3.8.1** Determine that on the basis of the academic appeal submission grounds there is no requirement for further investigation and that an academic appeal should not be upheld;
 - 3.8.2** Determine that an academic appeal be upheld or partially upheld;
 - 3.8.3** Exceptionally determine that the appellant should be invited to attend a hearing. The academic appeal committee should determine the reasons why a hearing is required.
- 3.9** With regard to paragraphs 3.6 and 3.8, the Assessor and an academic appeal committee respectively shall have the authority to make decisions without reference to the Senate.

- 3.10 The decision of the Board of Examiners on any academic appeal referred to it by the Head of School, the Assessor or an academic appeal committee, where any such decision affects a result already reported to the Senate, will be subject to confirmation by that body.
- 3.11 At the conclusion of the consideration of an academic appeal, at each stage, the appellant shall receive notification of the outcome of an appeal and the reasons for a judgement and, if an academic appeal has been rejected, any subsequent right of further appeal.
- 3.12 At the point when the internal appeal procedures have been completed the appellant shall be informed that there is an opportunity for an independent review of an appeal by the Scottish Public Service Ombudsman (SPSO) and of the right to make a submission to the SPSO.

4. Recording and Reporting of Academic Appeals

- 4.1 Full notes should be taken of all proceedings.
- 4.2 Effective reporting arrangements shall be in place to monitor and evaluate the Student academic appeal processes.
- 4.3 An annual report on academic appeals considered shall be submitted to the Senate.

5. Jurisdiction

- 5.1 In the event of any dispute which cannot be resolved to the parties' mutual satisfaction, the dispute shall be submitted to the exclusive jurisdiction of the Scottish Courts.

Amended by Senate 11.03.98

Amendments approved by Senate Council: 11 March 2004; 30 October 2005

Amendments approved by Senate: 25 October 2006, June 2007, June 2009; January 2016

Senate Business Committee: August 2009; August 2010; December 2010; July 2013; August 2015

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REGULATION 37

Degree of Doctor of Engineering

1. This regulation is made in pursuance of Ordinance 4.
2. The degree of Doctor of Engineering (EngD) may be awarded by the University to a candidate who has satisfactorily completed of a course of study designated as the engineering doctorate scheme.
3. The engineering doctorate scheme shall provide an intensive, broadly-based research and training programme which shall be undertaken in collaboration with industry.
4. The Senate, or if more than one university is involved, the Partner Universities or other Institutions participating in a joint venture (hereinafter referred to as the participating universities), may where appropriate establish an Engineering Doctorate Centre hereinafter referred to as the Centre which shall be responsible for administering the degree. If more than one University is involved the Lead University shall be responsible for administering the degree. The Senate, or the participating Universities as appropriate, shall also appoint a Director for each Centre who shall be responsible for co-ordinating the work of the Centre.

[With reference to SCM/05/21.9, the Senate has empowered the Postgraduate Studies Committee to make decisions on its behalf in terms of paragraph 4.]

5. The Centre shall establish a Management Committee. The membership and terms of reference of the Management Committee shall be prescribed by the Senate, or the participating Universities as appropriate, after agreement with any external funding body.

In the case of a Management Committee established jointly, the Management Committee shall make recommendations to the participating Universities through the appropriate channels.

6. Admission

- 6.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 6.1.1 a degree with first or second class honours of the University
 - 6.1.2 a degree with first or second class honours of any other University approved for this purpose
 - 6.1.3 any other qualification deemed by the Senate on the advice of the Management Committee to be acceptable for this purpose.
 - 6.1.4 any other qualification together with professional or industrial experience deemed by the Senate on the advice of the Management Committee to be acceptable for the purpose.
- 6.2 A candidate accepted in terms of paragraph 6.1.3 or paragraph 6.1.4 may be required to take a qualifying examination in which event his or her progress shall be reported to the Senate at the end of his or her first year of study.
- 6.3 An applicant for admission shall comply with the provisions of Regulation 2.

7. Matriculation

- 7.1 A candidate shall matriculate for the duration of the course at one or more of the Partner Universities as approved by the Management Committee.

8. Supervisors

- 8.1 The Senate of the relevant Partner University shall appoint for each candidate an academic supervisor and industrial supervisor who shall jointly oversee the overall development of the candidate and shall provide support and advice regarding the individual project(s) on which the candidate is working.
- 8.2 The academic supervisor shall be a member of the Academic Staff of the relevant Partner University.
- 8.3 The industrial supervisor shall be appointed from among the Staff of one of the relevant sponsoring companies participating in the Engineering Doctorate Scheme.

- 8.4 The industrial supervisor shall ensure that the candidate has the opportunity within the company to develop further the competencies given by the taught elements of the course of study keeping the candidate informed of senior management decisions within the company which might have a bearing on the project or its direction.
- 8.5 A third supervisor may be appointed in exceptional cases where such an appointment is deemed to be necessary.

[The Senate has empowered the Postgraduate Studies Committee to make decisions in terms of paragraphs 8.1 to 8.4.]

9. Course of study

- 9.1 A candidate shall pursue a course of study approved by the Senate(s) of the Partner Universities, and shall present himself or herself for such examinations and at such times as the examiners may require.
- 9.2 The course of study shall comprise:
- 9.2.1 supervised research work culminating in the submission of a thesis or a portfolio of documents. The latter may be considered appropriate where a candidate undertakes more than one project in the course of their period of study. Supervised research shall form approximately 75% of the course of study
 - 9.2.2 assessed coursework and attendance at lectures and colloquia as directed by the supervisors, amounting to approximately 25% of the course of study.
- 9.2 Both research and taught elements of the course shall be flexible and shall respond readily to the needs and aspirations of the market, emerging technologies, the industrial collaborations and the candidate.
- 9.3 For each candidate a 'Requirements Profile', which shall be based upon the candidate's needs and aspirations, shall be drawn up by the candidate's supervisor(s). The Requirements Profile shall be tailored to meet the needs of the individual candidate, shall specify such coursework, lectures and colloquia that the candidate is required to perform or attend and the form and timing of any assessment to be completed prior to the submission of the thesis. The Requirements Profile shall also reflect the aims and objectives of the engineering doctorate scheme.
- 9.4 The research programme shall also be defined within the Requirements Profile. The research area selected shall be subject to approval by the Management Committee for the Centre as being appropriate to the academic expertise, the facilities available and the relevance of the selected topic to the overall portfolio of the programme.
- 9.5 Each research topic shall normally exhibit the following characteristics:
- (a) it shall be placed in a business context taking full account of financial and commercial considerations
 - (b) it should lead to work publishable in recognised journals
 - (c) it shall involve interactions with industrial sponsors, other candidates for the degree within the Centre and University Staff.
- 9.1 The final title of the thesis or the projects within the portfolio shall be submitted to the Senate of the appropriate Partner University for approval not less than one month before the thesis or portfolio is submitted.
- 9.2 There shall be an oral examination, except that the examiners may dispense with an oral examination if the External Examiners adjudge the thesis/portfolio to be of exceptional merit.
- 9.3 The duration of the course shall normally be forty-eight months.
- 9.4 The course of study shall normally be carried out both in the University and the sponsoring company(ies). The amount of time spent outside the University may vary according to the nature of the research.

- 9.5** A candidate shall normally present his or her thesis or portfolio within five years from the date of first registration for the degree if a full-time Student and 8 years from the date of first registration if a part-time Student. In exceptional circumstances the Senate may extend these periods.
- 9.6** The Senate of the relevant Partner University on the recommendation of the Head of Department or School may permit a candidate to suspend his or her registration for such a period and on such conditions as the Senate of the relevant Partner University may prescribe.

10. The Sponsoring Company

- 10.1** For each candidate undertaking a course of study leading to the degree there shall be one or more Sponsoring Companies which shall be approved by the Management Committee for the Centre.
- 10.2** If a candidate for the degree is working on a project with a Sponsoring Company, the Sponsoring Company shall allow the candidate to be released to attend all courses associated with the course of study.
- 10.3** A Sponsoring Company is expected to allow a candidate all reasonable access to prior knowledge, Intellectual Property Rights and patents associated with his or her project(s). In addition the Sponsoring Company is expected to resource the candidate's project(s) as though the candidate were a permanent employee, including access to additional staffing on the project(s) where appropriate in order that the project is a relevant, cost effective, industrial exercise.

11. Examiners

- 11.1** The Senate of the appropriate Partner University shall appoint for each candidate at least one External Examiner and one or more Internal Examiners who shall be the examiners and shall submit a report to the Senate of the appropriate Partner University. A candidate's nominated Supervisors shall not be appointed as Examiners.
- 11.2** In addition to the examiners appointed for each candidate the Senate of the Lead University shall appoint such External Examiners as are appropriate to examine the taught components of the course of study.
- 11.3** The External Examiners shall submit reports annually to the Senate of the Lead University.

12. Thesis/Portfolio

- 12.1** The thesis or portfolio shall comply with the following conditions:
- 12.1.1** The thesis or portfolio shall form a contribution to the knowledge of the subject and shall afford evidence of originality, shown either by the discovery of new facts, engineering development or by the exercise of independent critical analysis, bearing in mind that the EngD involves an emphasis on innovation, whereas a PhD in science and engineering emphasises discovery. Each thesis or portfolio must demonstrate fulfilment of one or more of the following categories:
- (a) carrying out original empirical work: this may include scientific measurement or engineering development as opposed to pure research.
 - (b) developing and explaining a new synthesis of empirical observations and/or theoretical arguments, where the empirical and theoretical parts may be derived in whole or in part from published work by others or from work carried out by others under the directions of the candidate.
 - (c) developing and explaining a new theoretical framework, supported by new empirical results and/or empirical results derived from published literature and/or results obtained by others working under the directions of the candidate.
- 12.1.2** For a candidate permitted by the Director of the Centre to submit a portfolio, the portfolio shall include the following:
- (a) an executive summary in the standard thesis format, not normally exceeding 20,000 words. This summary shall include the main results and an explanation of their significance, and describe the contribution to knowledge and innovation demonstrated by the candidate. It shall also set the work in context in relation to other work in the field, and it shall clearly show, either directly or indirectly, how the

projects that form the body of the work are related through demonstrable relevance to the theme of the Centre.

- (b) the portfolio itself. This shall comprise a set of documents, each of which is a self-contained report of one of the projects that comprised the programme of research. Each of these documents must meet the criteria of 12.1.1. Interim reports prepared by the candidate are eligible for inclusion, but must meet the same criteria.

12.1.3 The greater portion of the work submitted in the thesis or portfolio shall have been done subsequent to the registration of the candidate for the Degree of Doctor of Engineering (EngD).

12.1.4 The thesis or portfolio shall be written in English. The literary presentation shall be satisfactory and shall be suitable for publication either as submitted or in an amended form.

12.1.5 The thesis or portfolio shall be the candidate's own account of his or her research and shall be accompanied by a declaration to this effect signed by the candidate. It may describe work done in conjunction with the supervisors or other persons provided that the candidate clearly states his or her own personal share in the investigation, and that his or her statement is certified by both supervisors.

12.1.6 The thesis or portfolio shall not normally exceed 80,000 words and shall not normally exceed 400 pages in length including Appendices. In exceptional circumstances and provided that permission is sought at a sufficiently early stage, the Senate may permit a candidate to exceed the stated maximum.

12.2 A candidate shall normally be required to submit one bound copy and one electronic copy of the thesis or portfolio which shall become the property of the appropriate Partner University. The thesis or portfolio shall conform in layout, binding and presentation to the requirements prescribed by the Senate of the appropriate University. The thesis or portfolio shall contain an abstract preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes.

12.3 Before a candidate submits a thesis or portfolio, his or her supervisor(s) shall seek, using the appropriate form, the approval of the Postgraduate Studies Committee for the thesis or portfolio title.

12.4 The Degree of Doctor of Engineering (EngD) shall not be awarded in respect of a thesis, portfolio or published work already submitted to this or any other University in support of an application for a degree.

13. Attendance and Performance

13.1 A Student admitted to a course of study shall satisfy the requirements for attendance and performance and take all the examinations prescribed for this course of study.

[Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.]

13.1 If in the opinion of either the academic supervisor or the industrial supervisor a candidate fails to satisfy the requirements for attendance and performance the supervisor(s) shall write to the candidate so informing him or her and advising him or her of the possible consequences. He or she shall send a copy of the letter to the Head of the candidate's Department or School and at the same time report the name of the candidate to the Postgraduate Studies Committee.

13.3 If the candidate continues not to satisfy the requirements for attendance and performance he or she may after due warning by the decision of the Senate or the Administering University, on the recommendation of the Postgraduate Studies Committee in consultation with the supervisor(s), be instructed to withdraw from the University.

13.4 A candidate may notify the Postgraduate Studies Committee in writing of any illness or other circumstances which may have prevented his or her attendance or adversely affected his or her performance and which he or she would like to be taken into account before the Postgraduate Studies Committee makes a recommendation in terms of paragraph 13.3.

[The Senate has empowered the Postgraduate Studies Committee to make a decision on its behalf in terms of paragraph 13.3, as detailed in the University's Procedures for 'Compulsory Withdrawal'.]

14. Recommendation of Examiners

- 14.1** The thesis examiners shall recommend to the Senate of the appropriate Partner University either:
- 14.1.1** that the degree be awarded subject to a positive recommendation from the examiners of the taught elements of the course of study, or
 - 14.1.2** that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner and subject to a positive recommendation from the examiners of the taught elements of the course of study.
 - 14.1.3** that the degree be not awarded
- 14.2** If the thesis examiners recommend that the degree be not awarded, they shall further recommend one or more of the following:
- 14.2.1** that the candidate be allowed to submit his or her thesis in a revised form
 - 14.2.2** that notwithstanding the provisions of paragraph 12.3 the candidate be allowed to submit his or her thesis in a revised form within a specified period not exceeding twenty-four months from the decision of the Senate of the appropriate Partner University thereon, in which case the examiners shall state specifically the reasons for and the extent of the revision required
 - 14.2.3** that the candidate be allowed to present himself or herself for further examination within a period not exceeding six months in which case the examiners shall state the form of the examination
 - 14.2.4** that exceptionally the candidate be allowed to submit his or her thesis for a higher degree of Master
 - 14.2.5** that the candidate be not allowed to present himself or herself for further examination.
- 14.3** The examiners for each candidate who has been allowed to submit his or her thesis in a revised form in terms of paragraph 14.2.1 shall recommend only one of the following regarding the resubmitted thesis:
- 14.3.1** that the degree be awarded, or
 - 14.3.2** that the degree be not awarded.
 - 14.3.3** that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner.
- 14.4** If the examiners recommend that the degree be not awarded in terms of paragraph 14.3.2, they shall not be entitled to recommend a further resubmission of the thesis. In exceptional circumstances, the Senate of the appropriate Partner University may permit a further resubmission.
- [The Senate has empowered the Postgraduate Studies Committee to make decisions in terms of paragraph 14.4]*
- 14.5** The Senate of the appropriate Partner University may accept any or all of the recommendations of the examiners.
- 14.6** The Senate of the appropriate Partner University shall authorise or refuse to authorise the award of the degree to a candidate.

15. Transfer

- 15.1** A candidate for the degree of Doctor of Engineering may on the recommendation of his or her supervisors and the Head of his or her Department or School apply to the Senate of the appropriate Partner University at any time before submitting his or her thesis for permission to become a candidate for a higher degree of Master.
- 15.2** Notwithstanding the provisions of paragraph 15.1, in exceptional circumstances the Head of Department or School of a candidate for a degree of Doctor of Engineering, after receiving advice from the candidate's supervisor(s), may recommend to the Senate of the appropriate Partner University at any time before the submission of the thesis that the candidate becomes a candidate for a higher degree of Master.
- 15.3** If the Senate of the appropriate Partner University grants permission to a candidate for a degree of Master to become a candidate for the degree of Doctor of Engineering, the Senate of the appropriate Partner University shall determine:

- 15.3.1 what recognition can be given to the period which the applicant has completed for the degree of Master towards the fulfilment of the requirements for the degree of Doctor of Engineering
- 15.3.2 the amount of work done for the degree of Master prior to the transfer which may be incorporated into the thesis submitted for the degree of Doctor of Engineering.

15.4 A candidate registered at one of the Partner Universities may, with the approval of the Management Committee, apply to transfer registration to one of the other Partner Universities.

16. Publication of Results

16.1 The names of the persons who are authorised to receive the degree of Doctor of Engineering shall be published in alphabetical order. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 1998, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

17. Award

17.1 A candidate who has complied with all the conditions for the award of the degree of Doctor of Engineering shall be entitled to receive the degree.

17.2 In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

18. Posthumous Awards

18.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Amended 13.12.2001

Amendments approved by: 28 January 2004 (SCM/04/9.4 & 9.7); 16 June 2004 (SCM&SM/04/13.6); 1 December 2004; 30 November 2005 (SCM/05/72/7); 17 May 2006 (SCM/06/41.4); 26 March 2014 (Senate); 27 February 2019 (Senate).

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1. This Regulation is made in pursuance of Article 3 of the Charter and clause (d) of paragraph 4 of Statute XIII.
2. This Regulation is concerned with two categories of undergraduate certificates and diplomas: (1) Certificates and Diplomas of Higher Education which apply to taught courses of study (paragraphs 5-10); (2) Certificates and Diplomas in Industrial Training or Industrial Experience which apply to a period of accredited work-based learning (paragraphs 11-15).
3. This Regulation supersedes the former version of Regulation 38: Certificates and Diplomas of Higher Education and Regulation 39: Diploma in Industrial Training.
4. Regulation 3: Modular First Degrees shall apply to undergraduate certificates and diplomas with the exception of such paragraphs in Regulation 3 as are concerned with award criteria.

Certificates and Diplomas of Higher Education

5. Admission

- 5.1** A candidate for the Certificate or the Diploma of Higher Education shall have satisfied the requirements for entry to one of the following:
- 5.1.1** a course of study of the university leading to the award of a first degree
 - 5.1.2** a course of study of the university leading to the award of a Certificate or Diploma of Higher Education.

6. Availability

- 6.1** Certificates and Diplomas of Higher Education are available as
- 6.1.1** exit awards to Students who withdraw from their studies at the University, or
 - 6.1.2** intermediate awards to Students who are continuing on a course of study leading to the award of a first degree, or
 - 6.1.3** final awards to Students who are registered on a course of study leading to the award of a Certificate or Diploma of Higher Education.
- 6.2** A Student who is enrolled on a course of study leading to the award of a first degree shall be eligible to apply for the intermediate awards of Certificate and Diploma of Higher Education, provided that he or she has satisfied all the conditions as specified in the course structure for the degree and has complied with all the conditions as prescribed for the award of certificates and diplomas in paragraphs 7 and 8 below.

7. Award Criteria for the Certificate of Higher Education

- 7.1** The award of Certificate of Higher Education shall normally require a minimum of 40% in pre-requisites and in modules designated as requiring a minimum of 40%. The Progression Board may recommend the award of Certificate of Higher Education as an exit award to a candidate who has achieved 39% or less in a module which required a minimum of 40% or was originally taken as a pre-requisite for a higher award. The Progression Board shall record its justification for any such award.
- 7.2** A Certificate of Higher Education shall be awarded to a candidate who has obtained 120 SCQF (Scottish Credit and Qualifications Framework) credits for approved modules taken, of which at least 90 shall be at Level 7 or above in the Scottish Credit and Qualifications Framework.

8. Award Criteria for the Diploma of Higher Education

- 8.1** The award of Diploma of Higher Education shall normally require a minimum of 40% in pre-requisites and in modules designated as requiring a minimum of 40%. The Progression Board may recommend the award of Diploma of Higher Education as an exit award to a candidate who has achieved 39% or less in a module which required a minimum of 40% or was originally taken as a pre-requisite for a higher award. The Progression Board shall record its justification for any such award.

- 8.2** A person who has been exempted, on the basis of recognised prior learning, from the first stage of an undergraduate course of study shall have gained 120 credits from approved modules taken in the second or later stage of study.
[The University's policy on Recognition of Prior Learning and Credit Transfer is contained in Regulation 46.]
- 8.3** A Diploma of Higher Education shall be awarded to a candidate who has obtained 240 SCQF credits for approved modules taken, of which at least 90 shall be at Level 8 or above in the Scottish Credit and Qualifications Framework.
- 9.** Both the Certificate and the Diploma of Higher Education shall be sealed with the Common Seal of the University and shall be signed by the Principal and Vice-Chancellor and by the Secretary of the University.
- 10.** Certificates and Diplomas of Higher Education shall not be conferred at a Congregation of the University.

Certificates and Diplomas in Industrial Training or Industrial Experience

11. Industrial Training

- 11.1** For the purposes of the remainder of this Regulation, the phrase "industrial training" shall apply to period of work placement designated as either industrial training or industrial experience in the award title of a course of study.
- 11.2** Industrial training describes a period of accredited work-based learning which may be either an additional or a mandatory component of a course of study. Both types of industrial training shall require approval by the Senate and, for the purposes of approval and associated documentation, shall be designated as "high risk activity." The distinction between the two types of industrial training shall be reflected in the title of the award as follows:
- 11.2.1** An award title of "Degree of Bachelor/Master of ... in ... with Industrial Training" describes a course of study where the work placement is mandatory and credits from such contribute to the total credit requirements of the degree award. No separate award shall be made for the work placement. A candidate shall be required to have successfully completed the specified activities of the work placement and to have gained the associated credit points in order to proceed to the next stage and, in due course, to qualify for consideration for the award.
- 11.2.2** An award title of "Certificate/Diploma in Industrial Training" describes a period of work placement which is an optional or additional component to the main degree on which the candidate is registered and is not required to be completed successfully in order to qualify for the main degree award. The credits associated with successful completion of the work placement shall contribute exclusively to the award of "Certificate/Diploma in Industrial Training" and shall not count towards the total credit requirements of the degree award. There shall be no reference to "industrial training" in the title of the main degree award, rather a separate award of certificate or diploma shall be made.
- 11.3** The remaining paragraphs of this Regulation shall apply to the type of work placement which is an additional component to the main degree and for which a separate award of certificate or diploma is made. A period of industrial training which is a mandatory component of a course of study and has no separate award shall be governed by the provisions of Regulation 3: Modular First Degrees.
- 11.4** Successful completion of a period of work-based learning which is an additional component to the main degree on which a candidate is registered may be recognised by one of the following awards of: Certificate in Industrial Training; Diploma in Industrial Training; Certificate in Industrial Experience; Diploma in Industrial Experience. The title of the award shall be appropriate to the course of study and shall be as approved by the Senate.

12. Credit and Level Requirements

- 12.1** The period of industrial placement leading to the award of a certificate or diploma shall be equivalent to at least one stage of a course of study, that is 1200 notional Student effort hours (120 SCQF credit points).
- 12.2** The period of industrial placement for a Certificate in Industrial Training or Industrial Experience shall normally be undertaken after completion of stage one of a course of study. Successful completion of a

period of industrial placement leading to the award of the Certificate shall be equivalent to 120 SCQF (Scottish Credit and Qualifications Framework) credits at a level that is at least SCQF Level 7.

