

EXTERNAL EXAMINERS GUIDE TO A

POSTGRADUATE RESEARCH (

PGR

)

EXAMINING COMMITTEE

This Document has been produced by Student Business as a guide for External Examiners and was last updated **9 October 2018**. The document details the process of a PGR examination and viva. Master by Research (MRes) version

**The Extracts below have been taken from :-**

**University Postgraduate Constitutional Regulations Version 1.1 (15.5.13)**

**Policy and Code of Practice of Postgraduate Research Programmes Version 2.1 (25.01.17)**

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**1 A step by step guide to PGR Examination/viva process**

* Appointment accepted by External Examiner(s).
* Thesis is sent to External and Internal Examiners by Student Business.
* Department/Convenor will contact both Examiners to finalise date for Viva.
* If no viva, Examiners will devise their own method of communication for Examination.
* Once Viva/Examination takes place, student formally advised of the outcome by the Examiners.
* Examiners’ Report form to be completed and signed by External Examiner, Internal Examiner and Convenor.
* Convenor records Examination outcome and uploads copies of completed and fully signed Examiners’ reports to PGR Examination Process (Sharepoint System).
* Student Business will notify student of outcome.
* External Examiner submits claim for Expenses.

If outcome is:

* **Award**: No further action required by External Examiner.
* **Minor Corrections:** These can be overseen by the Internal Examiner only, or the full Examining Committee. If full Committee, the External Examiner requires sight of the corrections and to submit confirmation in writing (e.mail) that they have signed off on the amendments.
* **Resubmission:** This can be within 12 or 18 months, with our without an oral examination. The External Examiner will be sent a fresh copy of the thesis once resubmitted. Thesis should be resubmitted to Student Business.
* **Resubmission after further research:** This can be within 18 months and an oral examination must take place. The External Examiner will be sent a fresh copy of the thesis once resubmitted.
* **No Award:** No further action required by External Examiner.

For the following Higher Degree examinations, exceptionally the Examiners can award a lower degree or recommend the thesis be amended and submitted for a lower degree award:

PhD / EngD / DBA / EdD / DedPsy / DPharm

## 2 Examination Committee and External Examiners

The Examining Committee normally comprises at least two active researchers – an Internal Examiner who is not part of the supervisory team and an External Examiner (two External Examiners in the case of a Doctorate by Publication) – and a Convenor, who is not part of the supervisory team

The Responsible Person, in consultation with the Supervisors and the relevant Vice-Dean of the Faculty, nominates the members and the Convenor of the Examining Committee for endorsement by the Vice Dean and Quality Assurance Committee. The Examining Committee should be appointed and approved before the thesis is submitted.

### 2.1 External Examiner

The External Examiner will in many cases be a senior academic in an institution of at least equivalent reputation to the University of Strathclyde in the subject area in question. He or she will normally be expected to have a proven publication record in the field of study.

In some cases, (in respect of relevant programmes such as the EngD and Professional Doctorates) Examiners from industry, commerce, professional practice and other organisations may be best suited to examining the research.

Additionally, an External Examiner should not normally:

* be an honorary member of the University of Strathclyde;
* have been a member or honorary member of the staff of the University of Strathclyde in the three years prior to the assessment or whilst the student/doctoral candidate has been carrying out research at the University if this is more than three years;
* have had any significant contact of a supervisory nature with the student/doctoral candidate or his or her research project; or
* be appointed in one Faculty more than five times in three years.

### 2.2 Internal Examiner

The Internal Examiner is expected to have sufficient knowledge and understanding of the topic to enable him or her to judge the quality of the thesis and to play a full part in the examination.

### 2.3 Convenor

The Convenor will be a member of staff of the University who is not the Supervisor or Second Supervisor.

The Convenor will not also be one of the Examiners.

The Convenor is responsible for convening the committee, ensuring the receipt of preliminary reports from the Examiners, and for resolving any disagreements which may arise.

The Convenor is responsible for taking notes of the viva that clearly evidences the process, indicating:

* A basic record of the topics discussed;
* The time allocated to each topic area of the examination; - The timing of any breaks taken.

It is not intended that this be a verbatim record of the viva. The Convenor is responsible for returning this record to SEES together with the External Examiners’ report form via the PGR Examination Process (Sharepoint System).

### 2.4 Operation of the Examining Committee

The Examiners scrutinise the candidate’s dissertation or thesis and are required to submit an individual written critique to the Convenor prior to a meeting of the Examining Committee.

The Examining Committee normally conducts an oral examination for Doctoral candidates. For Masters candidates, the Committee may at its own discretion:

* conduct an oral examination;
* meet to confirm the outcome without conducting an oral; or
* complete the assessment by correspondence.

For both Doctoral and Masters orals, the Convenor of the Examining Committee may, after consultation with the candidate, invite the Supervisors to attend the oral examination and dissertation of the examiners in a non- voting capacity.

### 2.5 Recommendations of the Examining Committee

The Examining Committee bases its recommendation on the candidate’s thesis and, if appropriate, his or her performance in any oral examination.

The Examining Committee makes its recommendations to the Vice Dean for approval.

Recommendations may be any one of the following:

1. approval of the award of the degree by the Vice Dean;
2. approval of the award of the degree by the Vice Dean; after minor amendments to the thesis

(Doctoral level) or Dissertation (Masters level) have been made subject to the satisfaction of the Internal Examiner or the full Examining Committee;

1. the thesis (Doctoral level) or Dissertation (Masters level) be revised in the light of advice from the Examiners and resubmitted for the same degree within a specified period. A re-examination will be required either with oral or without