12.3 The period of industrial placement for a Diploma in Industrial Training or Industrial Experience shall normally be undertaken after completion of stage one and stage two of a course of study. Successful completion of a period of industrial placement leading to the award of the Diploma shall be equivalent to 120 SCQF (Scottish Credit and Qualifications Framework) credits, of which at least 90 shall be at SCQF Level 8.

12.4 A candidate shall be required to obtain all credits points associated with the period of industrial placement in order to be eligible for the certificate or diploma. Such credits shall not contribute to the total credit requirements of award of the main degree on which the candidate is registered nor to any other qualification of the University.

13. Industrial Placement

13.1 A candidate for the certificate or diploma shall be required to obtain for himself or herself an industrial placement deemed suitable by the Head of School. The Head of School shall ensure that, in approving a proposed period of industrial placement, the following criteria have been met:

13.1.1 the type of learning experience gained during the period of industrial placement shall be such as to enable the candidate to achieve the learning outcomes specified for the award of certificate or diploma.

13.1.2 there are appropriate opportunities in place for the monitoring and evaluation of the candidate's progress during the period of industrial placement.

13.1.3 the environment in which the candidate undertakes the period of industrial placement shall comply with the University's health and safety requirements.

13.2 A candidate who fails to find suitable industrial placement will not be able to proceed with the certificate or diploma.

14. Award Board of Examiners

14.1 The composition of the Award Board of Examiners for the certificate or diploma shall be the same as that for the first degree courses of study to which the certificate or diploma is linked, but shall include the External Examiner(s).

14.2 The rules governing the operation of an Award Board shall be the same as those for all first degrees.

14.3 The Award Board may recommend in respect of each candidate for a certificate or diploma either:

14.3.1 that the certificate or diploma be awarded

14.3.2 that the certificate or diploma be not awarded.

14.4 In exceptional circumstances if a candidate is prevented by illness or other sufficient cause from completing the industrial placement or the work which is to be assessed for the certificate or diploma, the Award Board may recommend either:

14.4.1 that the certificate or diploma be awarded

14.4.2 that the certificate or diploma be not awarded.

14.5 If the Award Board has recommended that the certificate or diploma should not be awarded to a candidate, this recommendation shall not be taken into consideration in making a decision regarding the candidate's progression to the next stage of the first degree on which the candidate is registered.

15. Fees

15.1 The Head of School shall determine whether candidates who are undertaking a period of industrial placement shall be liable to pay a fee in order to cover costs such as those incurred through assessment of learning and site visits by members of Staff.

16. Award

16.1 A candidate who has complied with the conditions for the certificate or diploma shall be entitled to receive the award.

- 16.2** Such candidates will receive an award certificate for one of the following awards, as determined by the title of the course of study approved by the Senate: Certificate in Industrial Training; Diploma in Industrial Training; Certificate in Industrial Experience; Diploma in Industrial Experience.
- 16.3** The wording of the award certificates for shall be as specified in Appendix III of Regulation 23: Certificates for Degrees, Diplomas and Certificates.
- 16.4** In accordance with Regulation 15, Certificates and Diplomas in Industrial Training or Industrial Experience shall be conferred at a Congregation of the University only in conjunction with the award of the first degree with which the certificate or diploma is associated.

Amended version approved: 29 January 2003 (SM/03/10.5)

Further amendments approved: 18 June 2003 (SM/03/61.3); 16 June 2004 (SCM&SM/04/13.6), June 2008

Fully revised Regulation 38 (incorporating Regulation 39): 4 February 2009 (SM/09/6.1)

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REGULATION 39

Diploma in Industrial Training

Rescinded: Senate, 4 February 2009

Incorporated into Regulation 38: Undergraduate Certificates and Diplomas

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REGULATION 40

Senate Business Committee

Rescinded; Senate Business Committee, 25 August 2015

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REGULATION 41

Degree of Doctor of Business Administration

1. This Regulation is made in pursuance of Ordinance 4.
2. The degree of Doctor of Business Administration (DBA) may be awarded by the University.
3. **Admission**
 - 3.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 3.1.1 a degree of Master of Business Administration (MBA) of the University
 - 3.1.2 a degree of MBA or other similar qualification of any other University approved for this purpose
 - 3.1.3 normally at least five years' relevant business experience or any other qualification and/or experience deemed by the Senate to be acceptable for this purpose
 - 3.2 A candidate accepted in terms of paragraph 3.1.2 or 3.1.3 may be required to complete qualifying examinations satisfactorily before being accepted for admission to the course of study.
 - 3.3 An applicant for admission shall comply with the provisions of Regulation 2.
4. **Matriculation**
 - 4.1 A candidate shall matriculate as a Student of the University.
5. **Supervisors**
 - 5.1 The Senate shall appoint for each candidate a primary and a secondary supervisor of whom at least one shall be a member of the Academic Staff of the University or of Heriot-Watt University Malaysia. Normally the primary supervisor shall be a member of the Academic Staff of the University or Heriot-Watt University Malaysia.

[The Senate has empowered the Studies Committee to make decisions in terms of paragraph 5.1]
6. **Examiners**
 - 6.1 The Senate shall appoint for each candidate one or more External Examiners and one or more Internal Examiners who shall be the examiners and shall submit a report or reports to the Senate. If an Internal Examiner is also the Supervisor of a candidate or if the candidate is a member of the full-time Academic Staff of the University the Senate shall appoint at least two external examiners.
 - 6.2 The recommendation for the appointment of external examiner(s) for the degree shall be initiated by the supervisor(s) of the candidate and signed by the Head of School. The recommendation shall be made to the Academic Registry on the appropriate form available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/external-examiners.htm>

[The Senate has empowered the Studies Committee to make decisions in terms of paragraphs 6.1 and 6.2]
7. **Course of Study**
 - 7.1 A candidate shall pursue a course of study approved by the Senate and shall present himself or herself for such examinations and at such times as the examiners may require.
 - 7.2 The course of study shall comprise:
 - 7.2.1 completion of a Programme of Study consisting of examined Edinburgh Business School courses which aim to provide the theory, knowledge and techniques necessary to underpin the applied research in the thesis. This may comprise standard approved specialist MSc programmes or, for suitably qualified candidates, a specific combination of courses from the Edinburgh Business School provision, Students are subject to the standard assessment Regulations governing Edinburgh Business School courses.

- 7.2.2 supervised research leading to the submission of a thesis.
 - 7.2.3 for those candidates who do not follow a standard specialist MSc programme under 7.2.1, the Edinburgh Business School Research Committee shall draw up a Requirements Profile, comprising the Edinburgh Business School courses to be taken which shall be based on the candidate's needs and aspirations.
 - 7.2.4 exceptionally, subject to the approval of the Senate, a candidate who has met the requirements of 7.2.1 may be admitted directly on to the supervised research element.
- 7.3 In order to be permitted to submit a thesis (as provided for in paragraph 8), a candidate shall have completed satisfactorily 220 credits at Masters level, SCQF (Scottish Credit and Qualifications Framework) Level 11, which may include credit for prior qualifications.
- 7.4 A candidate shall submit an outline proposal of the subject of research which shall be submitted to the Senate for approval when the candidate first registers for the degree. The final title of the thesis shall be submitted to the Senate for approval not less than one month before the submission of the thesis.
- 7.5 There shall be an oral examination, except that the examiners may dispense with an oral examination if the External Examiners judge the thesis to be of exceptional merit.
- 7.6 A candidate may be accepted to pursue the course as a full-time Student or as a part-time Student or by distance learning or by any combination of these three.
- 7.7 Full-time Students**
- 7.7.1 The duration of the course of study shall be at least twenty-four months in the case of a candidate pursuing a course of study in terms of paragraph 7.2.4, or at least thirty-six months in the case of a candidate pursuing a course of study in terms of paragraph 7.2.1.
 - 7.7.2 The course of study shall normally be pursued in the University but the Senate may grant to a candidate leave of absence from the University for special purposes connected with his or her study.
 - 7.7.3 A candidate pursuing a course of study in terms of paragraph 7.2.1 shall normally present his or her thesis within five years from the date of first registration for the degree. A candidate pursuing a course of study in terms of paragraph 7.2.4 shall normally present his or her thesis within four years from the date of first registration for the degree. In exceptional circumstances the Senate may extend this period.
- 7.8 Part-time Students**
- 7.8.1 The duration of the course of study shall be at least thirty-six months.
 - 7.8.2 A candidate shall undertake such work in the University as may be required by the supervisor(s) and approved by the Senate.
 - 7.8.3 A candidate shall review the progress of his or her work with his or her supervisor(s) at least once in each term.
 - 7.8.4 A candidate pursuing a course of study in terms of paragraph 7.2.1 shall normally present his or her thesis within ten years from the date of first registration for the degree. A candidate pursuing a course of study in terms of paragraph 7.2.4 shall normally present his or her thesis within eight years from the date of first registration for the degree. In exceptional circumstances the Senate may extend this period.
 - 7.8.5 The Senate may reduce the required period of study of thirty-six months when the candidate is a member of the full-time Staff of the University or in other exceptional circumstances.
- 7.9 Distance Learning**
- 7.9.1 The duration of the course shall be at least thirty-six months.
 - 7.9.2 A candidate who is permitted to prepare a thesis for submission, shall review the progress of his or her work with his or her supervisor(s) at least once in each term during its preparation.
 - 7.9.3 A candidate pursuing a course of study in terms of paragraph 7.2.4 shall normally present his or her thesis within eight years from the date of first registration for the degree. A candidate pursuing a course of study in terms of paragraph 7.2.1 shall normally present his or her thesis within ten years from the date of first registration for the degree. In exceptional circumstances the Senate may extend this period.
 - 7.9.4 The Senate may reduce the required period of thirty-six months when the candidate is a member of Staff or in other exceptional circumstances.

- 7.10** The Senate on the recommendation of the Head of School may permit a candidate to suspend his or her registration for such a period and on such conditions as the Senate shall prescribe.

[The Senate has empowered the Postgraduate Studies Committee to make decisions in terms of paragraphs 7.7.2, 7.7.3, 7.8.4, 7.8.5, 7.9.3, 7.9.4 and 7.10]

8. Thesis

- 8.1** The thesis shall comply with the following conditions:

8.1.1 The thesis or dissertation shall form a contribution to the knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.

8.1.2 The greater portion of the work submitted therein shall have been done subsequent to the registration of the candidate for the degree of Doctor of Business Administration.

8.1.3 The thesis shall be written in English. The literary presentation shall be satisfactory. The thesis shall be suitable for publication either as submitted or in an amended form.

8.1.4 The thesis or dissertation shall be the candidate's own account of his or her research and shall be accompanied by a declaration to this effect signed by the candidate. It may describe work done in conjunction with the supervisor(s) or other persons provided that the candidate clearly states his or her personal share in the investigation, and that his or her statement is certified by the supervisor(s).

8.1.5 The thesis shall not normally be less than 45,000 words or exceed 80,000 words and shall not normally exceed 400 pages in length including Appendices. In exceptional circumstances, and provided that permission is sought at a sufficiently early stage, the Senate may permit a candidate to exceed the stated maxima.

[The Senate has empowered the Postgraduate Studies Committee to make decisions in terms of paragraph 8.1.6.]

- 8.2** A candidate shall normally be required to submit one bound copy and one electronic copy of the thesis which will become the property of the University. A candidate shall submit a further unbound copy for microfilming purposes. The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes.

- 8.3** Before a candidate submits a thesis, his or her supervisor(s) shall seek, using the appropriate form, the approval of the Postgraduate Studies Committee for the thesis title.
[Forms are available from the Academic Registry]

- 8.4** The Library copy of a thesis shall normally be available for consultation in the Library. The electronic copy of the thesis shall be made available through the University's Research Publications Archive. In exceptional circumstances, for example in the case of certain commercial or sensitive works, the Head of School may make a recommendation to the Postgraduate Studies Committee for restricted access. The Postgraduate Studies Committee shall decide whether or not the thesis should be placed on restricted access and if restricted the length of the period of restriction. The length of the period may be reviewed at any time during the period or at the end of the period of restriction. Approval of commercial or sensitive research may be sought from the Postgraduate Studies Committee in advance of the research being undertaken.

- 8.5** The degree of Doctor of Business Administration shall not be awarded in respect of a thesis or published work already submitted to this or any other University in support of an application for a degree.

9. Attendance and Performance

- 9.1** A Student admitted to a course of study shall satisfy the requirements for attendance and performance and take all the examinations prescribed for the course of study.
[Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.]

- 9.2 If in the opinion of the supervisor(s) a candidate fails to satisfy the requirements for attendance and performance the supervisor shall write to the candidate so informing him or her and advising him or her of the possible consequences. He or she shall send a copy of the letter to the Head of the candidate's School and at the same time report the name of the candidate to the Postgraduate Studies Committee.
- 9.3 If a candidate continues not to satisfy the requirements for attendance and performance he or she may after due warning by the decision of the Senate on the recommendation of the Postgraduate Studies Committee in consultation with the supervisor(s) be instructed to withdraw from the University.
- 9.4 A candidate may notify the Postgraduate Studies Committee in writing of any illness or other circumstances which may have prevented his or her attendance or adversely affected his or her performance and which he or she would like to be taken into account before the Postgraduate Studies Committee makes a recommendation in terms of paragraph 9.3.

10. Recommendations of the Examiners

- 10.1 The examiners shall recommend to the Senate either:
 - 10.1.1 that the degree be awarded, or
 - 10.1.2 that the degree be not awarded
 - 10.1.3 that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner.
- 10.2 If the examiners recommend that the degree be not awarded, they shall further recommend one or more of the following:
 - 10.2.1 that the candidate be not allowed to submit his or her thesis or dissertation in a revised form
 - 10.2.2 that the candidate be allowed to submit his or her thesis in a revised form within a specified period not exceeding twenty-four months from the date of the relevant decision of the Senate, in which case the examiners shall state specifically the reasons for and the extent of the revision required
 - 10.2.3 that the candidate be not allowed to present himself or herself for further examination
 - 10.2.4 that the candidate be allowed to present himself or herself for further examination within a period not exceeding six months in which case the examiners shall state the form of the examination.
 - 10.2.5 that exceptionally the candidate be allowed to submit his or her thesis or dissertation for a higher degree of Master of Philosophy.
- 10.3 The examiners for each candidate who has been allowed to submit his or her thesis in a revised form in terms of paragraph 10.2.1 shall recommend one of the following regarding the resubmitted thesis:
 - 10.3.1 that the degree be awarded, or
 - 10.3.2 that the degree be not awarded.
 - 10.3.3 that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner.
 - 10.3.4 that exceptionally the candidate be awarded the degree of Master of Philosophy.
- 10.3 If the examiners recommend that the degree be not awarded in terms of paragraph 10.3.2, they shall not be entitled to recommend a further resubmission of the thesis. In exceptional circumstances, the Senate may permit a further resubmission.

[The Senate has empowered the Postgraduate Studies Committee to make decisions in terms of paragraph 10.4]
- 10.4 The Senate may accept any or all of the recommendations of the examiners.
- 10.5 The Senate shall authorise or refuse to authorise the award of the degree to a candidate.

11. Publication of Results

- 11.1 The names of the persons who are authorised to receive the degree of Doctor of Business Administration shall be published in alphabetical order. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 1998, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

12. Award

12.1 A candidate who has completed a course of study in terms of paragraph 7.2.1, 7.2.4 and has complied with all the conditions of the award shall be entitled to receive the degree of Doctor of Business Administration.

12.2 In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

13. Posthumous Awards

13.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Regulation approved 29 January 2003 (SM/03/10.1)

Amendments approved: 28 January 2004 (SCM/04/9.7); 16 June 2004 (SCM&SM/04/13.6); 25 January 2006; 17 May 2006 (SCM/06/41.4); August 2006 (Principal & Deans Committee); 4 February 2009 (SM09/5.1&5.2); 26 March 2014 (Senate); 7 February 2019 (Senate).

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1. Introduction

1.1 The University actively encourages the professional management of its intellectual property, both in terms of fulfilling its obligations to transfer knowledge and research outputs, to the benefit of industry and the wider community, and wishing to generate a financial return through the commercial development of intellectual property as an asset. One method of achieving these goals is by setting up a new company to implement the commercial development of University intellectual property, including know-how. The University encourages such new company formation where the circumstances suggest this is a suitable way forward.

2. Definitions

2.1 The following definitions are used in this regulation:

- (a) technology includes knowledge, methodology, know-how and any other intellectual property rights.
- (b) a spin-out company is a company whose principal object is the development and exploitation of the technology owned by the University.
- (c) a service company is a company whose principal object is the use of technology or facilities created or provided by the University.

3. Authorisation

3.1 A member of Staff of the University or a wholly owned subsidiary of the University shall require authorisation from the University before a spin-out company or service company is incorporated, or becoming a Company Officer (Director or Company Secretary). To obtain such authorisation, the member of Staff shall inform Technology and Research Services or its successor organisation which shall be responsible for making such arrangements as are necessary for determining whether authorisation may be granted.

3.2 In determining whether authorisation should be granted, issues which the University shall consider include:

- (a) the interests of the University
- (b) the interests of the member(s) of Staff seeking authorisation
- (c) the interests of the spin-out company or service company
- (d) the impact on existing and future duties of members of Staff
- (e) the use of technology owned by the University or any subsidiary company
- (f) the use of University resources, such as space and equipment
- (g) any relevant legal issues.

4. General Provisions

4.1 The University shall have a 24% dilutable equity stake in each spin-out company or service company, or exceptionally a lower percentage as otherwise agreed with the Enterprise Directorate and also approved by the University Executive..

4.2 The University may offer an equity stake to a member of Staff taking into account his or her contribution to the creation of the technology. The University may refuse to offer any equity stakes to a member of Staff who has contributed to the creation of the technology, after adequate consultation with all interested parties.

4.3 In the event of lack of agreement in the amount of equity to be apportioned in terms of paragraph 4.1, or the University's refusal to offer equity to a member of Staff in terms of paragraph 4.2, the University or the member of Staff may refer the matter to an Arbiter and they shall pay equal shares of the costs incurred unless otherwise agreed. The Arbiter, who shall be the nominee of the President of the Institute of Patent Agents, shall make a decision which shall be final and binding.

4.4 A full-time member of Staff of the University may not be an employee of a spin-out company or service company. However, the University may permit a full-time member of Staff to become part-time or may agree a secondment (subject to terms and conditions) in order to allow the member of Staff to be employed part-time by the spin-out company or service company.

4.5 The University shall be entitled to recoup from a spin-out company or service company the cost of legal and other professional fees incurred in the creation of that spin-out company or service company and the costs of intellectual property protection incurred in the development of the relevant technology.

5. Staff

5.1 Subject to University Regulations and codes of conduct and with the permission of the University, members of Staff may

- (a) own shares or share options in a spin-out company or service company
- (b) act as directors of a spin-out company or service company
- (c) act as paid consultants to a spin-out company or service company.

5.2 *Conflicts of interest for members of Staff of the University, which arise, or may arise, as a result of the creation of a spin-out company or service company shall be declared and addressed through the University's policy on Conflict of Interest.*

Paragraph 5.2 to be inserted once the conflict of interest policy has been approved.

5.3 No individual member of Staff of the University shall have the authority to incorporate or dispose of a spin-out company or a service company.

5.4 Any member of Staff of the University who has been refused permission to set up a spin-out company or a service company may not set up a company having similar objects outwith the University.

6. Procedure for company formation

6.1 The procedure for forming a spin-out company or service company is attached as an appendix to this regulation. This regulation should be read in conjunction with the procedure.

Regulation approved 12 March 2003 (SM/03/26.1)
Amendments approved by Senate Council: 28.01.04 (SWCM/04/9.8) and the Senate 3 September 2020

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**REGULATION 42
Formation of New Companies**

Procedure for the incorporation of a University spin-out company or service company

This Appendix seeks to set out a clear and unambiguous procedure for the incorporation of a University spin-out company or service company.

Aims of Procedure

- To provide a clear line of authority and communication regarding the formation and dissolution of spin-out companies or service companies from the University.
- To provide an unambiguous procedure for members of Staff of the University.
- To provide an appropriate audit trail for Technology Research Services (TRS).
- To provide a standard method of incorporating spin-out companies and service companies.

Outline of Procedures

- A member of Staff of the University or any wholly-owned subsidiary of the University who has an idea for a company should contact TRS to arrange an informal discussion with a member of the commercialisation team about the incorporation of a University spin-out company or service company.
- If incorporation is not the best way to proceed, the idea will be evaluated by TRS for other exploitation opportunities.
- If incorporation is seen as the best way to proceed, the member of Staff will be invited to meet with the TRS team for an in-depth exploration of the proposed spin-out company with a view to highlighting potential issues and questions so these can be dealt with early on.
- The member of Staff will then be asked to confirm the University's share of equity in the spin-out company as 24% by signing the Equity Allocation Form (Appendix 2).
- The member of Staff will then meet with his or her Head of School or Section to discuss the use of School or Section facilities by the Spin-out Company and agree, complete and sign a consent to use Heriot Watt University Resources Form specifying the people, equipment and space agreed upon (Appendix 3).
- The member of Staff will be encouraged to seek advice and assistance from people (especially Heriot Watt University members of Staff) involved in previous spin-out companies and appropriate external bodies (e.g. SMART)
- The member of Staff will then complete an Application to Incorporate Form (Appendix 4) and Business Plan Form (using the supplied template – Appendix 5) which may be obtained from TRS.
- The completed application form should be returned to TRS together with the following:
 - (a) a Business Plan using the supplied template outlining the proposed activities of the company, and
 - (b) a signed Consent to use School Resources Form and a letter from the appropriate Head of School agreeing to the involvement of the member of Staff and the use of facilities and resources of the School and the University, including Staff time, and an estimate of their costs. The letter should also state whether or not there is any conflict of interest between the interests of the University and the proposed company.

- TRS will evaluate the proposal and if supported the Technology Transfer Manager will then submit this to the Innovation Exploitation Board (IEB).
- IEB will review the information received and make a recommendation on whether or not to incorporate. The recommendation of the IEB will be communicated to the member of Staff and the appropriate Head of School.
- If the recommendation is positive, IEB will also make recommendations about appropriate directors.
- If the recommendation is negative, the member of Staff and the Head of School will be informed of the reasons and the member of Staff may be given an opportunity to resubmit.
- If the recommendation from the IEB is positive, the application will be referred to the Commercialisation Policy Group (CPG) or its successor which may reject or approve the recommendation.
- The CPG or its successor may require the member of Staff to make a short presentation about the proposal in order to facilitate the approval process.
- If the CPG or its successor does not give approval to the idea, the member of Staff and the Head of School will be informed of the reasons and the member of Staff may be given an opportunity to resubmit.
- If the CPG or its successor subsequently approves the incorporation of the company, it shall consider the recommendations of the IEB for the appointment of directors.
- The application and recommendations of the CPG or its successor will then be passed to the Secretary of the University for final approval.
- If the Secretary of the University approves the proposal he or she will instruct the Legal Services Manager to prepare the incorporation documentation and any ancillary agreements for execution by the appropriate individuals and take such steps as necessary to incorporate the company. The Legal Services Manager will then submit a report to the UE.

**REGULATION 42
Formation of New Companies**

Heriot Watt University Equity Allocation Form

This completed document is to be attached to the Application to the Innovation Exploitation Board for Incorporation of a Spin-out Company.

The applicant wishes to set up a Spin-out Company and assigns an equity in this company of 24% to Heriot Watt University. These shares are dilutable in subsequent transactions.

Signed:

Date:

Witness:
.....
.....
.....
.....
.....

**REGULATION 42
Formation of New Companies**

Consent to use of Heriot Watt University Resources by a Spin-out Company

This completed document is to be attached to the Application to the Innovation Exploitation Board for Incorporation of a Spin-out Company. Once the Spin-out Company is formed a separate agreement will be entered into for the use of School Facilities.

School/Section:
 Head of School:
 Applicant:

Use of the following facilities by the Spin-out Company has been agreed by the Head of School/Section:

TYPE OF FACILITY	DETAILS	CHARGE (£)
1. Accommodation/Space
2. Equipment
3. Personnel

For a period of Years

Date:

Signed: Applicant:
 Head of School/Institute/Section :

**REGULATION 42
Formation of New Companies**

Application to Innovation Exploitation Board for Incorporation of a Spin-out Company

PLEASE COMPLETE AND RETURN THIS FORM TO TECHNOLOGY & RESEARCH SERVICES, ATTACHING ANY DOCUMENTS WHICH ARE REQUIRED AND/OR PROVIDE SUPPORT FOR YOUR APPLICATION.

Proposed name of company: _____

Member(s) of Heriot-Watt Staff involved:

—

—

Proposed business sector:

Potential conflict of interest with existing University activity? Yes No

Proposed timescale: _____

Please attach the following:

- Business Plan, using Template supplied
- Consent to use School Resources Form
- University Equity Share Form

FOR OFFICIAL USE ONLY

Received on _____ by _____

Submitted to IEB on _____

Decision _____

**REGULATION 42
Formation of New Companies**

Business Plan Template

To be used with an Application to Innovation Exploitation Board for Incorporation of a Spin-out Company

1. Executive Summary

- Why a Spin-out Company is the best way forward
- Mission of the Spin-out Company (e.g.. Purpose /Differentiating Activity/Sector)
- Summary of Vision of the Spin-out Company (5 years hence)
- Summary of key aspects of Spin-out Company and evidence for its likely success

2. Company Structure

- Equity split, including any held in trust for future key appointees (e.g. CEO)
- Company employees & their roles
- Key assets required by Spin-out Company to operate

3. Product or Service to be provided

- Unique Selling Proposition – what is different about this product or service
- Sustainable competitive advantage – what will stop the competition catching up
- List of benefits and drawbacks of product or service
- List of minimum performance requirements expected by the market place
- Outstanding technical issues to be resolved

4. Marketing

- Drivers for change to this product or service - why the status quo is not acceptable
- Blocks to adopting this product or service (e.g. switching costs, entrenched competition, testing requirements, etc.)
- SWOT (Strengths, Weaknesses, Opportunities, & Threats) analysis of this product or service vs. the competition (both in-kind competition and not-in-kind competition)
- What is the likely competitive response and how will this be contained?
- Route to market
- Targeted market segment
 - Target market share and resultant estimated size of market
 - Target geographical market segment (UK? World wide?)
 - Key potential customers identified and initial feedback from these on the product or service
- Potential price
 - Price sensitivity & Opportunity to Value Price
 - Comparison of target price of this product or service with competition, with reasons for any expected differences
- Projected sales volumes and value over first 5 years of operation.
 - Expected/target projection and evidence for this
 - Best case scenario, if everything goes in your favour
 - Worst case scenario
- Exit strategies
 - If unsuccessful
 - If successful (IPO (Initial Public Offering – floatation on stock market)? Sale to larger company?)

5. Intellectual Property

- Confirm ownership of intellectual property and highlight any issues
- Confirm freedom to operate and that infringement of other's patents is not expected
- Outline the intellectual property strategy
 - Which aspects will be patented (typically products)
 - Which aspects will be kept as Trade Secrets (typically process details)
 - What other IP protection is appropriate (e.g. design registration, copyright, etc.)
- List patents applied for and granted with countries covered and summary of main claim.

6. Manufacturing

- Can the product be produced on existing equipment using existing processes or do these need to be developed?
- Outline the plans to manufacture the product
- List any capital equipment required, together with estimated cost, supplier, and lead time on delivery
- Specify which aspects of manufacturing can be outsourced or subcontracted
- List all raw materials required and suppliers, together with any special requirements or potential issues
- Are supplier contracts in place? Will you need to buy raw materials to a specification?
- Is there reliance on a single supplier or subcontractor?

7. Financial

- Outline the plan to obtain the necessary funding (e.g. SMART award, private investors/Business Angels, Venture Capitalists, etc.)
- What is the estimated time until the first sales, and how will the Spin-out Company be funded during this initial period?
- Provide a Cash Flow summary detailing income and expenditure during the first 3 years of operation, together with the underlying assumptions.

8. Risk Analysis

- List each of the uncertainties or risks and indicate how these will be addressed & reduced, particularly potential deathblows.
- Will testing, approvals, clinical trials, export licenses, etc. have to be undertaken/obtained?

9. Long Term Vision for Spin-out Company

- What is your long term (5 & 10 year) Vision for the Spin-out Company in terms of:
 - Markets & market share
 - Sales volume & value; profit
 - Geographical operation
 - Number of employees
- What are your own personal long-term goals & aspirations?

10. Plan

Provide an outline plan of activities in the first 3 – 5 years

REGULATION 43

Degree of Doctor of Philosophy by Published Research

1. This Regulation is made in pursuance of Ordinance P2.
2. The degree of Doctor of Philosophy (PhD) (by published research) may be awarded by the University.
3. **Admission**
 - 3.1 To be eligible for admission an applicant shall
 - (a) have published or exhibited research work or other work, such as a portfolio, exhibition documentation, photographs, designs or similar work which presents the results of original research and scholarship,
 - (b) hold at least one of the qualifications specified in paragraph 3.2, and
 - (c) satisfy at least one of the conditions specified in paragraph 3.3.
 - 3.2 The qualifications referred to in paragraph 3.1(b) are:
 - 3.2.1 a degree with first or second class honours of the University
 - 3.2.2 a degree with first or second class honours of any other University approved for this purpose
 - 3.2.3 the Fellowship of the Heriot-Watt College
 - 3.2.4 any other qualification deemed by the Senate to be acceptable for this purpose.
 - 3.3 The conditions referred to in paragraph 3.1(c) are:
 - 3.3.1 to have been a member of Staff for at least three years and actively engaged in research for at least five years
 - 3.3.2 to have undertaken collaborative research in conjunction with a member of Staff of the University for at least five years
 - 3.3.3 to be a graduate of the University and to have been actively engaged in research, which may include practice-led research in the visual arts, for at least five years
 - 3.3.4 to satisfy any other condition deemed by the Senate to be acceptable for this purpose.
 - 3.4 An applicant for admission shall comply with the provisions of Regulation 2.
4. **Application**
 - 4.1 A candidate shall make an application on the prescribed form. The application shall be accompanied by two bound copies of published research, presenting the results of original research and scholarship.
 - 4.2 Research work which has been submitted for publication but has not yet been published shall not be accepted as part of the application.
 - 4.3 The Senate shall appoint a member of Academic Staff to advise it on each application. The appointed member of Staff shall have recognised experience in the subject of the application and shall not normally have undertaken collaborative research in conjunction with the candidate.
 - 4.4 The Senate shall notify each candidate of whether the application has been accepted or refused.
 - 4.5 An application shall not normally be considered if a candidate is currently registered for a Doctor of Philosophy in terms of Regulation 6 or already possesses a Doctor of Philosophy in the subject of the application.
5. **Registration**
 - 5.1 A candidate shall matriculate as a Student.

6. Supervisors

- 6.1** The Senate shall appoint for each candidate a primary and a secondary supervisor of whom at least one shall be a member of Academic Staff. Normally the primary supervisor shall be a member of Academic Staff.
- 6.2** A third supervisor may be appointed in exceptional cases where such an appointment is deemed to be necessary.
- 6.3** The supervisor(s) shall advise the candidate on the selection, coherence and quality of the publications to be submitted and on the nature of the accompanying abstract and critical review.
- 6.4** The candidate shall be considered to be a Student of the School of the primary supervisor.

7. Examiners

- 7.1** The Senate shall appoint for each candidate one or more External Examiners and one or more Internal Examiners who shall be the examiners and shall submit a report or reports to the Senate. If an Internal Examiner is also the Supervisor of a candidate or if the candidate is a member of the Staff of the University the Senate shall appoint at least two External Examiners. A candidate's nominated Primary Supervisor shall not be appointed as Internal Examiner, and in addition, a candidate's other nominated Supervisors shall not normally be appointed as Internal Examiners.
- 7.2** The recommendation for the appointment of external examiner(s) for the degree shall be initiated by the supervisor(s) of the candidate and signed by the Head of the candidate's School. The recommendation shall be made to the Senate on the appropriate form.

8. Programme of Study

- 8.1** A candidate shall pursue a Programme of Study approved by the Senate and shall present himself or herself for such examinations and at such times as the examiners may require.
- 8.2** The general subject of the field of published research shall be submitted to the Senate for approval when the candidate applies to register for the degree. The final title shall be submitted to the Senate for approval not less than one month before the submission of the thesis.
- 8.3** There shall be an oral examination, except that the examiners may dispense with an oral examination if the External Examiners judge the thesis to be of exceptional merit.
- 8.4** A candidate shall be accepted as a part-time Student.

8.5 Period of Registration

- 8.5.1** A candidate shall normally present his or her thesis of published research within twelve months of the first date of registration for the degree.
- 8.5.2** In exceptional circumstances the Senate may extend this period.
- 8.5.3** The Senate on the recommendation of the Head of School may permit a candidate to suspend his or her registration for such a period and on such conditions as the Senate shall prescribe.

9. Thesis of Published Research

- 9.1** The thesis of published research shall normally consist of peer reviewed published work which presents the results of original research and scholarship and is currently in the public domain.
- 9.2** The thesis shall only include peer reviewed work that is published or accepted for publication prior to the first date of registration for the degree.
- 9.3** In addition to the published work specified in terms of paragraphs 9.1 and 9.2, a candidate shall submit a critical review of the published research which shall be in the range of 10,000 to 25,000 words.

- 9.4** The critical review shall:
- 9.4.1** include a summary of the aims, objectives, methodology, results and conclusions of the submitted work
 - 9.4.2** indicate how the publications form a coherent body of work as a whole
 - 9.4.3** demonstrate the candidate's significant contribution to the expansion of knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power.
- 9.5** The critical review shall be the candidate's own account of their published research and shall be accompanied by a declaration to this effect signed by the candidate. Where the work was done in conjunction with other persons, the thesis may include publications resulting therefrom, provided that the candidate clearly demonstrates in the critical review that they have made a substantial contribution to all of the published work, and signs a statement indicating the contribution of each author.
- 9.6** The candidate must ensure that the relevant permissions for the use of prior published work within the thesis is obtained.
- 9.7** The thesis of published work shall be written in English except that in language subjects it may, at the discretion of the Senate, be in the language concerned. The literary presentation shall be satisfactory.
- 9.8** The thesis of published research, including critical review, shall not normally exceed 100,000 words. In exceptional circumstances and provided that permission is sought at a sufficiently early stage, the Senate may permit a candidate to exceed the stated maximum.
- 9.9** A candidate shall normally be required to submit to the Academic Registry one bound copy and one electronic copy of the thesis. The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted to the Academic Registry for library purposes.
- 9.10** The Library copy of a thesis shall normally be available for consultation in the Library. The electronic copy of a thesis shall be made available through the University's Research Publications Archive. In exceptional circumstances, for example in the case of certain commercial or sensitive works, the Head of School may make a recommendation to the Senate for restricted access. The Senate shall decide whether or not the thesis should be placed on restricted access and if restricted the length of the period of restriction. The length of the period may be reviewed at any time during the period or at the end of the period of restriction.
- 9.11** Each candidate will be limited to one degree award under this Regulation.
- 9.12** The degree of Doctor of Philosophy (by published research) shall not be awarded in respect of published work already submitted to this or any other University in support of an application for a degree.

10. Recommendations of the Examiners

- 10.1** The examiners shall recommend to the Senate either:
- 10.1.1** that the degree be awarded, or
 - 10.1.2** that the degree be not awarded.
 - 10.1.3** that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner(s).
- 10.2** If the examiners recommend that the degree be not awarded, they shall further recommend one or more of the following:
- 10.2.1** that the candidate be not allowed to submit his or her thesis in a revised form
 - 10.2.2** the candidate be allowed to submit his or her thesis in a revised form within a specified period not exceeding twenty-four months from the decision of the Senate thereon in which case the examiners shall state specifically the reasons for and the extent of the revision required
 - 10.2.3** that exceptionally the candidate be allowed to submit his or her thesis for the degree of Master of Philosophy.

- 10.3** The examiners for each candidate who has been allowed to submit his or her thesis in a revised form in terms of paragraph 10.2.1 shall recommend only one of the following regarding the resubmitted thesis:
- 10.3.1** that the degree be awarded, or
 - 10.3.2** that the degree be not awarded.
 - 10.3.3** that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner(s).
- 10.4** If the examiners recommend that the degree be not awarded in terms of paragraph 10.3.2, they shall not be entitled to recommend a further resubmission of the thesis. In exceptional circumstances, the Senate may permit a further resubmission.
- 10.5** The Senate may accept any or all of the recommendations of the examiners.
- 10.6** The Senate shall authorise or refuse to authorise the award of the degree to a candidate.

11. Publication of Results

- 11.1** The names of the persons who are authorised to receive the degree of Doctor of Philosophy (by published research) shall be published in alphabetical order within each School. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 1998, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

12. Award

- 12.1** A candidate who has complied with all the conditions for the award of the degree of Doctor of Philosophy (by published research) shall be entitled to receive the degree.
- 12.2** In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

13. Posthumous Awards

- 13.1** Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.
[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

- 14.** The Senate has decided that the Postgraduate Studies Committee will undertake the various responsibilities in relation to paragraphs 3.2.4, 3.3.4, 4.3, 4.4., 6.1, 6.2, 7.1, 7.2, 8.1, 8.3, 8.5.2, 8.5.3, 9.6, 9.7, 9.9, and 10.4.

Regulation approved 12 March 2003 (SM/03/26.2)

Amendments approved: 28 January 2004 (SCM/04/9.7); 16 June 2004 (SM&SCM/04/13.5 & 13.6); 1 December 2004; 25 January 2006; 17 May 2006 (SCM/06/41.4); August 2008 (Senate Business Committee); 26 March 2014 (Senate); 25 March 2015; 23 March 2016 (Senate); 27 February 2019 (Senate)

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REGULATION 44

Mixed Mode Study – Modular First Degrees

1. Introduction

- 1.1 This Regulation is made in pursuance of Ordinance 4.
- 1.2 This Regulation applies to all first degree courses or parts thereof offered other than by full-time study governed by Regulation 3.

2. Admission

- 2.1 An applicant for admission shall comply with the provisions of Regulation 2.

3. Matriculation

- 3.1 A Student for a first degree shall matriculate as a Student of the University.

4. Courses of Study

- 4.1 A Student shall pursue for the prescribed period a course of study approved by the Senate.
- 4.2 The courses of study for first degrees shall be as prescribed in the course structures. All courses of study shall consist of stages and modules except as otherwise approved by the Senate.
- 4.3 Each stage within a course of study leading to a first degree shall consist of eight modules. Modules within each stage may be grouped in accordance with subject matter into sets. Such groups are referred to as module sets.
- 4.4 A module of mixed-mode study shall consist of one hundred hours of Student effort which may include the following as appropriate:
- self-paced, asynchronous lectures and tutorials remotely delivered
 - timetabled lectures and supervised tutorials or seminars remotely delivered
 - residential periods of lectures, supervised tutorials, seminars, workshops, laboratories or studio work
 - project work, dissertations
 - private study, supervised or otherwise
 - module assessment including written examinations
 - self-paced learning materials.

Travel time to attend residential courses or examinations is excluded.

- 4.4.1 The Head of the School shall allocate a 'level' to each module offered by the School. Except with the approval of the Senate, the level shall be determined by the definition of level adopted by the Scottish Credit and Qualifications Framework, namely with reference to:

- the complexity and depth of knowledge and understanding
- links to academic or professional practice
- the degree of integration, independence and creativity required
- the range and sophistication of application/practice
- the role(s) taken in relation to other learners in carrying out tasks

- 4.4.2 A Head of School may prescribe up to two lower level pre-requisites for any module.

- 4.5 Diets of examinations for study by distance learning shall be as approved by the Senate.

- 4.6 A Student shall have completed a stage of mixed-mode study when all twelve modules comprising the stage of study have been successfully completed.

- 4.7 A Student shall complete a course of study within the maximum period prescribed for the course and mode of study. In exceptional circumstances the Senate may extend the period.
- 4.8 A Student shall complete an approved course of mixed-mode study leading to the award of first degree within a period extending over not more than ten years from the date of first registering for the degree course including any periods for temporary suspension of study. The period shall include any period during which a Student was registered as a full-time Student. In exceptional circumstances the Senate may extend the period.
- 4.9 A course of study for the degree of Bachelor shall contain at least six modules at level three.

5. Credit Rating

- 5.1 Each module shall have a credit rating of 15 points irrespective of the level of the module based on 150 notional hours of Student effort. Each module shall be rated as equivalent to 15 SCQF (Scottish Credit and Qualifications Framework) credits.
- 5.2 A Student who has successfully completed a module shall be awarded 15 credit points. A Student who is deemed by the examiners to have achieved a performance at Grade F, which is below the minimum acceptable level for the award of credit points, shall receive no credit points.
- 5.3 A Student shall not receive credit more than once for any module or set of modules.
- 5.4 A Student shall receive only one set of credit points for modules in a course of study which contain a significant amount of common material.

6. Recognition of Prior Learning

The University's policy on the Recognition of Prior Learning is contained in Regulation 46: Recognition of Prior Learning and Credit Transfer.

7. Curriculum

- 7.1 A Student shall follow a curriculum selected from the modules within a course of study prescribed in the course structure.
- 7.2 A Student at the beginning of each stage shall have his or her curriculum approved by the Head of his or her School.
- 7.3 A Student who wishes to change his or her curriculum during a stage may be allowed subject to the approval of and such conditions as may be required by the Head of School, irrespective of whether or not the change involves a set of linked modules. For transfer from any module in a linked set of modules a Student shall declare his or her intention in writing to his or her Head of School and also to the Head of School offering the modules not less than four weeks prior to the assessment at the end of the module in which he or she wishes to discontinue the study, if the set of linked modules has no end of module assessment. Thereupon the School offering the modules shall provide an end of module assessment within the module.

8. Performance

- 8.1 A Student admitted to a course of study shall perform satisfactorily and take all the assessments prescribed for the particular course of study.
- 8.2 If in the opinion of the Head of the School a Student is failing to perform satisfactorily, the Head of the School shall write to the Student, notifying him or her and advising him or her of the possible consequences, which may include the decision that the Student shall not be allowed to present himself or herself for examination. The Head of the Student's School shall inform a Dean of the University and the Academic Registrar of any such action.
- 8.3 A Student who fails to comply with the requirements for performance may, after due warning, and by the decision of the Senate on the recommendation of the Undergraduate Studies Committee, be instructed to withdraw from the University.
- 8.4 A Student may notify the Head of his or her School in writing of any illness or other circumstances which may have adversely affected his or her performance and which he or she would like to be taken into

account before a resolution is made in terms of paragraph 8.2 or a recommendation in terms of paragraph 8.3. A medical certificate shall be submitted in support of any written statement where appropriate.

9. External Examiners

- 9.1 For each subject or group of subjects within a course of study for a first degree there shall be at least one external examiner.
- 9.2 An external examiner shall be appointed by the Senate.
- 9.3 An external examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.
- 9.4 At the end of each year and of the period of appointment an external examiner shall submit a written report to the Principal.
- 9.5 The examinations and assessments for first degrees shall be as prescribed in the course structure.
- 9.6 All material for either written assessment or continuous assessment of third level modules and above shall be moderated by the external examiner before the assessment is undertaken either synoptically or within each module. All assessed material shall be available for the external examiner prior to the meeting of the Progression Board.
- 9.7 Assessment of modules other than those referred to in paragraph 9.6 may be externally moderated at the discretion of the School offering the module.

HERIOT-WATT ASSESSMENT AND PROGRESSION SYSTEM (HWAPS)

10. Boards of Examiners

- 10.1 Boards of Examiners shall be called the Assessment Boards, the Progression Boards and the Award Boards, and their terms of reference and composition shall be as detailed in the ensuing paragraphs.
- 10.2 **The Assessment Board**
 - 10.2.1 For each semester there shall be an Assessment Board which shall meet after the appropriate diet of examinations and shall confirm the results of the module assessments.
 - 10.2.2 The Assessment Board shall return an appropriate decision in the form of a grade, as detailed in paragraph 15.4, for each Student and record its justification for any unusual mapping of marks to grades.
 - 10.2.3 The Assessment Board shall consist of the following members:
 - a) The Head of School, or nominee, as Chair
 - b) The members of Academic Staff involved in the teaching and assessment of the module
 - 10.2.4 The Assessment Board shall identify:
 - a) Those Students whose performance gives cause for concern and agree appropriate remedial action for those Students
 - b) Those modules with high numbers of grades awarded at E or F
 - 10.2.5 The Assessment Board shall be responsible for the preparation of a report for consideration by the Progression Board and the Award Board.

The course (or module) report shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures* [available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>]

10.3 The Progression Board

- 10.3.1 For each course of study there shall be a Progression Board which shall meet after the Spring and resit diets of examinations. The Progression Board shall consider the requirements for award and for progression to higher awards with the decisions of the Assessment Board, and shall make one of the following recommendations with respect to each Student:
 - a) Progress to next stage
 - b) Re-assessment in one or more modules
 - c) Award at an intermediate level in terms of paragraph 22

- 10.3.2** The Progression Board shall consist of the following members:
- a) The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of School shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality Enhancement and Standards Committee for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions .
 - b) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the modules comprising a particular stage of a course, nominated by the module co-ordinator
 - d) The School Examinations Officer
 - e) Such other members as the Senate may from time to time determine
- 10.3.3** One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Progression Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Progression Board.
- 10.3.4** The Progression Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted as per the *Guidelines on Examination Procedures* referred to in paragraph 10.2.5. The Progression Board shall record its justification for any adjustments to module grades.
- 10.3.5** Notwithstanding the provisions of paragraph 13.1, for a degree course with its own Board of Studies the Senate may designate the Board of Studies as the Progression Board for that course of study.
- 10.3.6** The quorum for a meeting of a Progression Board shall be three members of the Board or one third of its membership whichever is the larger number.
- 10.3.7** The External Examiner(s) shall normally be present at any meeting of the Progression Board which makes recommendations for the award of a degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Progression Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting
- 10.3.8** On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the Progression Board. The Chair shall have a deliberative vote and a casting vote.

10.4 The Award Board

- 10.4.1** For each course of study there shall be an Award Board which shall meet after the Spring diet of examinations and after the resit diet of examinations if required. The Award Board shall consider the requirements for award and the decisions of the Assessment Board, and shall make recommendations for an award, as defined in paragraph 26, with respect to each Student.
- 10.4.2** The Award Board shall consist of the following members:
- a) The Chair who shall be the Head of School, the Director of Learning and Teaching or a nominee of the Head of School. For the appointment of a nominee as Chair, the Head of Scholl shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality Enhancement and Standards Committee for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
 - b) The External Examiner(s)
 - c) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each module comprising a relevant stage of a course, nominated by the module co-ordinator.
 - d) The School Examination Officer
 - e) Such other members as the Senate may from time to time determine.
- 10.4.3** One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Award Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Award Board.
- 10.4.4** The Award Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted, as per the *Guidelines on Examination Procedures* referred to in paragraph 13.2.4. The Award Board shall record its justification for any adjustments to module grades.

- 10.4.5 Notwithstanding the provisions of paragraph 10.1, for a degree course with its own Board of Studies the Senate may designate the Board of Studies as the Award Board for that course of study.
- 10.4.6 Notwithstanding the provisions of paragraph 10.1, for a course of study with a Final Assessment Panel for the Senate may designate the Final Assessment Panel as the Award Board for that course of study.
- 10.4.7 The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.
- 10.4.8 The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.
- 10.4.9 On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

11. Forms and Timing of Assessment

- 11.1 The forms of assessment used to evaluate Student performance in a module shall be specified in a module descriptor. Where a module is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment will be stated in the module descriptor. Assessment shall occur during or at the end of a single module. Synoptic assessment shall occur during or at the end of a set of synoptically assessed modules. All modules in a stage shall be first assessed by the end of the stage.
- 11.2 Each module shall feature formative assessment to enable Students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the module descriptor.
- 11.3 Such assessment shall not necessarily contribute to the final module grades.
- 11.4 Assessment may take place at the end of Semester 1 or 2, at the discretion of the Head of School.
- 11.5 Each course of study shall comprise a combination of both written examination and other forms of assessment. Written examination as the sole method of assessment for a course of study shall require approval of the Studies Committee.
- 11.6 Written examination as the sole method of synoptic assessment shall require approval of the Studies Committee.

12. Assessment: Marks and Grades

- 12.1 Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 12.2 The Assessment Board shall decide which of the synoptically assessed modules have been successfully completed.
- 12.3 The Assessment Board shall determine a grade in the range of A-F for Student performance in each module.
- 12.4 The Assessment Board shall return decisions in the form of grades. The following guidelines may be used by examiners for the mapping of marks onto grades:

A	Excellent	}	Learner has passed the module and can continue study in the subject
B	Very Good		
C	Good		
D	Satisfactory		
E	Adequate		Learner is awarded credit points, but cannot continue study in the subject
F	Inadequate		Learner is not awarded credit points

- 12.5** No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions are based on marks then adjustment of those marks is permitted (see *Examination Procedures* referred to in paragraph 10.2.5).
- 12.6** Assessment results shall be communicated by the Academic Registry to Students in the form of a results letter after each stage and a transcript after the completion of the course of study, and shall contain details of grades, credit points and progression or award decisions. Assessment results from Semester 1 shall be communicated by Schools to Students.

13. Re-assessment

- 13.1** A Student who has been awarded a Grade E or a Grade F in a module may be re-assessed in that module. The format of the re-assessment shall be as specified by the School or the appropriate examiner or as detailed in the module descriptor.
- 13.2** A Student shall be permitted only one re-assessment opportunity which shall be taken when the Student presents himself or herself for re-examination.
- 13.3** Subject to the provisions of paragraphs 13.4 and 20.2 of this Regulation, a Student shall not be re-assessed in any qualifying module taken in the final stage of a course of study.
- 13.4** The Progression Board may permit a Student to be re-assessed in any qualifying module not taken in the final stage in order to gain credits for the module, provided that the mark or grade obtained in the first assessment of any such module is used in determining the classification of the degree to be awarded.
- 13.5** In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking or completing an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Progression Board.
- 13.6** Notwithstanding the provisions of paragraph 16.2 an office-bearer of the Student Union whose post has been designated as sabbatical and who is deemed by the Board of Examiners not to have successfully completed a module on Occasion 1 in the year of election shall not be examined or assessed at any of the examination diets during the year of office (Occasions 2 and 3). The office-bearer shall be permitted an opportunity for examination at the Autumn Diet immediately following the period of office (Occasion 4).
- 13.7** Results letters and transcripts shall indicate any grades obtained by re-assessment by recording the number of assessment opportunities taken for satisfactory completion of the module.

14. Progression

- 14.1** To pass a module a minimum of Grade D is required.
- 14.2** To gain credit points for a module a minimum of Grade E is required.
- 14.3** In order to proceed a minimum of Grade D is required in all modules which are pre-requisites for subsequent modules and in all modules designated as requiring a minimum of grade D in the structure of each course of study.
- 14.4** In modules which are neither pre-requisites nor designated as requiring a minimum of Grade D, a minimum of Grade E is required to gain the credit points for each such module.
- 14.5** Criteria for pass, progression and credit points shall be as specified in the structures for each course. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 17.1-17.4.
- 14.6** A Student shall normally be permitted to register for a module only when pre-requisites for that module have been successfully completed.
- 14.7** A Student who does not satisfy the requirements for progression shall be advised by his or her School of available opportunities for further study.

- 14.8** A Student may appeal to the Senate against any decision affecting progression made by the Progression Board.

[The Senate has empowered the Studies Committee to make decisions on its behalf in terms of paragraph 14.5].

15. Continued Registration

- 15.1** A Student shall obtain the following minimum number of credit points in order to remain in the University and progress on a course of study:
- (a) From stage one to stage two a Student shall have obtained at least 80 SCQF (Scottish Credit and Qualifications Framework) credit points
 - (b) From stage two to stage three a Student shall have obtained at least a total of 200 SCQF credit points.
- 15.2** Progress requirements for each course are specified in terms of a minimum number of credits at specified SCQF levels are detailed in the individual course structures.

16. Transfer from Mixed-mode Study to Full-time On Campus Study

- 16.1** Transfer from mixed-mode study to full-time on campus study will normally be expected to occur at the beginning of a stage and after successful completion of the previous stage of mixed mode study and will be subject to paragraph 14 (Progression).
- 16.2** Notwithstanding paragraph 16.1 transfer from mixed-mode study to full-time study on campus may only occur at the end of a module and with the permission of the Heads of Schools in which the Student has been, and wishes to continue, studying.

17. Requirements for the Award of a Degree

- 17.1** In order to qualify for consideration of the award of the degree of Bachelor, a Student shall register for, or be exempt from, all modules in each stage of study for the particular course of study and shall normally have gained a minimum of Grade D in all pre-requisite and in modules designated as requiring a minimum of Grade D. The minimum number of credits necessary for the award of the degree of Bachelor is 360 credits and the minimum number of modules to be completed is 60.
- 17.2** A degree of Bachelor shall be rated as equivalent to 360 SCQF credits and shall be positioned at Level 9 in the Scottish Credit and Qualifications Framework, that is at Level 3 in the Higher Education part of the framework.
- 17.3** The specific criteria for the award of the degree of Bachelor shall be as prescribed in the course structures for each course of study. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 17.1-17.2.

18. Certificates and Diplomas of Higher Education

- 18.1** A Student who is enrolled on a course of study leading to the award of a first degree shall be eligible to apply for the intermediate awards of Certificate and Diploma of Higher Education, provided that he or she has satisfied all the conditions as specified in the course structure for the degree and has complied with all the conditions as prescribed for the award of certificates and diplomas in paragraphs 18.2 and 18.3 below.
- 18.2** The intermediate award of Certificate of Higher Education shall be awarded to a Student for a first degree, provided that:
- 18.2.1** He or she shall have been awarded 120 credits for successful completion of modules rated at Level 1 or above.
 - 18.2.2** He or she shall have made an application on the prescribed form and shall have paid the stipulated fee.

- 18.3** The intermediate award of Diploma of Higher Education shall be awarded to a Student for a first degree, provided that :
- 18.3.1** He or she shall have been awarded 240 credits for successful completion of modules, provided that he or she shall have gained a minimum of 90 credits from modules rated at Level 2 or above.
- 18.3.1** He or she shall have made an application on the prescribed form and shall have paid the stipulated fee.
- 18.4** In terms of paragraphs 5.1 and 6.1 of Regulation 38, Certificates and Diplomas of Higher Education shall be available as exit awards to Students who discontinue their studies at the University.
- 18.5** A Certificate of Higher Education shall be rated as equivalent to 120 SCQF credits and at Level 7 in the Scottish Credit and Qualifications Framework or at Level 1 in the Higher Education part of the framework.
- 18.6** A Diploma of Higher Education shall be rated as equivalent to 240 SCQF credits and at Level 8 in the Scottish Credit and Qualifications Framework or at Level 2 in the Higher Education part of the framework.
- 18.7** Both the Certificate and the Diploma of Higher Education shall be sealed with the Common Seal of the University and shall be signed by the Principal and the Vice-Chancellor and by the Secretary of the University.
- 18.8** Intermediate awards of Certificate and Diploma of Higher Education shall not be conferred at a Congregation of the University.

19. Discretionary Award of Credits

- 19.1** A Student who has not achieved the minimum number of credit points necessary to qualify for consideration of the award of a degree, diploma or certificate in accordance with the schemes detailed in paragraphs 17 and 18 or the minimum number of credit points to progress from one stage to another may be awarded the requisite credit points at the discretion of the Award Board or Progression Board, as appropriate.
- 19.2** The Award Board shall have the discretion to award credits for normally up to two modules or 30 credits (normally up to three modules or 45 credits in the case of Combined Studies degrees) over an entire course of study. The justification for allocating additional credits shall be recorded in the minutes of the Award Board.
- 19.3** If the Board is applying discretionary credits the Board shall assure itself that the standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
- 19.4** If the Progression Board is applying discretionary credits as a means to facilitate progression, the Board shall ensure that:
- 19.4.1** the candidate shall have taken a re-assessment in the module(s) in question and shall have gained a Grade F in the re-assessment
- 19.4.2** the candidate shall have satisfied the specified criteria for progression
- 19.4.3** the discretionary credits shall not be applied to modules which are pre-requisites
- 19.4.4** the candidate shall be given the opportunity to take alternative modules in order to minimise the possibility of having insufficient credits for the award of a degree.

20. Recommendations of the Award Board

- 20.1** The Award Board shall recommend to the Senate in respect of each Student for an the award of the degree of Bachelor either:
- 20.1.1** that the degree be awarded, or
- 20.1.2** that the degree be awarded with distinction, or
- 20.1.3** that the degree be not awarded.

- 20.2** In exceptional circumstances if a Student for the degree of Bachelor is prevented by illness or other sufficient cause from either attending or completing the final degree examinations the Progression Board may recommend either:
- 20.2.1** that the Student be allowed to be examined at a specified time in all of the examination previously not attended or completed, or
 - 20.2.2** that the degree be awarded, or
 - 20.2.3** that the degree be not awarded, or
 - 20.2.4** that the Student be required to withdraw from the University.
- 20.3** If the Award Board recommends the award of a degree in terms of paragraph 20.1 it may further exceptionally recommend that the degree be awarded with distinction.
- 20.4** The Senate may accept any or all of the recommendations of the Award Board.
- 20.5** The Senate shall authorise or refuse to authorise the award of the degree to a Student.

21. Publication of Results

- 21.1** The names of the persons who are authorised to receive the award of the degree of Bachelor shall be published in alphabetical order. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 1998, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

22. Transfer

- 22.1** A Student pursuing a course of study leading to a first degree may transfer to another course of study leading to a first degree.
- 22.2** Any such transfer shall require the permission of the Head of School responsible for each of the courses of study. A Student may appeal to the Senate against the withholding of permission by the Head of the School responsible for the course from which transfer is sought.
- 22.3** The Head of School responsible for the course to which the Student is transferring shall determine the conditions of transfer.

23. Award

- 23.1** A Student who has complied with all the conditions for the award of a first degree shall be entitled to receive the degree.
- 23.2** In accordance with Regulation 15 a degree shall be conferred at a Congregation of the University.

24. Posthumous Awards

- 24.1** Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.
[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Regulation approved 14.05.03 (SM/03/41.2)

Amendments approved: 28.01.04 (SCM/04/9.7), 24.10.07 (SP/07/49), June 2008, 3 December 2014

Amended by the Senate 5 October 2016 (and endorsed by the Ordinances and Regulations Committee 26 October 2016)

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REGULATION 45 (Rescinded)
University Restructuring (Transitional Arrangements)

Rescinded by Senate on 18 June 2008

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REGULATION 46

Recognition of Prior Learning (RPL) and Credit Transfer

Preamble

- (i) With reference to SM/15/56.1, the revised policy for the Recognition of Prior Learning (RPL) and Credit Transfer, which applies to both undergraduate and taught postgraduate programmes, was approved by the Senate at its meeting on 13 May 2015.
- (ii) This Regulation is underpinned by the Policy and Procedures on the Recognition of Prior Learning (RPL) and Credit Transfer [available at: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/learning-and-teaching-policies.htm>]
- (iii) This Regulation on the Recognition of Prior Learning and Credit Transfer applies to all Programmes of Study which are governed by the following Regulations:
- Regulation 2: Admission
 - Regulation 3: Modular First Degrees
 - Regulation 3: Schedule 1 A: Degree of Bachelor in Combined Studies
 - Regulation 4: Postgraduate Diplomas and Graduate Diplomas
 - Regulation 18: Postgraduate Certificates and Graduate Certificates
 - Regulation 34: Degree of Master of Business Administration
 - Regulation 37: Degree of Doctor of Engineering (EngD)
 - Regulation 38: Certificates and Diplomas of Higher Education
 - Regulation 41: Degree of Doctor of Business Administration
 - Regulation 44: Mixed-Mode Study – Modular First Degrees
 - Regulation 48: Higher Degree of Master (Taught)
- (iv) A paragraph referring to this Regulation has been incorporated into each of these Regulations.
1. This Regulation is made in pursuance of Ordinance 1 and Ordinance 4.

2. Recognition of Prior Learning

2.1 The Senate may grant

- (i) admission to the start of or to subsequent stages of a Programme of Study or
- (ii) exemption from individual courses within a programme

to a Student who submits such evidence of prior learning as the Senate considers acceptable for the purpose.

The criteria for admission and exemption based on recognition of prior learning shall be as specified in the programme documentation for each Programme of Study.

- 2.2 Recognition of prior learning is a matter of academic judgement about the nature of an applicant's prior achievement, not a mechanistic or automatic process of credit transfer. Such a judgement is at the discretion of the Senate. The Senate is not obliged to recognise all, or indeed any, of an applicant's prior learning.

2.3 Two forms of prior learning may be recognised:

2.3.1 Recognition of Prior Certificated Learning (RPCL): the recognition of prior learning which has been previously assessed and/or accredited by an appropriate awarding body as being equivalent to a particular level within the Scottish Credit and Qualifications Framework. In this context, the recognition of prior learning is based on credit transfer, as the applicant is given exemption from an entire stage of study and/or individual courses based on an existing qualification. For example, an applicant with an HND worth 240 SCQF credits may be admitted directly to Stage 3 of a relevant HWU programme. Recognition of Prior Certificated Learning is also commonly known as ***Credit Transfer***.

2.3.2 Recognition of Prior Experiential Learning (RPEL): the process of assessing and then credit-rating learning which has its source in some experience which occurred prior to the point of entering the current programme, but where that experience was not previously formally

assessed and credit rated at a particular level within the Scottish Credit and Qualifications Framework.

In this context, learning may be gained through experiences or training programmes in the workplace, community or voluntary sector, or more generally through life experiences and events. RPEL involves applicants reviewing and reflecting upon their learning experiences, and then documenting these experiences through a process which enables the University to determine whether an applicant can be given admission to a Programme of Study or exemption from one or more stages or a programme. It is the learning gained through experience which is assessed as part of RPL, not the experience itself.

3. Applications for Admission to a Programme

- 3.1 An applicant whose prior certificated and/or experiential learning exceeds the stipulated entry qualifications may be admitted to an intermediate stage of a programme.
- 3.2 An applicant who has prior certificated and/or experiential learning which is recognised as being equivalent to a programme's stipulated entry qualifications may be admitted to the start of the course based on such prior learning.
- 3.3 Credit points awarded for previous stages of a course shall be recorded on the applicant's record on enrolment as a Student of the University.
- 3.4 The processes for admission to the start or subsequent stage of a programme based on recognition of prior learning are specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

4. Applications for Exemption from Courses

- 4.1 An applicant who has submitted an application for admission to a Programme of Study based on prior learning may also apply for exemption from specific courses. Exemptions from courses shall normally be based only on prior certificated learning.
- 4.2 In the case of undergraduate programmes, any course exemptions based on prior experiential learning shall require approval by the Head of School or the Director of Learning and Teaching, who may be nominated by the Head of School to undertake this role.
- 4.3 In the case of postgraduate taught programmes or the taught component of research degrees, any course exemptions based on prior experiential learning shall require approval by the Chair of the Postgraduate Studies Committee.
- 4.4 Credit points awarded for course exemptions shall be recorded on the applicant's record on enrolment as a Student of the University.
- 4.5 The processes for course exemptions are specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

5. Evaluation of Applications for Recognition of Prior Learning

- 5.1 An application for recognition of prior learning shall be assessed by the appropriate members of Staff such as the Admissions Tutor, Programme Director or Courses Co-ordinator.
- 5.2 The processes for evaluating applications and recording evaluations are specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

6. Awarding Credit and Allocating Levels

- 6.1 The process of credit-rating and allocating levels to prior learning is undertaken in accordance with the Scottish Credit and Qualifications Framework, of which all Heriot-University awards are part.
- 6.2 The processes for credit-rating and allocating levels to prior learning are specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

7. Restrictions on Prior Learning

Any programme-specific restrictions on the recognition of prior learning shall be as specified in the appropriate programme documentation, such as programme website or handbook, and made clear to potential applicants

at the point of enquiry. Programme-specific restrictions shall meet the University minimum criteria, as detailed in the following paragraphs.

- 7.1** The minimum criteria in terms of restrictions applicable to undergraduate programmes are as follows:
- 7.1.1** At least 50% of the credits required for the stage at which a Student enters a programme must be completed at the University in order to qualify for the award associated with that stage.
 - 7.1.2** For some programmes, there may be a requirement to complete a larger proportion of credits to be completed than those specified in 7.1.1 above. Programme-specific requirements shall be specified in the appropriate programme handbook, website or other form of publically available documentation.
 - 7.1.3** The structure for each Programme of Study shall specify the award criteria, along with the method of calculating the degree classification, to be applied in the case of Students who are admitted, under the terms of this Regulation, to the final stage of a programme.
- 7.2** The minimum criteria in terms of restrictions applicable to postgraduate and graduate programmes and research degrees with a taught component are as follows:
- 7.2.1** At least 50% of the credits for each graduate and postgraduate award available within a Programme of Study must be completed at the University in order to qualify for that award.
 - 7.2.2** At least 50% of the credits associated with the taught component of a research degree must be completed at the University in order to be deemed to have successfully completed the taught element.
 - 7.2.3** For some programmes, there may be a requirement to complete a larger proportion of credits to be completed than those specified in 7.1.1 above. Programme-specific requirements shall be specified in the appropriate programme handbook, website or other form of publically available documentation.
- 7.3** Credits from an award already held by an applicant can contribute to a higher award, but cannot be used towards another award of equivalent or lower level in the same discipline. This restriction shall be made explicit to applicants at the point of enquiry. The “equivalent award in the same discipline” restriction is clarified in the Procedures on Recognition of Prior Learning and Credit Transfer.

8. Approval Procedures

- 8.1** The appropriate Admissions Tutor within the School, or the Admissions Tutor in conjunction with the Programme Director or Course Co-ordinator, shall determine the number and level of credits to be awarded through the recognition of prior learning.
- 8.2** In the case of all programmes (undergraduate, graduate and postgraduate taught and research degrees with a taught component), a recommendation for approval shall be made by the Admissions Tutor to the School’s Director of Learning and Teaching. The Admissions Tutor shall inform the applicant of the decision of the Director of Learning and Teaching.
- 8.3** The processes subsequent to approval of prior learning are specified in the Procedures on Recognition of Prior Learning and Credit Transfer.

9. Record of Prior Learning

- 9.1** Online assessment results and the formal, official transcript of assessment results shall specify those stages and courses for which credits have been awarded through recognition of prior learning.

Regulation approved: 18 June 2003 (SM/03/61.1);

Modified: 29 October 2003 (SCM/03/11.1); 1 December 2004; 10 March 2005 (SCM/05/25.5), 11 May 2016 (SCM16/040)

Further amendment approved by the Senate on 6 September 2016 (and endorsed by the Ordinances and Regulations Committee 26 October 2016)

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REGULATION 47
Senate Council

Rescinded by Senate on 25 October 2006

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REGULATION 48

Higher Degrees of Master (Taught)

Preamble

- (i) Regulation 48 applies to higher degrees of Master where the Programme of Study is composed primarily of 'taught' courses leading to assessments or examinations; if a research project forms part of the Programme of Study, this shall account for a maximum of 50% of the total award credits. The term 'taught Masters' is used to refer to such Programmes of Study.
 - (ii) Regulation 49 applies to higher degrees of Master where supervised research work constitutes either the entire Programme of Study or more than half of the total award credits. The term 'research Masters' is used to refer to such Programmes of Study.
1. This Regulation is made in pursuance of Ordinance P2 and shall apply to higher degrees of Master which comprise one of the following:
 - 1.1 a programme of instruction leading to assessments and examinations;
 - 1.2 supervised research work culminating in the submission of a dissertation together with a programme of instruction leading to assessments and examinations;
 - 1.3 supervised research and practical work culminating in the submission of practical work for assessment together with a programme of instruction leading to assessments and examinations.

2. Higher Degree of Master (Taught)

- 2.1 For Programmes of Study which comprise a series of taught courses, the following higher degrees of Master may be awarded by the University:
 - 2.1.1 Master of Science (MSc)
 - 2.1.2 Master of Design (MDes)
 - 2.1.3 Master of Business Administration (MBA) and associated specialisms (*see Regulation 34*)
 - 2.1.4 Master of Urban and Regional Planning (MURP) (*in the process of being discontinued*)
 - 2.1.5 Master of Architecture (MArch)
 - 2.1.6 Master of Landscape Architecture (MLA)
 - 2.1.7 Master of Arts (MA)
 - 2.1.8 Master of Research (MRes) where the research project forms a maximum of 50% of total credits
 - 2.1.9 Executive Master of Science (Executive MSc).
- 2.2 A distinctive feature of any Master of Research (MRes) Programme of Study shall be the inclusion of taught components specifically concerned with research skills training.
- 2.3 Distinctive features of any Executive Master of Science (Executive MSc) programme shall be the inclusion of taught components that explicitly build upon experiential learning and the completion of a work-related project. This work-related project replaces the research dissertation and assesses the same learning outcomes as the research dissertation.
- 2.4 The title of the award shall be as specified in paragraphs 2.1.1 to 2.1.8; the phrases 'taught' or 'taught Masters' shall not be incorporated into the title of the award.

3. Admission

- 3.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
 - 3.1.1 a degree with first or second class honours of the University
 - 3.1.2 a degree with first or second class honours of any other University approved for this purpose
 - 3.1.3 in the case of an Executive MSc normally at least three years of relevant experience within the field of study
 - 3.1.4 any other qualification deemed by the Senate to be acceptable for this purpose.

- 3.2** In the case of an Executive MSc, applications submitted on the basis of prior experiential learning should be considered in accordance with the procedures outlined in Regulation 46: Recognition of Prior Learning (RPL) and Credit Transfer.
- 3.3** A candidate accepted in terms of paragraph 3.1.4 may be required to take a qualifying examination, in which event his or her progress shall be reported to the Senate at the end of the first year of study.
- 3.4** An applicant for admission shall comply with the provisions of Regulation 2.

4. Matriculation

- 4.1** A candidate shall matriculate as a Student of the University.

5. Supervisors

- 5.1** The Head of Primary Academic Unit shall appoint a supervisor for each candidate undertaking a Programme of Study in terms of paragraph 1.2 or paragraph 1.3.

6. Examiners

- 6.1** For each Programme of Study there shall be at least one External Examiner.
- 6.2** The recommendation for the appointment of External Examiner(s) for the degree shall be initiated by the Programme Co-ordinator and signed by the Head of the Primary Academic Unit. The recommendation shall be made to the Academic Registry on the appropriate form.
- 6.3** The External Examiner(s) shall be appointed by the Senate.
- 6.4** An External Examiner appointed in terms of paragraph 6.2, shall normally be appointed for a period of four years and exceptionally may be re-appointed for one further year.
- 6.5** At the end of each year and of his or her period of appointment an External Examiner appointed in terms of paragraph 6.2 shall submit a written report to the Principal.

7. Programmes of Study

- 7.1** A candidate shall pursue a Programme of Study approved by the Senate.
- 7.2** The Programme of Study shall normally be modular in structure, comprised of eight taught courses of fifteen credits each including a 60 credit project or dissertation. A course taken as part of a Programme of Study leading to the award of higher degree of Master shall normally consist of a minimum of 120 notional hours of Student effort. A course may include the following as appropriate:
- timetabled hours for lectures, tutorials, seminars, workshops, laboratories or studio work.
 - project work or dissertation
 - private study supervised or otherwise
 - course assessment including written examinations
 - generic, transferable skills training
 - research skills training
- 7.2.1** The Head of Primary Academic Unit shall allocate a “level” to each course. Except with the approval of the Senate, the level shall be determined by the definition of level adopted by the Scottish Credit and Qualifications Framework, namely with reference to:
- the complexity and depth of knowledge and understanding
 - links to academic or professional practice
 - the degree of integration, independence and creativity required
 - the range and sophistication of application/practice
 - the role(s) taken in relation to other learners in carrying out tasks

- 7.2.2** No pre-requisites shall be prescribed for any course taken as part of a Programme of Study leading to the award of higher degree of Master.
- 7.2.3** Two courses offered either in different semesters or in the same semester and at the same level may be linked for assessment purposes by the Schools offering the courses, especially where the material is continuous from one courses to the next. These courses shall be referred to as synoptically assessed courses.
- 7.2.4** A Programme of Study which is comprised entirely of synoptically assessed courses shall require approval of the Studies Committee.

7.3 This paragraph shall apply to a candidate pursuing Programme of Study in terms of paragraph 1.2 and where appropriate 1.3.

- 7.3.1** The candidate shall submit a dissertation based on supervised research work.
- 7.3.2** The candidate shall present himself or herself for oral examination if the examiners so require.
- 7.3.3** The dissertation shall be written in English except that in language subjects it may, at the discretion of the supervisor, be in the language concerned. The literary presentation shall be satisfactory.
- 7.3.4** The dissertation shall be the candidate's own account of his or her work and shall be accompanied by a declaration to this effect signed by the candidate.
- 7.3.5** The dissertation shall conform in layout, binding and presentation to the requirements prescribed by the Primary Academic Unit.
- 7.3.6** Subject to the provisions of paragraph 20.3 a degree of Master shall not be awarded in respect of a dissertation already submitted to this or any other University in support of an application for a degree.

7.4 This paragraph shall apply to a candidate pursuing a Programme of Study leading to assessments and examinations in terms of paragraph 1.3.

- 7.4.1** The candidate shall attend such classes and undertake such other work as are required by the Primary Academic Unit and shall present himself or herself for all of the examinations prescribed for his or her Programme of Study. The examinations for Programmes of Study leading to the award of the degree of Master shall be as prescribed in the programme structures.
- 7.4.2** A candidate shall present himself or herself for oral examination if the examiners so require.

8. Credit Rating

- 8.1** Each course shall have a credit rating of 15 SCQF (Scottish Credit and Qualifications Framework) credit points based on 150 notional hours of Student effort.
- 8.2** Notwithstanding paragraph 8.1, a course may be assigned a credit rating which is more than 15 SCQF credit points, as specified and recorded in the programme structures and approved by the Senate.
- 8.3** A candidate who has successfully completed a course by satisfying the requirements as specified in the programme structure shall be awarded the requisite credit points.
- 8.4** A candidate shall not receive credit more than once for any course or set of courses.
- 8.5** A candidate shall receive only one set of credit points for courses in a Programme of Study which contain a significant amount of common material.

9. Mode of Study

- 9.1** A candidate may be accepted either for full-time study or for part-time study or for study by distance learning or for mixed-mode study. For the purpose of this regulation, mixed-mode study shall be any combination of full-time, part-time or self-study. For self-study and mixed-mode study the programme Regulations, which are detailed in the programme structure, shall specify the proportion of full-time study below which the Student will be categorised for the purpose of this regulation as part-time.

10. Period of Study

- 10.1** A candidate shall normally complete all work for the degree within the period specified for the Programme of Study. In exceptional circumstances the Senate may extend the period.

10.2 Full-Time Students

- 10.2.1 For a full-time Student the Programme of Study shall normally be pursued on one of the University's campuses. The Senate may grant to a candidate leave of absence from the University for special purposes connected with his or her Programme of Study.
- 10.2.2 The duration of the Programme of Study shall be at least twelve months.
- 10.2.3 The maximum period which may be specified within a programme structure for completion of a degree of Master taken on a full-time basis is two years.

10.3 Part-Time Students

- 10.3.1 A candidate shall undertake such research, laboratory or other work in the University as may be required by the supervisor and approved by the Senate.
- 10.3.2 The duration of the Programme of Study shall be at least twenty-four months.
- 10.3.3 The maximum period which can be specified in a programme structure for completion of a degree of Master taken on a part-time basis is seven years.
- 10.3.4 The Senate may reduce the minimum period of study required when a candidate is a member of the full-time Staff of the University.

10.4 A candidate who has satisfied the requirements for progress and who wishes to suspend studies prior to continued registration may be permitted by the Head of Primary Academic Unit to defer proceeding for one academic year in the first instance.

10.5 In exceptional circumstances, during the course of the academic year, the Senate may permit a candidate to suspend studies temporarily for a specified period of time. When granting such permission, the Senate shall specify the assessment and examination opportunities which shall be available to the candidate on the resumption of studies.

[The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of paragraph 10.5.]

11. Recognition of Prior Learning

The University's policy on the Recognition of Prior Learning is contained in Regulation 46: Recognition of Prior Learning (RPL) and Credit Transfer.

12. Attendance and Performance

12.1 A candidate admitted to a Programme of Study shall attend regularly each course in his or her curriculum, perform satisfactorily the work of the course and the assessments prescribed for the particular Programme of Study.

[*Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.*] The University's policy on Student Attendance is available at:
(<https://www.hw.ac.uk/students/doc/studentattendancepolicy.pdf>)

12.2 If in the opinion of the Head of Primary Academic Unit offering a particular course a candidate fails to attend regularly or perform satisfactorily the work of the course the Head of Primary Academic Unit shall write to the candidate by the end of the fourth week of the semester in question, notifying him or her and advising him or her of the possible consequences. The Head of Primary Academic Unit offering the course shall send a copy of the written notification to the Head of the candidate's Primary Academic Unit who shall as soon as possible report the name of the candidate to the Studies Committee.

12.3 If the candidate continues not to attend or perform satisfactorily the work of the course the Head of the candidate's Primary Academic Unit and the Head of Primary Academic Unit offering the particular course may resolve jointly by the end of the eighth week of the semester that the candidate shall not be allowed to present himself or herself for assessment or examination in that course at the next ensuing diet of examinations or at any subsequent diet of examinations and shall inform the candidate accordingly. The Head of the candidate's Primary Academic Unit shall inform the Studies Committee of any such action. The Clerk of the Studies Committee shall in turn inform the University's Examinations Officer of exclusions from course assessment or examination.

- 12.4** A candidate who fails to comply with the requirements for performance and/or fails to attend classes equivalent to at least 50% of the credits associated with his or her current stage of study may, after due warning by the Head of Primary Academic Unit, be instructed by the Senate on the recommendation of the Head of Primary Academic Unit to withdraw from the University. The Head of Primary Academic Unit shall in turn inform the University's Student Records Officer of exclusion from the University and shall inform the University Committee for Quality and Standards of such action.
- 12.5** A candidate may notify in writing the Head of his or her Primary Academic Unit of any illness or other circumstances which may have prevented his or her attendance or adversely affected his or her performance and which he or she would like to be taken into account before a resolution is made in terms of paragraph 12.3 or a recommendation in terms of paragraph 12.4.

[The Senate has empowered the Primary Academic Units to make a decision on its behalf in terms of paragraph 12.4 as detailed in the University's 'Procedures for Compulsory Withdrawal'.]

HERIOT-WATT ASSESSMENT AND PROGRESSION SYSTEM (HWAPS)

13. Boards of Examiners

- 13.1** Boards of Examiners shall be called the Assessment Boards, the Progression Boards and the Award Boards, and their terms of reference and composition shall be as detailed in the ensuing paragraphs.

13.2 The Assessment Board

- 13.2.1** For each semester there shall be an Assessment Board which shall meet after the appropriate diet of examinations and shall confirm the results of the course assessments.
- 13.2.2** The Assessment Board shall return an appropriate decision in the form of a grade, as detailed in paragraph 15.4, for each Student and record its justification for any unusual mapping of marks to grades.
- 13.2.3** The Assessment Board shall consist of the following members:
- a) The Head of Primary Academic Unit, or nominee, as Chair
 - b) The members of Academic Staff involved in the teaching and assessment of the course
- 13.2.4** The Assessment Board shall identify:
- a) Those Students whose performance gives cause for concern and agree appropriate remedial action for those Students
 - b) Those courses with high numbers of grades awarded at E or F
- 13.2.5** The Assessment Board shall be responsible for the preparation of a report for consideration by the Progression Board and the Award Board.

The course report shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures* [available at: <https://www.hw.ac.uk/services/academic-registry/quality/ga/exam-guidelines.htm>]

13.3 The Progression Board

- 13.3.1** For each Programme of Study there shall be a Progression Board which shall meet after the spring and resit diets of examinations. The Progression Board shall consider the requirements for award and for progression to higher awards with the decisions of the Assessment Board, and shall make one of the following recommendations with respect to each Student:
- a) Progress to next stage
 - b) Re-assessment in one or more courses
 - c) Award at an intermediate level in terms of paragraph 22
- 13.3.2** The Progression Board shall consist of the following members:
- a) The Chair who shall be the Head of Primary Academic Unit, the Director of Learning and Teaching or a nominee of the Head of Primary Academic Unit. For the appointment of a nominee as Chair, the Head of Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions
 - b) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the courses comprising a particular stage of a programme, nominated by the course co-ordinator

- d) The Primary Academic Unit Examinations Officer
- e) Such other members as the Senate may from time to time determine
- 13.3.3** One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Progression Board. The Dean or representative cannot be a member of the Academic Staff of the Discipline offering the programme being considered by the Progression Board.
- 13.3.4** The Progression Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted as per the *Guidelines on Examination Procedures* referred to in paragraph 13.2.5. The Progression Board shall record its justification for any adjustments to course grades.
- 13.3.5** Notwithstanding the provisions of paragraph 13.1, for a degree programme with its own Board of Studies the Senate may designate the Board of Studies as the Progression Board for that Programme of Study.
- 13.3.6** The quorum for a meeting of a Progression Board shall be three members of the Board or one third of its membership whichever is the larger number.
- 13.3.7** The External Examiner(s) shall normally be present at any meeting of the Progression Board which makes recommendations for the award of a degree. Any External Examiner who is unavoidably absent from the meeting shall normally be required to submit written comments for consideration by the Progression Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting
- 13.3.8** On any matter requiring a vote, all members of the Progression Board shall be entitled to vote at meetings of the Progression Board. The Chair shall have a deliberative vote and a casting vote.

13.4 The Award Board

- 13.4.1** For each Programme of Study there shall be an Award Board which shall meet after the Spring diet of examinations and after the resit diet of examinations if required. The Award Board shall consider the requirements for award and the decisions of the Assessment Board, and shall make recommendations for an award, as defined in paragraph 26, with respect to each Student.
- 13.4.2** The Award Board shall consist of the following members:
 - a) The Chair who shall be the Head of Primary Academic Unit, the Director of Learning and Teaching or a nominee of the Head of Primary Academic Unit. For the appointment of a nominee as Chair, the Head of Primary Academic Unit shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall attend one of the 'Examination Board Chairs' training sessions.
 - b) The External Examiner(s)
 - c) The members of the Academic Staff or at least one representative of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each course comprising a relevant stage of a programme, nominated by the course co-ordinator.
 - d) The Primary Academic Unit Examination Officer
 - e) Such other members as the Senate may from time to time determine.
- 13.4.3** One of the Deans of the University, or an Associate Dean, or a nominee of the Dean (who will normally be a senior member of Academic Staff), will be an observer at the Award Board. The Dean or representative cannot be a member of the academic Staff of the Discipline offering the programme being considered by the Award Board.
- 13.4.4** The Award Board shall confirm the grades determined by the Assessment Boards and only in exceptional circumstances shall these grades be adjusted, as per the *Guidelines on Examination Procedures* referred to in paragraph 13.2.5. The Award Board shall record its justification for any adjustments to course grades.
- 13.4.5** Notwithstanding the provisions of paragraph 13.1, for a degree programme with its own Board of Studies the Senate may designate the Board of Studies as the Award Board for that Programme of Study.
- 13.4.6** Notwithstanding the provisions of paragraph 13.1, for a Programme of Study with a Final Assessment Panel for the Senate may designate the Final Assessment Panel as the Award Board for that Programme of Study.
- 13.4.7** The quorum for a meeting of an Award Board shall be three members of the Board or one third of its membership whichever is larger in number.
- 13.4.8** The External Examiner(s) shall normally be present at any meeting of the Award Board which makes recommendations for the award of degree. Any External Examiner who is unavoidably

absent from the meeting shall normally be required to submit written comments for consideration by the Award Board at its meeting. In the absence of the External Examiner, a Dean of the University or his or her nominee shall be present at the meeting.

13.4.9 On any matter requiring a vote, all members of the Award Board shall be entitled to vote at meetings of the Award Board. The Chair shall have a deliberative vote and a casting vote.

14. Forms and Timing of Assessment

- 14.1** The forms of assessment used to evaluate Student performance in a course shall be specified in a course descriptor. Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment will be stated in the course descriptor. Assessment shall occur during or at the end of a single course. Synoptic assessment shall occur during or at the end of a set of synoptically assessed courses. All courses in a stage shall be first assessed by the end of the stage.
- 14.2** Each course shall feature formative assessment to enable Students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.
- 14.3** Such assessment shall not necessarily contribute to the final course grades.
- 14.4** Assessment may take place at the end of Semester 1 or 2, at the discretion of the Head of Primary Academic Unit.
- 14.5** Each Programme of Study shall comprise a combination of both written examination and other forms of assessment. Written examination as the sole method of assessment for a Programme of Study shall require approval of the Studies Committee.
- 14.6** Written examination as the sole method of synoptic assessment shall require approval of the Studies Committee.

15. Assessment: Marks and Grades

- 15.1** Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 15.2** The Assessment Board shall decide which of the linked courses in synoptic assessment has been successfully completed.
- 15.3** The Assessment Board shall determine a grade in the range of A-F for Student performance in each course.
- 15.4** The Assessment Board shall return decisions in the form of grades. The following guidelines may be used by examiners for the mapping of marks onto grades:

A	Excellent	}	Learner has passed the course and can continue study in the subject
B	Very Good		
C	Good		
D	Satisfactory		
E	Adequate		Learner is awarded credit points, but cannot continue study in the subject
F	Inadequate		Learner is not awarded credit points

- 15.5** No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions are based on marks then adjustment of those marks is permitted (see *Examination Procedures* referred to in paragraph 13.2.5).
- 15.6** Assessment results shall be communicated by the Academic Registry to Students in the form of a transcript after the completion of the Programme of Study, and shall contain details of grades, credit points and progression or award decisions. Assessment results from Semester 1 shall be communicated by Primary Academic Units to Students.

16. Minimum Standards for Pass, Progression and Credit

- 16.1** To pass a course a minimum of Grade D is required.
- 16.2** To progress to Masters level a minimum of Grade C is normally required in all courses.
- 16.3** To gain credit points for a course a minimum of Grade E is required.
- 16.4** Criteria for pass, progression and credit points shall be as specified in the structures for each programme. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 16.1-16.3.

17. Re-assessment

- 17.1** A Student who has been awarded a Grade A, Grade B or Grade C at the first assessment opportunity in a course shall not be entitled to a further assessment or re-assessment in order to obtain a higher grade.
- 17.2** A Student shall be permitted one re-assessment opportunity in a maximum of three taught courses, each of which shall be taken within a period not exceeding twelve months. The opportunity for re-assessment in four or more taught courses shall be at the discretion of the Award Board or shall be as specified in the structures for each Programme of Study.
- 17.3** A Student who has been awarded a Grade E or a Grade F in a course may be re-assessed in that course. A Student who has been awarded a Grade D in a course may be re-assessed in that course in order to proceed to, or be eligible to receive the award of, Masters.
- 17.4** A Student may be permitted, at the discretion of the Progression Board, to be re-assessed in the dissertation, project or other supervised research component of the Programme of Study.
- 17.5** The format of the re-assessment shall be as specified by the Primary Academic Unit or the appropriate examiner or as detailed in the course descriptor.
- 17.6** In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking or completing an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Award Board.
- 17.7** Grades awarded in both first assessment and re-assessment shall be taken into consideration by the Progression Board or the Award Board in making recommendations for progression or award.
- 17.8** Results letters and transcripts shall indicate any grades obtained by re-assessment by recording the number of assessment opportunities taken for satisfactory completion of the course.

18. Repeat

- 18.1** After re-assessment in a module a Student may be permitted, at the discretion of the Head of School, one opportunity to repeat modules awarded Grade D, E or F at re-assessment.
- 18.2** All conditions and requirements specified in the module descriptor, including one opportunity for re-assessment, shall apply to the repeated module.

19. Temporary Suspension of Studies

- 19.1** In exceptional circumstances, during the course of the academic year and before the end of the sixth week of the second semester, the Senate may permit a Student to suspend studies temporarily for a specified period of time. When granting such permission the Senate shall specify the examination opportunities which shall be available to the candidate on the resumption of studies.

[The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of paragraph 19.1]

- 19.2** A Student who has satisfied the requirements of progress and who wishes to defer progression may apply during Semester 3 to the Primary Academic Unit for permission to defer proceeding for one academic year in the first instance.

20. Requirements for Award

- 20.1** The award of a higher degree of Master shall require a minimum of 180 SCQF (Scottish Credit and Qualifications Framework) credit points, of which at least 150 credits shall be at Level 11 in the Scottish Credit and Qualifications Framework.
- 20.2** The award of a higher degree of Master shall require an overall performance in qualifying courses at Grade C or equivalent average percentage mark, or the majority of qualifying courses at Grade C and no course at less than Grade D. The Award Board may, in exceptional circumstances, recommend an award in the case of a Student who has achieved a Grade E or Grade F in a qualifying course. The Award Board shall record its justification for any such award.
- 20.3** The award of a higher degree of Master with merit shall require an overall performance in qualifying courses at Grade B or equivalent average percentage mark, or the majority of qualifying courses at Grade B and no course at less than Grade C.
- 20.4** The award of a higher degree of Master with distinction shall require an overall performance in qualifying courses at Grade A or equivalent average percentage mark, or the majority of qualifying courses at Grade A and no course at less than Grade C.
- 20.5** The specific criteria for the award of a higher degree of Master, Master with Merit and Master with distinction and the method used to calculate the award shall be as prescribed in the programme structures for each Programme of Study. The Studies Committee may approve criteria above the minimum standards specified in paragraphs 20.1-20.4.

21. Discretionary Award of Credits

- 21.1** A candidate who has not achieved the minimum number of credit points necessary to qualify for consideration of the award of a degree may be awarded the requisite credit points at the discretion of the Award Board.
- 21.2** The Award Board shall have the discretion to award credits for normally one taught course (15-20) credits over an entire Programme of Study. The Award Board shall record its justification for allocating additional credits.
- 21.3** The Award Board shall assure itself that the standards and learning outcomes of the award shall not be compromised by the discretionary award of credits.
- 21.4** The discretionary award of credits shall not be applied to a dissertation, project or any other component of supervised research work.
- 21.5** The discretionary award of credits shall be applied only when the Award Board is making recommendations for award and shall not be used as a means to facilitate the progression of a candidate through a Programme of Study.

22. Recommendations of the Award Board

- 22.1** For Students undertaking a Programme of Study in terms of paragraphs 1.2 and 1.3, the Award Board shall recommend to the Senate in respect of each Student:
- 22.1.1** that the degree be awarded, or
 - 22.1.2** that the degree be not awarded.
 - 22.1.3** that the certificate or diploma be awarded, as appropriate.
 - 22.1.4** that the degree be awarded with Merit (only for students enrolling for the first time during, or after 2019/20), or
 - 22.1.4** that the degree be awarded with distinction.

22.2 If the Award Board recommend that the degree be not awarded it shall further recommend one or more of the following:

22.2.1 that the candidate be not allowed to submit his or her dissertation in a revised form

22.2.2 that the candidate be allowed to submit his or her dissertation in a revised form within a specified period of twelve months the decision of the Senate thereon in which case the examiners shall state specifically the reasons for and the extent of the revision required.

22.3 In exceptional circumstances if a candidate pursuing a Programme of Study in terms of paragraph 7.3 is prevented by illness or other sufficient cause either from presenting himself or herself for or completing the degree examinations which form part of the final assessment for the Programme of Study leading to the award of degree of Master, the Award Board may recommend:

22.3.1 that the candidate be allowed to present himself or herself at a specified time for examination in any or all of the examinations which he or she was prevented by illness or other sufficient cause from completing, or

22.3.2 that the degree be awarded, or

22.3.3 that the degree be not awarded.

22.4 The Senate may accept any or all of the recommendations of the Award Board.

22.5 The Senate shall authorise or refuse to authorise the award of the degree to a Student.

23. Publication of Results

23.1 The names of persons who are authorised to receive a higher degree of Master shall be published in alphabetical order within each Programme of Study. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 2018, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

24. Transfer

24.1 A Student pursuing a Programme of Study leading to a Master degree may transfer to another Programme of Study leading to a Master degree.

24.2 Any such transfer shall require the permission of the Head of Primary Academic Unit responsible for each of the Programmes of Study. A Student may appeal to the Senate against the withholding of permission by the Head of Primary Academic Unit responsible for the Programme of Study from which transfer is sought.

24.3 The Head of Primary Academic Unit responsible for the course to which the Student is transferring shall determine the conditions of transfer.

[The Senate has empowered the Primary Academic Units to make decisions on its behalf in terms of paragraph 24.2]

25. Award

25.1 A candidate who has complied with all the conditions for the award of a higher degree of Master shall be entitled to receive the degree.

25.2 In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

26. Posthumous Awards

26.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Approved by Senate Council: 25 January 2006

Amendments approved: August 2006 (Senate Business Committee), June 2007, October 2007 (SP/07/49), June 2008, October 2008; Senate: 28 March 2012, December 2014, 2 December 2015; 5 October 2016; Last Amended by the Senate 11 September 2019

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REGULATION 48A

Higher Degrees of Master (Taught – Heriot-Watt Online)

1. Overall

- 1.1 This Regulation is made in pursuance of Ordinance P2 (*Requirements for Degrees, Diplomas and Certificates*) and relates specifically to Programmes of Study offered through Online learning (marketed as Heriot-Watt Online) leading to the following awards of the University:
 - 1.1.1 Master of Science (MSc)
 - 1.1.2 Master of Arts (MA)
 - 1.1.3 Postgraduate Diploma
 - 1.1.4 Postgraduate Certificate
- 1.2 All programmes and awards have been approved by the Senate. This list of awards may be modified from time to time, if further programmes and awards are approved or removed by the Senate.
- 1.3 A candidate shall pursue a Programme of Study approved by the Senate. Each Programme of Study shall consist of modular courses as prescribed in the programme structures for each programme approved by the Senate.
- 1.4 A candidate may alternatively register to study courses for non-award credit only. Such candidates will be required to register as a Student for the duration of this study.
- 1.5 These Regulations apply only to Students studying programmes within the Heriot-Watt Online scheme. They do not apply to Independent Distance Learning programmes that exist outside of the Online scheme, which will continue to be governed by Regulations 34 and 48 respectively.

2. Programme Administration

- 2.1 The responsibility for all academic aspects of programmes within the Online scheme, i.e. teaching, assessments, Examination Boards etc. remain the responsibility of the appropriate Primary Academic Unit.
- 2.2 The Director of Learning and Teaching from the appropriate Primary Academic Unit shall be the Director of Learning and Teaching for their programmes.
- 2.3 The Primary Academic Unit will also appoint a Director of Online Learning who will be responsible for all Online programmes of the Primary Academic Unit.

3. Mode of Study

- 3.1 A candidate may be accepted for an Online Programme of Study, studying part-time or full-time.
- 3.2 Where a Student commences a Heriot-Watt Online programme but then applies to study on campus, Regulation 48 will then apply for the remaining period of their study.

4. Eligibility to Study

- 4.1 To be eligible to study for one of the Programmes of Study set out in paragraph 1.1, a candidate shall normally hold at least one of the following qualifications:
 - 4.1.1 A degree of the University with first or second class honours;
 - 4.1.2 A degree with first or second class honours of any other University or institution of higher education recognised by the University;
 - 4.1.3 Passes in the final examinations in two courses, as defined in the structure for the respective programme, as approved by the Senate;
 - 4.1.4 Any other qualification deemed by the Senate to be acceptable.

- 4.2 A candidate may, in addition to the qualifications in 4.1, be required to:
- 4.2.1 Attend an admissions interview;
 - 4.2.2 Provide references;
 - 4.2.3 Complete an approved aptitude test as required by the Director of Learning and Teaching.
- 4.3 To be eligible for any award as provided for in paragraph 1.1 a candidate shall have registered as a Student of the University at the approved level.
- 4.4 Where a Student commences study to meet the requirements of paragraph 4.1.3 continuation on the programme shall be confirmed when the candidate has satisfied the requisite conditions. This must be within 2 years of registering for the programme.
- 4.5 A candidate shall become a registered Student of the University and shall receive a matriculation card.
- 4.6 Students will remain registered providing they meet the eligibility to meet the periods of study set out in paragraph 8.1.
- 4.7 A candidate shall enrol for a named programme as provided for in paragraph 1.1 and shall only be entitled or eligible to receive intermediate awards and an exit award within that named programme having satisfied the necessary conditions for such awards.
- 4.8 Once enrolled on a programme, a Student will be required to register for a course/ courses. Once registered, paragraph 8.1 sets out the maximum period a Student has to complete and pass the assessment for that course.

5. Credits

- 5.1 A Student who has completed both a course and the attributed final examination successfully by satisfying the requirements as specified in the programme structures shall be awarded the requisite credit points.
- 5.2 A Student shall not receive credit more than once for any course or set of courses. Any credit gained as part of the Programme of Study leading to the award of an MA or MSc may also be used to obtain an intermediate award subject to the provisions of paragraph 4.6 and paragraph 6.

6. Requirements for Awards

- 6.1 The award of a higher degree of Master for programmes provided for in paragraph 1.1 shall require a minimum of 180 SCQF credit points (of which at least 150 must be at Level 11). This normally equates to eight courses and either a dissertation or project(s).
- 6.2 The award of a Postgraduate Diploma shall require a minimum of 120 SCQF credit points (of which at least 90 must be at Level 11). This equates to eight standard courses.
- 6.4 The award of a Postgraduate Certificate shall require a minimum of 60 SCQF credit points (of which at least 45 must be at Level 11). This equates to four standard courses.
- 6.5 The specific criteria for each award governed by this regulation shall be as prescribed in the programme structures for each Programme of Study as approved by the Senate.

7. Exemptions and Credit Transfers – Recognition of Prior Learning

- 7.1 The Director of Learning and Teaching may grant exemptions or credit transfers to candidates based on previous qualifications in accordance with Regulation 46 (Recognition of Prior Learning (RPL) and Credit Transfer). A candidate may be permitted to transfer credits from equivalent programmes offered by another university or institution recognised by the University, provided that such credit has not contributed to another equivalent award. All exemption and credit transfer decisions are subject to the approval of the Director of Learning and Teaching. A candidate may transfer external credit from equivalent programmes to meet the requirements of Regulation 46, paragraph 7.2:

- 7.2 The University reserves the right to require a candidate to sit an exemption examination if the Director of Learning and Teaching is not fully satisfied that the qualifications presented by the candidate merit full exemption.
- 7.3 Candidates shall normally pay an administrative fee for each exemption or credit transfer awarded.

8. Period of Study

- 8.1 The maximum periods of study are as follows:
- 8.1.1 Eight years for the award of MA / MSc;
 - 8.1.2 Six years for the award of Postgraduate Diploma;
 - 8.1.3 Three years for the award of Postgraduate Certificate.

9. Assessment

- 9.1 Students have a maximum of TWO opportunities (one first attempt and one resit opportunity) for each assessment within a six-assessment diet period from registering for a course.
- 9.2 Students will select when they are ready to present themselves for assessment within the six-assessment diet period from registering for the course, and must indicate their intention to sit the assessment within the prescribed registration period for a particular diet. There will be no further opportunities to register for the assessment.
- 9.3 Other than a project or dissertation, each course shall be examined by a final examination. A Grade of at least D is required for successful completion of such a course.
- 9.4 Where permitted, a Student shall submit a final dissertation or project for assessment. A grade of at least C (mark of at least 50%) is required for the successful completion of a dissertation or project.
- 9.5 For an award of Masters a minimum of Grade C is normally required in all courses and the dissertation or project.
- 9.6 For the award of a higher degree of Master with merit a Student shall be required to achieve an overall performance in qualifying courses at Grade B, or the majority of qualifying courses at Grade B and no course at less than Grade C.
- 9.7 For the award of a higher degree of Master with Distinction a Student shall be required to achieve an overall performance in qualifying courses at Grade A, or the majority of qualifying modules at Grade A and no module at less than Grade C, and have passed all courses at the first attempt.
- 9.8 Final examinations and dissertations/ project(s) shall be in English.
- 9.9 There shall be three diets of examinations per year.
- 9.10 Final examinations shall be held either at a campus of the University or at a campus of any member of the Heriot-Watt Group, or in other suitably approved examination centres. Examinations are conducted under standard University Regulations and procedures.
- 9.11 A Student who fails to satisfy the examiners for any course at the first attempt shall be allowed one further examination opportunity to satisfy the examiners in that course within remaining six assessment diet period.
- 9.11 A Student who fails to satisfy the Board of Examiners for any course at the first attempt, where that is the Student's sixth assessment diet opportunity for that course, will not be permitted any further assessment attempts.

9.11 Notwithstanding 9.10 above, where there is evidence that a Student has demonstrated the potential to complete the degree successfully, a candidate may be permitted one additional examination attempt subject to the approval of the Director of Learning and Teaching of the Primary Academic Unit.

10. Examiners and Examination Boards

10.1 The Senate shall appoint one or more external examiners and one or more internal examiners for a set of courses in a cognate subject area. These courses may contribute to a number of Programmes of Study within this regulation. The Senate shall appoint a Chief External Examiner.

10.2 An external examiner shall normally be appointed for a period not exceeding four years and exceptionally may be reappointed for one further year.

10.3 At the end of each year and at the end of his or her period of appointment an external examiner shall submit a written report to the Principal.

10.4 After each diet of examinations an Assessment Board will confirm the examination results. The Assessment Board will be constituted as described in Regulation 48.

10.5 If, by exception, a progression decision is required for individual Students, for example if reassessment is required, the Student will be considered by a Progression Board. The Progression Board will be constituted as described in Regulation 48. No progression decision is required between stages.

10.6 The Award Board shall meet after every diet of examinations to make recommendations for Award for those Students who have achieved the requisite credits for an exit Award. The Award Board will be constituted as described in Regulation 48.

10.7 A Student will only be considered by the Award Board when:

10.7.1 The Student has sufficient credit to be considered for the final award of MA/MSc;

10.7.2 The Student requests to leave with an exit award of Postgraduate Diploma or Certificate;

10.7.3 The Student fails to meet the maximum periods of study for an interim or final award.

10.8 Final Awards

10.8.1 A Student who has complied with all the conditions for the award of a degree of Master or Postgraduate Diploma or Postgraduate Certificate shall be entitled to receive the award.

10.8.2 A Postgraduate Diploma or Postgraduate Certificate shall be conferred at a Congregation of the University only if a Student has chosen to accept the qualification as an exit award.

11. Assessment: Marks and Grades

11.1 Examinations shall be marked anonymously. All assessments for courses are marked by Academic Staff, Approved Teachers or Approved Markers. The external examiner shall confirm the standard of marking at each examination diet by reviewing a sample of work for each course. In the event of an external examiner not confirming the standard of a sample of marks for a course following a process of review and consultation, the full set of scripts shall be re-marked. Marks for individual Students may not be changed unless the entire set of scripts is re-marked.

12. Programme Management

12.1 The management of the programmes and their courses shall be the responsibility of the Director of Learning and Teaching in the appropriate Primary Academic Unit whose responsibilities shall include to report and make recommendations as appropriate to the Senate on the following:

(a) The academic standards of all programmes and courses;

(b) The syllabuses of courses approved for the programmes;

(c) The academic content of all course material;

- (d) The form, content, academic standards and administration of all examinations and other methods of assessment;
- (e) The nomination of internal examiners and external examiners for appointment by the Senate.

13. Posthumous Awards

- 13.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Approved by Senate Committee for Interim Business and Effectiveness: 13 July 2018, following endorsement by the Ordinances and Regulations Committee and the University Committee for Quality and Standards.
Last Amended by the Senate 11 September 2019

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Preamble

- (i) At its meeting on 10 March 2005, the Senate Council approved, on the recommendation of the Postgraduate Studies Committee, a series of modifications to the higher degrees of Master of Philosophy and Master of Science by Research for implementation with effect from session 2006/2007. The Ordinances and Regulations Committee considered a revised Regulation 5: Higher Degrees of Master at its meeting on 25 April 2005, but agreed with the Postgraduate Studies Committee that the proposal to incorporate taught and research Masters within one Regulation resulted in a cumbersome and unnecessarily obtuse wording. It was agreed that separate Regulations for taught and research Masters would ensure that the requirements of both were transparent and unambiguous. Regulation 48: Higher Degree of Master (Taught) and Regulation 49: Higher Degree of Master (Research) were approved by the Senate Council at its meeting on 25 January 2006; at the same meeting, the Senate Council also approved the rescinding of Regulation 5: Higher Degree of Master.
- (ii) Regulation 49 applies to higher degrees of Master where supervised research work constitutes the either the entire course of study or more than half of the total award credits. The term 'research Masters' is used to refer to such courses of study.
- (iii) Regulation 48 applies to higher degrees of Master where the course of study is composed primarily of 'taught' modules leading to assessments or examinations; if a research project forms part of the course of study, this shall account for less than half of the total award credits. The term 'taught Masters' is used to refer to such courses of study.
1. This Regulation is made in pursuance of Ordinance 4 and shall apply to higher degrees of Master which comprise one of the following:
- 1.1 supervised research work culminating in the submission of a thesis
- 1.2 supervised research and practical work culminating in the submission of a practical work for assessment
2. **Higher Degree of Master (Research)**
- 1.1 For courses of study which comprise supervised research work, the following higher degrees of Master may be awarded by the University:
- 1.1.1 Master of Philosophy (MPhil)
- 1.1.2 Master of Science (MSc)
- 1.1.3 Master of Design (MDes)
- 1.2 The title of the award shall be as specified in paragraphs 2.1.1 to 2.1.3; the phrases 'research' or 'research Masters' shall not be incorporated into the title of the award.
3. **Admission**
- 3.1 To be eligible for admission an applicant shall hold at least one of the following qualifications:
- 3.1.1 a degree with first or second class honours of the University
- 3.1.2 a degree with first or second class honours of any other University approved for this purpose
- 3.1.3 any other qualification deemed by the Senate to be acceptable for this purpose.
- 3.2 A candidate accepted in terms of paragraph 3.1.3 may be required to take a qualifying examination, in which event his or her progress shall be reported to the Senate at the end of the first year of study.
- 3.3 An applicant for admission shall comply with the provisions of Regulation 2.
4. **Matriculation**
- 4.1 A candidate shall matriculate as a Student of the University.

- 4.2 The general field of the research or practical work shall be submitted to the Senate for approval when the candidate applies to register for a course of study in terms of paragraph 2.1.

5. Supervisors

- 5.1 The Senate shall appoint for each candidate a primary and a secondary supervisor of whom at least one shall be a member of the Academic Staff of the University or of Heriot-Watt University Malaysia. Normally the primary supervisor shall be a member of the Academic Staff of the University or of Heriot-Watt University Malaysia.

- 5.2 A third supervisor may be appointed in exceptional cases where such an appointment is deemed to be necessary.

[The Senate has empowered the Postgraduate Studies Committee to make decisions in terms of paragraphs 5.1 and 5.2.]

6. Examiners

- 6.1 For each candidate undertaking research in terms of paragraph 7.3 there will be at least one External Examiner and at least one Internal Examiner. If an Internal Examiner is also a supervisor of a candidate or if the candidate is a member of the Academic Staff of the University the Senate shall appoint at least two External Examiners. A candidate's nominated Supervisors shall not be appointed as Examiners. A candidate's nominated Primary Supervisor shall not be appointed as Internal Examiner, and in addition, a candidate's other nominated Supervisors shall not normally be appointed as Internal Examiners.

- 6.2 The recommendation for the appointment of external examiner(s) for the degree shall be initiated by the supervisor(s) of the candidate and signed by the Head of the School. The recommendation shall be made to the Academic Registry on the appropriate form available at: <https://www.hw.ac.uk/services/academic-registry/quality/ga/external-examiners.htm>

- 6.3 External Examiners and Internal Examiners shall be appointed by the Senate.

7. Courses of Study

- 7.1 A candidate shall pursue a course of study approved by the Senate.

- 7.2 A course of study incorporating supervised research work shall not normally consist of modules, but may include the following as appropriate:

- timetabled hours for lectures, tutorials, seminars, workshops, laboratories or studio work.
- project work, dissertation, thesis
- private study supervised or otherwise
- module assessment including written examinations
- generic, transferable skills training.

- 7.2.1 A candidate pursuing a course of study leading to one of the higher degree of Master (Research) awards shall be required to complete a minimum of 100 notional Student effort hours of generic, transferable skills training.

- 7.2.2 Additional requirements for modules offered as part of a higher degree of Master (Research) shall be as specified in Regulation 48: Higher Degree of Master (Taught), paragraphs 7.2.1 to 7.2.4 and paragraph 8. Regulation 48, paragraphs 13-19, outlines the requirements of the Heriot-Watt Assessment and Progression System, which shall apply to modules assessed or examined as part of a higher degree of Master (Research).

- 7.3 The course of study shall consist of one of the following, together with attendance at lectures and colloquia as directed by the supervisor(s).

- 7.3.1 supervised research work culminating in the submission of a thesis for the degree of Master of Philosophy or the degree of Master of Science

- 7.3.2 supervised research and practical work culminating in the submission of practical work for assessment for the degree of Master of Design

- 7.4** This paragraph shall apply to a candidate pursuing a course of study in terms of paragraph 7.3.
- 7.4.1** The candidate shall submit a thesis. At the discretion of the examiners a candidate pursuing a course of study in terms of paragraph 7.3.1 may also be required to be examined by written papers.
 - 7.4.2** The candidate shall present himself or herself for oral examination if the examiners so require.
 - 7.4.3** The general subject of the field of research shall be submitted to the Senate for approval when the candidate applies to register for the degree. The final title shall be submitted to the Senate for approval not less than one month before the submission of the thesis.
 - 7.4.4** The thesis shall normally consist of a critical review of the field of research together with new results or original conclusions but may, if approved by the Senate, take the form of a critical review only.
 - 7.4.5** The thesis shall be written in English except that in language subjects it may, at the discretion of the supervisor, be in the language concerned. The literary presentation shall be satisfactory.
 - 7.4.6** The thesis shall be the candidate's own account of his or her work and shall be accompanied by a declaration to this effect signed by the candidate.
 - 7.4.7** A candidate shall normally be required to submit two bound copies and one electronic copy of the thesis which shall become the property of the University. The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes.
 - 7.4.8** A thesis submitted for the degree of Master of Philosophy (MPhil) shall not normally exceed 50,000 words.
 - 7.4.9** A thesis submitted for the degree of Master of Science shall not normally exceed 30,000 words.
 - 7.4.10** Before a candidate submits a thesis, his or her supervisor(s) shall seek, using the appropriate form, the approval of the Studies Committee for the thesis title.
[Forms are available from the Academic Registry]
 - 7.4.11** The Library copy of a thesis shall normally be available for consultation in the Library. The electronic copy of the thesis shall be made available through the University's Research Publications Archive. In exceptional circumstances, for example in the case of certain commercial or sensitive works, the Head of School may make a recommendation to the Studies Committee for restricted access. The Studies Committee shall decide whether or not the thesis should be placed on restricted access and if restricted, the length of the period of restriction. The length of the period may be reviewed at any time during the period or at the end of the period of restriction.
 - 7.4.12** Subject to the provisions of paragraph 11.2 a degree of Master shall not be awarded in respect of a thesis or published work already submitted to this or any other University in support of an application for a degree.
- 7.5** This paragraph shall apply to a candidate pursuing a course of study in terms of paragraph 7.3.2.
- 7.5.1** The candidate shall submit practical results of research work.
 - 7.5.2** The candidate shall present himself or herself for oral examination if the examiners so require.

8. Mode of Study

- 8.1** A candidate may be accepted either for full-time study or for part-time study or for study by distance learning or for mixed-mode study. For the purpose of this regulation, mixed-mode study shall be any combination of full-time, part-time or self-study. For self-study and mixed-mode study the course Regulations, which are detailed in the course structure, shall specify the proportion of full-time study below which the Student will be categorised for the purpose of this regulation as part-time.

9. Period of Study

- 9.1** A candidate shall normally complete all work for the degree within the period specified for the course of study. In exceptional circumstances the Senate may extend the period.
- 9.2 Full-Time Students**
- 9.2.1** For a full-time Student the course of study shall normally be pursued on one of the University's campuses. The Senate may grant to a candidate leave of absence from the University for special purposes connected with his or her course of study.

- 9.2.2 The duration of the course of study leading to the award of Master of Science or Master of Design shall be at least twelve months.
- 9.2.3 The maximum period which may be specified within a course structure for completion of a degree of Master of Science or Master of Design taken on a full-time basis is two years.
- 9.2.4 The duration of a course of study leading to the award of degree of Master of Philosophy taken on a full-time basis shall be at least eighteen months and no more than three years.

9.3 Part-Time Students

- 9.3.1 A candidate shall undertake such research, laboratory or other work in the University as may be required by the supervisor(s) and approved by the Senate.
 - 9.3.2 The duration of the course of study leading to the award of Master of Science or Master of Design shall be at least twenty-four months.
 - 9.3.3 The maximum period which can be specified in a course structure for completion of a degree of Master of Science or Master of Design taken on a part-time basis is four years.
 - 9.3.4 The duration of course of study leading to the award of degree of Master of Philosophy taken on a part-time basis shall be at least three years and no more than six years.
 - 9.3.5 The Senate may reduce the minimum period of study required when a candidate is a member of the full-time Staff of the University.
- 9.4 A candidate who has satisfied the requirements for progress and who wishes to suspend studies prior to continued registration may be permitted by the Head of School to defer proceeding for one academic year in the first instance.
- 9.5 In exceptional circumstances, during the course of the academic year, the Senate may permit a candidate to suspend studies temporarily for a specified period of time.
[The Senate has empowered the Postgraduate Studies Committee to make decisions on its behalf in terms of paragraph 9.5.]

10. Attendance and Performance

- 10.1 A Student admitted to a course of study shall satisfy the requirements for attendance and performance and take all the examinations prescribed for his or her course of study.
[Regulation 1, paragraph 6, specifies procedures to be followed in cases where illness has affected attendance.]
- 10.2 If in the opinion of the supervisor(s) a candidate fails to satisfy the requirements for attendance or performance or both, the supervisor(s) shall write to the candidate so informing him or her and advising him or her of the possible consequences. He or she shall send a copy of the letter to the Head of the candidate's School and at the same time report the name of the candidate to the Postgraduate Studies Committee.
- 10.3 If the candidate continues not to satisfy the requirements for attendance or performance or both, he or she may, after due warning, be instructed to withdraw from the University by the decision of the Senate made on the recommendation of the Postgraduate Studies Committee in consultation with the supervisor(s).
- 10.4 A candidate may notify the Postgraduate Studies Committee in writing of any illness or other circumstances which may have prevented his or her attendance or adversely affected his or her performance and which he or she would like to be taken into account before the Postgraduate Studies Committee makes a recommendation in terms of paragraph 10.3.

11. Recommendations of Examiners

- 11.1 The Examiners for each candidate undertaking a course of study in terms of paragraph 7.3.1 or 7.3.2 shall recommend to the Senate:
 - 11.1.1 that the degree be awarded, or
 - 11.1.2 that the degree be not awarded.
 - 11.1.3 that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner. This paragraph shall apply only to candidates pursuing a course of study in terms of paragraph 7.3.1.

- 11.2** If the Examiners recommend that the degree be not awarded they shall further recommend one or more of the following:
- 11.2.1** that the candidate be not allowed to submit his or her thesis in a revised form
 - 11.2.2** that the candidate be allowed to submit his or her thesis in a revised form within a specified period not exceeding twelve months from the decision of the Senate thereon in which case the examiners shall state specifically the reasons for and the extent of the revision required.
 - 11.2.3** that the candidate be not allowed to present himself or herself for further examination
 - 11.2.4** that the candidate be allowed to present himself or herself for further examination within a period not exceeding twelve months in which case the examiners shall state the form of the examination

11.3 The examiners for each candidate who has been allowed to submit his or her thesis in a revised form in terms of paragraph 11.2.1 shall recommend one of the following regarding the resubmitted thesis:

- 11.3.1** that the degree be awarded, or
- 11.3.2** that the degree be not awarded.
- 11.3.3** that the degree be awarded subject to minor corrections being made to the thesis to the satisfaction of the Internal Examiner.
- 11.3.4** that exceptionally the candidate be awarded the degree of Master of Philosophy.

11.4 If the examiners recommend that the degree be not awarded in terms of paragraph 11.3.2, they shall not be entitled to recommend a further resubmission of the thesis. In exceptional circumstances, the Senate may permit a further resubmission.

[The Senate has empowered the Postgraduate Studies Committee to make decisions in terms of paragraph 11.4]

11.5 Notwithstanding the provisions of the foregoing paragraphs, if the examiners of a candidate for the degree of Doctor of Philosophy exceptionally recommend to the Senate that the degree of Doctor of Philosophy be not awarded but that the candidate be allowed to submit his or her thesis for a degree of Master, and if the candidate does so resubmit his or her thesis, the following conditions shall apply:

- 11.5.1** The examiners for the degree of Doctor of Philosophy shall be the examiners for the degree of Master and shall submit a report or reports to the Senate.
- 11.5.2** The candidate shall present himself or herself for oral examination if the examiners so require.
- 11.5.3** The thesis shall be written in English except that in language subjects it may at the discretion of the supervisor(s), be in the language concerned. The literary presentation shall be satisfactory.
- 11.5.4** The thesis shall be the candidate's own account of his or her work and shall be accompanied by a declaration to this effect signed by the candidate.
- 11.5.5** The candidate shall normally submit two bound copies and one electronic copy of the thesis which shall become the property of the University. The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes.
- 11.5.6** The examiners shall recommend to the Senate either that the degree of Master be awarded or that the degree of Master be not awarded.

11.6 Notwithstanding the provisions of the foregoing paragraphs, if the examiners of a candidate for the degree of Master of Philosophy exceptionally recommend to the Senate that the degree of Master of Philosophy be not awarded but that the candidate be allowed to submit his or her thesis for a degree of Master of Science, and if the candidate does so resubmit his or her thesis, the following conditions shall apply:

- 11.6.1** The examiners for the degree of Master of Philosophy shall be the examiners for the degree of Master of Science and shall submit a report or reports to the Senate.
- 11.6.2** The candidate shall present himself or herself for oral examination if the examiners so require.
- 11.6.3** The thesis shall be written in English except that in language subjects it may at the discretion of the supervisor, be in the language concerned. The literary presentation shall be satisfactory.
- 11.6.4** The thesis shall be the candidate's own account of his or her work and shall be accompanied by a declaration to this effect signed by the candidate.

11.6.5 The candidate shall normally submit one bound copy and one electronic copy of the thesis which shall become the property of the University. The thesis shall conform in layout, binding and presentation to the requirements prescribed by the Senate. The thesis shall contain an abstract, preferably not exceeding 200 words. One additional copy of the abstract on the appropriate form shall be submitted for library purposes.

11.6.6 The examiners shall recommend to the Senate either that the degree of Master of Science be awarded or that the degree of Master of Science be not awarded.

11.7 The Senate may accept any or all of the recommendations of the examiners.

11.8 The Senate shall authorise or refuse to authorise the award of the degree to a candidate.

12. Publication of Results

12.1 The names of persons who are authorised to receive a higher degree of Master shall be published within alphabetical order within each course of study. If a Student chooses to exercise his or her right, in terms of the Data Protection Act 1998, to have his or her name omitted from any published list of awards, he or she shall give authorisation for such by completing the appropriate section on the University registration form at the start of each academic year.

13. Transfer

13.1 A candidate for a degree of Master pursuing a course of study in terms of paragraph 7.3 may on the recommendation of his or her supervisors and the Head of his or her School and after at least six months of study apply to the Senate for permission to become a candidate for the degree of Doctor of Philosophy.

14. Award

14.1 A candidate who has complied with all the conditions for the award of a higher degree of Master shall be entitled to receive the degree.

14.2 In accordance with Regulation 15 a degree is conferred at a Congregation of the University.

15. Posthumous Awards

15.1 Any award of the University may be conferred posthumously and accepted on the Student's behalf by a parent, spouse or other appropriate individual. The normal conditions of award must be satisfied or, if varied, the variation must be approved by the Senate.

[The University's policy on posthumous awards is available on the University's website at https://www.hw.ac.uk/services/docs/learning-teaching/policies/posthumous_awards.pdf]

Approved by Senate Council: 25 January 2006

Amendments approved by Senate: 17 May 2006 (SCM/41.4); August 2008 (Senate Business Committee); 4 February 2009 (SM/09/5.1&5.2); 26 March 2014 (Senate); 27 February 2019 (Senate).

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1. General

- 1.1 In accordance with paragraph 2(xi) of Statute 5, the Senate is responsible for regulating the discipline of the Students.
- 1.2 This Regulation outlines the formal processes to be followed for the consideration of alleged Student misconduct. Details of procedures for the consideration of cases of alleged Student misconduct shall be contained in the *Student Discipline Policy and Procedures* (hereafter referred to as *Procedures*). The *Procedures* shall incorporate the provisions contained in this Regulation.
- 1.3 There shall be a University Discipline Committee established by the Senate.
- 1.4 The University Discipline Committee shall maintain and review this Regulation and the *Procedures*. The Senate is responsible for the approval of, and modifications to, this Regulation and the *Procedures*.
- 1.5 The University Discipline Committee shall oversee the Student discipline process and, acting with the delegated authority of the Senate, and in consultation with relevant Staff, shall be responsible for approving the nominated members of Staff, who in addition to those provided for in this Regulation and in the *Procedures*, shall investigate and consider alleged cases of misconduct.
- 1.6 Every Student is required at all times to be of good behaviour and to abide by the University's Ordinances, Regulations, policies, procedures and rules. Students shall not engage in misconduct. It is the responsibility of each Student to acquaint himself or herself with the University's Ordinances, Regulations, policies, procedures and rules.
- 1.7 Any person involved in the consideration of alleged misconduct and in reaching decisions under this Regulation or the *Procedures* should have had no previous involvement in matters relating to the case under consideration.
- 1.8 If a member of Staff making a decision in accordance with this Regulation or the *Procedures* is unable to act for any reason a member of the Staff shall be nominated to deputise. The member of Staff nominated to deputise shall be nominated by the person for whom they are deputising or by that person's line manager. A member of Staff nominated to deputise shall not be permitted to nominate a member of Staff to deputise of their behalf. If a member of Staff required to make a decision in accordance with this Regulation or the *Procedures* is unable to act for the reason set out in Paragraph 1.7, the University Discipline Committee shall approve a member of the Staff to deputise.
- 1.9 In accordance with existing University practice, Students do not have the right to legal representation under this Regulation and the *Procedures*.
- 1.10 A Student may seek the assistance of a third party. The University will deal with a third party providing assistance to a Student only where there is written and signed authorisation by the Student to allow this to happen. The Student remains the responsible person with respect to the case and is not permitted to appoint someone to act on his or her behalf.
- 1.11 In considering any alleged case of misconduct the standard of proof required is 'the balance of probabilities'.
- 1.12 The Senate may amend this Regulation and the *Procedures* from time to time in its absolute discretion as it deems appropriate, and with immediate effect. Such amendments shall be published on the University website.

2. Definition of Misconduct

- 2.1 Misconduct means improper interference, in the broadest sense, with the proper functioning of activities or property of the University or any member of the Heriot-Watt Group or of those who work for, study at or are visiting the University or any member of the Heriot-Watt Group, or any other action which otherwise

damages the University or any member of the Heriot-Watt Group. Any behaviour that contravenes the University's Ordinances, Regulations, policies, procedures or rules, or is dangerous, or is against the applicable law, constitutes misconduct. Behaviour defined as misconduct includes acts occurring in person, by telephone, and by electronic or other means, including via public internet sites and social networking sites. A case of misconduct will be referred to as an offence.

3. Categories of Disciplinary Offences

3.1 For the purposes of consideration and disposal, every alleged offence will be classified as either academic misconduct or non-academic misconduct depending upon the nature of the offence. Every alleged offence will be further classified as one of the following:

3.2 Academic Misconduct:

Category A offence or Category B offence is defined on the basis of the apparent gravity of the offence and the penalty that could be imposed if an allegation is substantiated:

In the following circumstances alleged offences falling into the categories listed will be classified as Category A offences and shall be referred to the University Discipline Committee for consideration:

3.2.1 A repeat of a previous offence;

3.2.2 Where a penalty to be imposed might require a Student to withdraw from the University or any member of the Heriot-Watt Group;

3.2.3 In the case of any Student other than a postgraduate Student, where an allegation has been considered as a Category B offence, and where the penalty imposed might alter the final award;

3.2.4 In the case of a postgraduate Student, where an allegation has been considered as a Category B offence, if as a consequence of the penalty imposed there would be no opportunity for a Student to complete the Programme of Study.

All other alleged offences will be classified as Category B offences and shall be dealt with by the person referred to in paragraph 4.1 below.

3.3 Non-academic Misconduct:

A Major offence or a Minor offence is defined on the basis of the apparent gravity of the offence and the penalty that could be imposed if an allegation is substantiated.

Alleged offences classified as Major offences shall be referred to the University Discipline Committee for consideration.

Alleged offences classified as Minor offences shall be dealt with by the individual referred to in paragraph 4.2, depending upon the nature of an alleged offence.

4. Individuals Responsible for the Consideration of Disciplinary Offences

4.1 Academic Misconduct:

A Head of School shall deal with a case of academic misconduct in the first instance and shall determine the category of the alleged misconduct. A Head of School may delegate authority to a member of Academic Staff in the School with appropriate experience for the purpose of the *Procedures*.

For a Student located at the Dubai Campus or any member of the Heriot-Watt Group a case of alleged academic misconduct would normally be considered by an appropriate nominee of the Head of the Student's School who is based at the same Campus as the Student.

For a Student who is not enrolled with a particular School, the University Discipline Committee will assign a Head of School to consider a case of alleged academic misconduct.

A case of alleged academic misconduct in a course offered by a School other than a Student's home School should be referred for consideration by the Head of the Student's home School and the penalty applied, if the allegation is substantiated, should be agreed in consultation with the School offering the course.

4.2 Non-academic Misconduct:

The following Staff shall deal with a case of non-academic misconduct in the first instance, depending upon the nature of the alleged offence, and shall determine the category of the offence.

4.2.1 The Director of Information Services or his/her nominee in cases involving the misuse of Information Services facilities;

4.2.2 The Security and Operations Manager or his/her nominee in cases involving traffic offences at the Scottish Campuses;

4.2.3 The Academic Registrar or his/her nominee in cases involving unacceptable behaviour of a non-academic nature not covered above except in the following instances:

i. For a Student located at the Dubai Campus: The Vice-Principal (Dubai) or his/her nominee;

ii. For a Student located at the Malaysia Campus: The Vice-Principal (Malaysia) or his/her nominee.

4.3 When an incident has been deemed to be a Major offence and requires immediate action because of the potential disruption or danger posed, or for any other valid reason, the Academic Registrar will consult with the Chair of the University Discipline Committee to agree appropriate action to be taken. In the absence of the Chair of the University Discipline Committee, one of the Deans, or in the absence of the Deans another member of the University Discipline Committee, will agree the appropriate action to be taken.

5. Appeals

5.1 A Student has the right of appeal against the decision on a Major offence, a Category A offence, a Minor offence or a Category B offence, made in accordance with the *Procedures*. An appeal can be submitted on one or more of the following grounds:

5.1.1 There was a procedural irregularity in the process undertaken;

5.1.2 The decision reached was manifestly perverse (this will not apply in the case of an offence admitted by a Student);

5.1.3 The penalty imposed was not commensurate with the seriousness of the offence;

5.1.4 New evidence has been made available that could not be available at the time of the previous consideration of the case and which is felt to have a material effect on the decision made on the case.

5.2 In the case of an appeal against a decision on a Minor offence or a Category B offence the Chair of the University Discipline Committee shall consider any request for an appeal and shall have the following powers:

5.2.1 To refer the case back to the member of Staff who considered the case previously. The Chair of the University Discipline Committee shall provide recommendations for resolving the appeal;

5.2.2 To determine that the appeal be upheld;

5.2.3 To determine that there is a case to be considered by the University Discipline Committee;

5.2.4 To determine that on the basis of the appeal submission, grounds do not exist for the appeal to be considered, that there is not a case requiring further investigation, and to dismiss the case;

5.2.5 To determine that the appeal is vexatious or frivolous and to dismiss it as such.

5.3 In the case of an Appeal against a decision on a Major offence or a Category A offence, the Vice-Principal shall consider any request for an appeal and shall have the following powers:

5.3.1 To refer the case back to the University Discipline Committee. The Vice-Principal shall provide recommendations for resolving the appeal;

5.3.2 To determine that the appeal be upheld;

5.3.3 To determine that there is a case to be considered by the Discipline Appeal Committee;

5.3.4 To determine that on the basis of the appeal submission, grounds do not exist for the appeal to be considered, that there is not a case requiring further investigation, and to dismiss the case;

5.3.5 To determine that the appeal is vexatious or frivolous and to dismiss it as such.

5.4 At the point when the internal procedures have been completed a Student shall be informed that there is an opportunity for an independent review of an appeal by the Scottish Public Service Ombudsman (SPSO) and of the right to make a submission to the SPSO.

6. Committees Responsible for the Consideration of Disciplinary Offences and Appeals

The University Discipline Committee

6.1 The responsibilities of the University Discipline Committee shall include:

- 6.1.1** Hearing and adjudicating upon individual cases of alleged misconduct categorised as Major offences or Category A offences;
- 6.1.2** Hearing and adjudicating upon appeals against decisions on Minor offences and Category B offences.

6.2 The University Discipline Committee shall comprise the following:

- 6.2.1** The Deans, *ex officio*;
- 6.2.2** The President of the Student Union, *ex officio*;
- 6.2.3** Four members appointed by the Senate (of whom at least two shall be members of the Senate).

The Vice-President of the Student Union may substitute for the President of the Student Union if the latter is unable to attend a meeting of the Committee. The Vice-President shall have the same voting rights as the President when substituting for the President.

- 6.3** The Committee shall include in its membership at least one male member and one female member.
- 6.4** The Senate will appoint the Chair of the University Discipline Committee.
- 6.5** The quorum is three members who are members of the Senate. A member participating in a meeting remotely by way of video or audio conferencing or other means which enables that member of speak to each of the others, and to be heard by each of the others simultaneously shall be accounted for as being present and shall be included in the quorum.
- 6.6** The procedures for conducting a hearing shall be set out in the *Procedures*.

The Discipline Appeal Committee

6.7 The Discipline Appeal Committee is responsible for hearing and adjudicating upon appeals against decisions made on Major offences and Category A offences. The Vice-Principal shall approve the establishment and membership of the Committee.

6.8 The Discipline Appeal Committee shall comprise the following:

- 6.8.1** Three members of the Senate from Schools other than that of the appellant, two of whom shall be elected members of the Senate, and one of whom should be an *ex officio* member of the Senate. The *ex officio* member of the Senate shall be the Chair of the Committee;
- 6.8.2** One independent member appointed by the Court;
- 6.8.3** One office-bearer of the Student Union, nominated by the Executive Committee of the Student Union, who shall not be the same person who has previously been involved in the consideration of a case.

- 6.9** The Committee shall include in its membership at least one male member and one female member.
- 6.10** The quorum is three members of the Committee. A member participating in a meeting remotely by way of video or audio conferencing or other means which enables that member of speak to each of the others, and to be heard by each of the others simultaneously shall be accounted for as being present and shall be included in the quorum.
- 6.11** The procedures for conducting a hearing shall be set out in the *Procedures*.

7. Consideration of Alleged Offences After Graduation

7.1 Offences of an academic nature identified following graduation and involving academic misconduct in academic work which contributed towards a University award will be considered under the *Procedures*. In such cases the term 'Student' in the *Procedures* shall mean the person against whom an allegation is being made.

8. Recording and Reporting on Cases

- 8.1** Full notes should be taken of all proceedings.
- 8.2** Effective reporting arrangements shall be in place to monitor and evaluate the Student appeal processes.
- 8.3** An annual report on appeals considered shall be submitted to the Senate.

9. Procedures for the Consideration of Alleged Misconduct

- 9.1** The *Procedures* shall contain details of the following:
 - 9.1.1** Definitions of misconduct and behaviour that shall constitute misconduct;
 - 9.1.2** Categories of non-academic misconduct and academic misconduct;
 - 9.1.3** Categories of disciplinary offences and procedures for preliminary consideration;
 - 9.1.4** Responsibilities for the consideration of cases in determining the categorisation of an alleged offence;
 - 9.1.5** Procedures for the consideration of alleged offences and appeals for conducting hearings;
 - 9.1.6** Procedures for the submission and consideration of appeals against decisions reached on cases and any penalties imposed;
 - 9.1.7** Procedures for Students who do not respond to correspondence or attend meetings in connection with an alleged offence;
 - 9.1.8** The deadlines for the submission and consideration of cases of alleged misconduct and appeals;
 - 9.1.9** The range of penalties that may be imposed;
 - 9.1.10** Procedures for the notification of the outcome of a case and the opportunity for independent review by the Scottish Public Service Ombudsman;
 - 9.1.11** Procedures for recording cases considered and for reporting on cases considered.

10. Jurisdiction

- 10.1** In the event of any dispute which cannot be resolved, the dispute shall be submitted to the exclusive jurisdiction of the Scottish Courts.

REGULATION 51

Degree Entry Programme (Dubai)

1. This Regulation is made in pursuance of Article 3 of the Charter, clause (d) of paragraph 4 of Statute XIII and Ordinance P2.
2. The Degree Entry Programme (DEP) is a full-time Programme of Study at Scottish Credit Qualifications Framework (SCQF) level 6 and 7 for Students at the Dubai Campus who wish to study for degree programmes in Dubai but who do not have minimum academic or English language requirements to allow admission into stage 1.
3. The Dubai Entry Bridging Programme (DEBP) provides tuition and an entitlement to an entrance examination. The DEBP assessment is at SCQF level 6 or 7 but the programme is not credit rated. The DEBP has the same examinations as the DEP.

Programme Management

4. The Programmes shall be managed from Dubai with the ultimate responsibility resting with the Vice-Principal (Dubai). The Vice-Principal (Dubai) will undertake the duties that are normally undertaken by a Head of School or Institute. Day-to-day operational management shall be undertaken by a Programme Leader and the activities shall be overseen by a Management Group chaired by the Vice-Principal (Dubai) and which includes members from each School that will receive Students from the Programmes.
5. The Vice-Principal (Dubai) will be responsible for overseeing all quality assurance processes including submission of changes to the Undergraduate Studies Committee, the Annual Programme Monitoring and Review reports, Internal Review and responses to External Examiners reports. The Management Group will undertake the role normally undertaken by a School Learning and Teaching Committee. The Management Group shall approve Quality Assurance reports and changes to the Programmes prior to submission. The membership and remit shall be approved by the University Committee for Quality and Standards (UCQS).
6. Submissions to the Studies Committee relating to programme changes shall be submitted through a School. The School will act as a Sponsor for the proposal and ensure that experienced Staff have oversight of the proposals.
7. The Vice-Principal (Dubai) will act with the authority of a Head of School in all general matters including appeals, complaints and discipline.

Admission

8. A candidate for the Degree Entry Programme shall have satisfied the requirements for admission to the programme and shall be matriculated as a Student of the University. The entry requirements shall be set by the Management Group, taking into account regional academic qualifications. An applicant for admission shall comply with University Regulation 2. A Student must satisfy the requirements for attendance in accordance with University Regulation 3.
9. A candidate for the DEBP shall only be admitted as part of a conditional offer for a degree programme.

Programme description for the DEP

10. The Degree Entry Programme will comprise a combination of courses intended to prepare Students for study at Heriot-Watt University and will include:
 - 10.1 General courses intended to broaden the education of the Students
 - 10.2 Specialist courses intended to prepare Students for their specific degree programme
 - 10.3 English language skills (written, aural and oral)
 - 10.4 General study skills including cultural orientation
11. The DEP programme shall be modularised with all courses being rated as either SCQF level 6 or 7. The entire Programme of Study will correspond to not less than 100 and not more than 120 SCQF credits, as shall be approved by the Studies Committee.

Programme review

12. UCQS shall determine whether an external reviewer shall be required to review any aspect of the programmes.

Examinations and examiners

13. There shall be one or more External Examiners appointed by the Senate for the Degree Entry Programme and Degree Entry Bridging Programme to assure academic standards and to provide external oversight of the programme. Nominations from the Vice-Principal (Dubai) shall be approved by the Studies Committee which shall determine the number of examiners required.
14. There shall be a Board of Examiners chaired by the Vice-Principal (Dubai), or a nominee approved by the UCQS. The Board of Examiners shall make decisions concerning the award of credit for the DEP and grade decisions for the DEBP. All members of the teaching Staff and the external examiners shall be members. A Dean of the University or a Dean's nominee shall be an observer.

Degree level study

15. Students studying on the Degree Entry Programme may apply for admission to a degree programme through a School in the normal manner.

Transcript

16. All Students who have participated in the Degree Entry Programme will receive a transcript from the University together with details of grades and credit points.
17. All Students who have participated in the Degree Entry Bridging Programme will receive a transcript from the University together with details of grades and a progression decision.

HERIOT-WATT ASSESSMENT AND PROGRESSION SYSTEM (HWAPS)

18. Board of Examiners

- 18.1 The Board of Examiners shall have the terms of reference and composition as detailed in the ensuing paragraphs.

18.2 The Board of Examiners

- 18.2.1 For the DEP there shall be a Board of Examiners which shall meet after the Spring and Summer diets of examinations. The Board shall, for each candidate, determine the grades for each course to be recorded on the transcript. The Board shall record its justification for any unusual mapping of marks to grades
- 18.2.2 For the DEBP there shall be a Board of Examiners which shall meet after the Summer diet of examinations. The Board shall, for each candidate, determine the grades for each course to be recorded on the transcript and shall make decisions concerning progression. The Board shall record its justification for any unusual mapping of marks to grades
- 18.2.3 The Board shall consist of the following members:
 - a) The Chair shall be the Vice-Principal (Dubai) or a nominee of the Vice-Principal (Dubai). For the appointment of a nominee as Chair, the Vice-Principal (Dubai) shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the UCQS for approval. Irrespective of designation, all Chairs shall attend one of the 'Exam Board Chairs' training sessions.
 - b) The External Examiner(s).
 - c) The members of the Academic Staff involved in the teaching and the setting and marking of examinations and assessment of each of the courses of the programme
 - d) One person from each School offering degree programmes.
 - e) A senior Campus Administrator.
 - f) Such other members as the Senate may from time to time determine.
- 18.2.4 One of the Deans of the University shall be an observer of the Board of Examiners, or his or her Associate Dean or, at the Dean's discretion, a nominee who shall normally be a senior member of Academic Staff based at one of the Scottish Campuses. The Dean or a representative may participate through video or telephone conferencing.
- 18.2.5 The quorum for a meeting of a Board of Examiners shall be three members of the Board or one third of its membership, whichever is the larger number.
- 18.2.6 The External Examiner(s) shall normally be present at each meeting of the Board or shall participate through video or telephone conferencing. Any External Examiner who is unavoidably unable to participate in the meeting shall normally be required to submit written comments for consideration by the Board at its meeting.
- 18.2.7 On any matter requiring a vote, all members of the Board shall be entitled to vote at meetings of the Board. The Chair shall have a deliberative vote and a casting vote.

18.2.8 The Board shall be responsible for the preparation of a report which shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures* [available at: (<https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>)]

19. Forms and Timing of Assessment for the DEP

- 19.1** The forms of assessment used to evaluate Student performance in a course shall be specified in a course descriptor. Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment shall be stated in the course descriptor.
- 19.2** Assessment shall occur during or at the end of a single course; synoptic assessment shall occur during or at the end of a set of synoptic courses. All courses in a stage shall be first assessed by the end of the stage.
- 19.3** Each course shall feature formative assessment to enable Students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.
- 19.4** Each Programme of Study shall comprise a combination of both written examination and other forms of assessment. Written examination as the sole method of assessment for a Programme of Study shall require approval of the Studies Committee.
- 19.5** Written examination as the sole method of synoptic assessment shall require approval of the Studies Committee.

20. Assessment: Marks, Grades

- 20.1** Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
- 20.2** The Board of Examiners shall determine a grade in the range of A-F for Student performance in each course.
- 20.3** The Board of Examiners shall return decisions in the form of grades. The following guidelines may be used by examiners for the mapping of marks onto grades:

A	Excellent	}	Learner has passed the course and can continue study in the subject
B	Very Good		
C	Good		
D	Satisfactory		
E	Adequate		Learner is awarded credit points, but cannot continue study in the subject
F	Inadequate		Learner is not awarded credit points

- 20.4** No adjustment of marks shall be made in relation to making decisions based on grades. Where decisions are based on marks then adjustment of those marks is permitted (see *Examination Procedures* referred to in paragraph 18.2.4).
- 20.5** Assessment results shall be communicated by the Academic Registry to Students in the form of a transcript after the completion of the Programme of Study, and shall contain, as appropriate, details of grades, credit points and progression or award decisions.

21. Re-assessment

- 21.1** A Student who has been awarded a Grade E or a Grade F in a course that forms part of the DEP may be re-assessed in that course. The format of the re-assessment shall be as specified by the Board of Examiners or as detailed in the course descriptor.
- 21.2** A Student shall be permitted only one re-assessment opportunity to be taken at the Resit diet of examinations following the first assessment of the course. After re-assessment in a course a Student may be permitted, at the discretion of the Vice-Principal (Dubai), one opportunity to repeat courses awarded Grade E or Grade F.
- 21.3** In exceptional circumstances, if a Student is prevented by illness or other sufficient cause from undertaking or completing an assessment or re-assessment, a further assessment or re-assessment opportunity may be granted by the Board.
- 21.4** Results letters and transcripts shall indicate any grades obtained by re-assessment by recording the number of assessment opportunities taken for satisfactory completion of the course.
- 21.5** There shall be no re-assessment opportunity for Students on the DEBP.

Amendments approved by Senate: 15 October 2009. Amendments: 9 December 2009; 26 May 2010; December 2014

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REGULATION 52

Restructuring of the Academic Year (Transitional Arrangements)

Preamble

- (i) A restructuring of the University's academic year will be effected during session 2008/2009 and will be implemented from 1 September 2008 in accordance with the decisions of the Court and the Senate.
- (ii) The Ordinances and Regulations of the University will require modification in order to incorporate the new structure of the academic year. All amendments to, and revisions of, the Ordinances and Regulations and any new Ordinances and Regulations will be submitted to the Senate and the Court for approval as soon as possible by the Ordinances and Regulations Committee.
- (iii) The process of modifying the Ordinances and Regulations will necessarily require considerable time and effort on the part of the Ordinances and Regulations Committee. In consequence, until the required modifications to the Ordinances and Regulations have been drafted and subsequently approved, there is a need to introduce transitional arrangements to facilitate the proper functioning of the restructured academic year in accordance with the agreed structure. To this end, the following Regulation is made.
 1. This Regulation is made in pursuance of Article 22, Article 23 and Article 25 of the Charter, clause (a) and clause (g) of paragraph 4 of Statute XIII and paragraph (b) of Statute XXII.
 2. This Regulation sets forth the meaning of words and phrases introduced as a result of the restructuring of the University's academic year during 2008/2009 and shall apply to all Ordinances and Regulations which require modification to reflect the changes effected by the restructuring process.
 3. This Regulation shall be valid until such time as all modifications to Ordinances and Regulations required by the restructuring process have been approved by the Senate and the Court. Thereafter, this Regulation shall be rescinded by the Senate.
 4. In the case of Ordinances and Regulations which have not yet been modified, the following words or phrases have the following definitions whenever they appear in the Ordinances and Regulations:
 - "term" or "terms" in the context of period of study means semester or semesters
 - "three terms each of ten weeks" in the context of a full academic year means "two semesters, with semesters one and two being fourteen weeks and sixteen weeks respectively"
 - "four diets of examinations in each academic year" means "three diets of examinations in each academic year"
 5. In the case of Ordinances and Regulations which have been modified to reflect the restructuring, the following words or phrases have the following definitions whenever they appear in the Ordinances and Regulations:
 - "semester" means both period of teaching/instruction and period of assessment
 - "December diet of examinations" means the period of assessment at the end of semester one
 - "Spring diet of examinations" means the period of assessment at the end of semester two
 - "Resit diet of examinations" means the period of assessment in August
 6. References to the following shall be disregarded until such time as the appropriate Ordinances and Regulations have been rescinded or amended:
 - Number of modules per term and/or per academic year (to be replaced by the specified number of modules per semester)
 - March diet of examinations, Summer diet of examinations and Autumn diet of examinations (to be replaced by the categorisation specified in paragraph 5)The format and definition of module coding (to be determined by the requirements of the University's new Student administration system)

Implemented June 2008

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General

1. This Regulation is made in pursuance of Paragraph 4.1 of Article 4 of the Charter, Paragraph 2 of Statute 5 and Section P of the Ordinances.
2. The Foundation Programme (Malaysia) is a full-time Programme of Study at Scottish Credit Qualifications Framework (SCQF) level 6 and 7 for entry into degree programmes of the University.
3. The Foundation Programme (Malaysia) comprises a combination of courses intended to prepare Students who have completed appropriate national qualifications (e.g. SPM Malaysian examinations) at SCQF Level 5 for entry into degree programmes of the University).
4. The Foundation Programme (Malaysia) operates independently of the Heriot-Watt Assessment and Progression System (HAPS).

Programme Management

5. The Vice-Principal (Malaysia) is responsible for overall programme management. Operational management shall be undertaken by the Head of the Foundation Programme (Malaysia) and the activities shall be overseen by a Management Group chaired by the Vice-Principal (Malaysia). This Management Group will include members of Academic Staff from each School that will receive Students from the Programme.
6. The Academic Council (Malaysia) will be responsible for overseeing all quality assurance processes and shall report to the Senate (and its committees) through the normal University processes.
7. Submissions to the Studies Committee relating to programme approval and modifications shall be made following consideration by the Academic Council (Malaysia).
8. Student academic appeals will be dealt with in accordance with Regulation 36. Student disciplinary matters will be dealt with in accordance with Regulation 50.

Admission

9. A candidate for the Foundation Programme (Malaysia) shall have satisfied the requirements for admission to the Foundation Programme (Malaysia) and shall be registered as a Student. The entry requirements shall be set by the Management Group, taking into account regional academic qualifications. An applicant for admission shall comply with Regulation 2. A Student must satisfy the requirements for attendance in accordance with Regulation 2 and Regulation 3.

Board of Examiners

10. A Board of Examiners shall meet after the final diet of examinations. The Board shall, for each candidate, determine the grades for each course to be recorded on the transcript. The Board shall record its justification for any unusual mapping of marks to grades.

Examinations and Examiners

11. There shall be one or more External Examiners appointed by the Senate for the Foundation Programme (Malaysia) to assure academic standards and to provide external oversight of the programme. Nominations from the Head of Foundation Programme (Malaysia) and endorsed by the Academic Council (Malaysia) shall be subject to the approval of the Studies Committee which shall determine the number of External Examiners required.
12. The Board shall consist of the following members:
 - a) The Chair shall be the Head of Foundation Programme (Malaysia) or a nominee of the Head of Foundation Programme (Malaysia). For the appointment of a nominee as Chair, the Head of Foundation Programme (Malaysia) shall submit an application, which shall include the name and designation of the nominee and a

supporting statement, to the University Committee for Quality and Standards for approval. Irrespective of designation, all Chairs shall undertake Exam Board Chairs' training

- b) The External Examiner(s).
 - c) The members of the Academic Staff involved in the teaching and assessment of each of the courses of the Foundation Programme (Malaysia).
 - d) Such other members as the Senate may from time to time determine.
13. One of the Deans shall be an observer of the Board of Examiners, or his or her Associate-Dean or, at the Dean's discretion, a nominee who shall normally be a senior member of Academic Staff. A senior administrator based at the Malaysia Campus shall act as Clerk to the Board of Examiners.
14. The quorum for a meeting of a Board of Examiners shall be three members of the Board or one third of its membership, whichever is the larger number. A member or an observer participating in a meeting remotely by way of video or audio conferencing or other means which enables that member or observer to speak to each of the others, and to be heard by each of the others simultaneously shall be accounted for as being present. A member participating in such a way shall be included in the quorum.
15. The External Examiner(s) shall normally be present at each meeting of the Board or shall participate through video or telephone conferencing or other means which enables that member or observer to speak to each of the others, and to be heard by each of the others simultaneously shall be accounted for as being present. A member participating in such a way shall be included in the quorum. Any External Examiner who is unavoidably unable to participate in the meeting shall normally be required to submit written comments for consideration by the Board at its meeting.
16. On any matter requiring a vote, all members of the Board shall be entitled to vote at meetings of the Board. The Chair shall have both a deliberative and a casting vote.
17. The Board shall be responsible for the preparation of a report which shall include the information and commentary on such as specified in the Academic Registry *Guidelines on Examination Procedures* [available at: <https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>].

Forms and Timing of Assessment

18. The overall structure of the Programme shall be set out in the programme descriptor. Forms of assessment used to evaluate Student performance in a course shall be specified in a course descriptor. Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment shall be stated in the course descriptor.
19. Each course shall feature formative assessment to enable Students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.

Assessment: Marks, Grades

20. Examinations and other forms of assessment shall be marked anonymously where possible in accordance with University Regulations and policy.
21. The Board of Examiners shall determine a grade in the range of A-F for Student performance in each course.
22. The Board of Examiners shall return formal decisions in the form of grades where the grades have the meaning specified in the table below.

Grade	Description
A	Excellent
B	Very Good
C	Good
D	Satisfactory
E	Inadequate
F	Inadequate

- 23.** A Student who has been awarded a Grade D or below is entitled to one reassessment opportunity in that course. Exceptionally a Student with Grade B or Grade C may be permitted a re-assessment opportunity where a higher grade is required to permit the Student to be admitted to a degree programme.
- 24.** Results letters and transcripts shall indicate any grades obtained by re-assessment by recording the number of assessment opportunities taken.
- 25.** Students completing the Foundation Programme (Malaysia) with a minimum of Grade D in all courses shall be deemed to have satisfactorily completed the Foundation Programme (Malaysia).
- 26.** Satisfactory completion of the Foundation Programme (Malaysia) shall lead to the award of a Certificate of Higher Education.

Approved by the Senate: 26 March 2014; 23 March 2016

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REGULATION 54

Approved Supervisors

1. This Regulation is made in pursuance of paragraph 4 of Statute XIII by which the Senate is empowered to promote research within the University.
2. This Regulation shall apply to the appointment of Approved Supervisors.
3. An Approved Supervisor shall:
 - 3.1 Be a member of the Staff of the University or of Heriot-Watt University Malaysia other than a member of the Academic Staff, or
 - 3.2 Be a member of the Academic Staff of another University approved for this purpose, or
 - 3.3 Have professional or industrial experience deemed by the University to be acceptable for this purpose.
4. Supervision of a candidate for a higher degree by research shall be provided only by members of the Academic Staff of the University or of Heriot-Watt University Malaysia and by Approved Supervisors.
5. An Approved Supervisor shall not be appointed as the sole supervisor of a candidate for a higher degree by research. If an Approved Supervisor has been appointed, at least one member of the Academic Staff of the University or of Heriot-Watt University Malaysia shall be appointed as a supervisor. Normally a primary supervisor shall be a member of the Academic Staff of the University or of Heriot-Watt University Malaysia.
6. With regard to supervision of a candidate for a higher degree by research, Approved Supervisors shall be such persons as may be approved by the Research Degrees Committee, following completion of an approval process which shall be approved by the Research Degrees Committee.
7. The Head of School shall be responsible for making recommendations to the Research Degrees Committee for the appointment of Approved Supervisors, but may delegate authority for such to the Director of Research in the School or to another nominee approved by the Chair of the Research Degrees Committee.
8. The Head of School (or his or her nominee) shall ensure that Approved Supervisors are appraised of the University's *Postgraduate Research Student Code of Practice* and of the need for compliance with the expectations and responsibilities detailed therein.
9. The duties of Approved Supervisors for higher degrees by research shall be allocated by the Head of the School concerned (or his or her nominee).
10. The status of Approved Supervisor shall be valid for the duration of the registration of the candidate being supervised.
11. Training Requirements: The Chair of the Research Degrees Committee, in conjunction with the Head of School (or the person to whom authority has been delegated in paragraph 9) shall make arrangements regarding the training requirements for each Approved Supervisor on the basis of the candidate's prior experience. The candidate shall normally complete the training programme within twelve months of appointment.

Approved by the Senate: 14 May 2014.

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REGULATION 55 Compulsory Courses (Malaysia)

1. This Regulation is made in pursuance of Article 3 of the Charter, Statute 6 (ii) and Ordinance P2 (Requirements for Degrees, Diplomas and Certificates).
2. Compulsory Courses (Malaysia), also known as compulsory subjects, are courses of study required by the Malaysian Government. They are studied by all students who study for an undergraduate degree programme in Malaysia, however students who transfer to the Malaysian Campus for one academic year do not need to take these courses. Students are required to pass these courses but these do not contribute to the degree award.

The objectives, learning outcomes, curriculum and other matters are specified by either the Ministry of Education or other agencies or institutions and are subject to change by the Ministry of Education. The courses do not carry Heriot-Watt University credits.

3. The courses offered by Heriot-Watt University in Malaysia shall meet all the requirements of the Ministry of Education.
4. The Compulsory Courses (September 2018) are:

	Description
U1	Malay language and Malaysian Studies for international students
	Asian and Islamic civilisations and Ethnic Relations for Malaysian students
U2	Transferable skills
U3	Malaysian Context
U4	Self-Empowerment and Social Responsibility

The content of U2 and U3 is embedded in all degree programmes and exemption has been granted by the Ministry of Education. Therefore students do not need to study these courses as standalone subjects and the transcript will record a PASS if they satisfactorily complete their degree programme.

5. The assessment of the Compulsory Courses (Malaysia) operates independently of the University Assessment and Progression System (HAPS)

Course Management

6. The courses shall be managed from Malaysia with the ultimate responsibility resting with the Vice-Principal (Malaysia). The Vice-Principal (Malaysia) will undertake the duties that are normally undertaken by a Head of School or Institute. Day-to-day operational management shall be undertaken by a Head of Compulsory Courses and the activities shall be overseen by a Management Group chaired by the Vice-Principal (Malaysia) and which includes members from each School delivering programmes that include compulsory courses.
7. The Academic Council will be responsible for overseeing all quality assurance processes for the compulsory courses. Any formal reporting to Senate (and its committees) shall be through the normal processes for degree programmes.
8. Responsibility for considering and approving the academic conditions associated with establishing, modifying, or withdrawing courses, programmes, and disciplines is delegated by the Senate. This can be taken to include approving the principle of including Compulsory Courses for students studying undergraduate degree programmes in Malaysia at the time when programmes are approved for delivery. The Ministry of Education specifies most aspects of the programme. Further items requiring approval (such as assessment method and teaching methods) which are not specified by the Ministry shall be approved by the Academic Council. Changes to the courses either to meet changes specified by the Ministry of Education or to improve the delivery of the courses shall be approved by the Academic Council.
9. The Vice-Principal (Malaysia) is authorised to act with the authority of a Head of School in all general matters relating to Students including appeals, complaints and discipline. The Head of Compulsory Courses shall act with the authority of the Director of Learning and Teaching in a School in regard to these matters.

Transcript

10. All Students who have completed the Compulsory Courses will have it noted on a transcript from the University that they have completed the Compulsory Courses.

Assessment

Board of Examiners

11. The Board of Examiners shall have the terms of reference and composition as detailed in the ensuing paragraphs.
12. The Board of Examiners shall meet after the final diet of examinations. The Board shall, for each candidate, determine the grades for each course to be recorded on the transcript.

Examinations and examiners

13. There shall be one or more External Examiners appointed by the Academic Council for the Compulsory Courses to assure academic standards and to provide external oversight of the programme. Nominations from the Head of Compulsory Courses shall be approved by the Academic Council which shall determine the number of examiners required.
14. The Board shall consist of the following members:
 - e) The Chair shall be the Vice-Principal (Malaysia) or a nominee of the Vice-Principal (Malaysia). For the appointment of a nominee as Chair, the Vice-Principal (Malaysia) shall submit an application, which shall include the name and designation of the nominee and a supporting statement, to the Quality and Standards Committee for approval. Irrespective of designation, all Chairs shall participate in an exam board chairs training sessions.
 - f) The External Examiner(s).
 - g) The members of the academic staff involved in the teaching and assessment of each of the courses of the programme
 - h) One person from each School offering degree programmes that include Compulsory Courses.
 - i) A senior Campus Administrator.
 - j) Such other members as the Academic Council may from time to time determine.
15. The quorum for a meeting of a Board of Examiners shall be three members of the Board or one third of its membership, whichever is the larger number.
16. The External Examiner(s) shall normally be present at each meeting of the Board or shall participate through video or telephone conferencing. Any External Examiner who is unavoidably unable to participate in the meeting shall normally be required to submit written comments for consideration by the Board at its meeting.
17. On any matter requiring a vote, all members of the Board shall be entitled to vote at meetings of the Board. The Chair shall have a deliberative vote and a casting vote.
18. The Board shall be responsible for the preparation of a report which shall include the information and commentary on such as specified in the *Guidelines on Examination Procedures* [available at: (<https://www.hw.ac.uk/services/academic-registry/quality/qa/exam-guidelines.htm>)]

Forms and Timing of Assessment

19. The forms of assessment used to evaluate student performance in a course shall be specified in a course descriptor. Where a course is assessed by more than one form of assessment, the relative contribution of each component to the overall assessment shall be stated in the course descriptor. Reassessment opportunities shall be specified in the Course Descriptors There shall not normally be any limit to the number of re-assessment opportunities.
20. Each course shall feature formative assessment to enable students to evaluate the extent of their learning. The form and extent of formative assessment, including any contribution to the overall assessment, shall be stated in the course descriptor.

Assessment: Marks, Grades

21. Examinations and other forms of assessment shall, where appropriate, be marked anonymously.
22. The Board of Examiners shall determine a grade in the range of A-F or a simple Pass/Fail for student performance in each course.
23. Where the grades A-F are used then the grades shall have the meaning specified in the table below.

Grade	Description	
A	Excellent	Learner has achieved and exceeded the minimum requirements for Pass
B	Very Good	
C	Good	
D	Satisfactory	Learner has achieved the minimum requirements for Pass
E	Adequate	Exam Board shall determine whether or not to award Pass
F	Inadequate	Fail

Regulation 55

Effective Date: 12 September 2018

Approved by: Senate: 12 September 2018

Consultation via: Ordinances and Regulations Committee {18 June 2018}
University Committee for Quality and Standards {11 April 2018}
Academic Council (Malaysia) {29 September 2017 / January 2018}

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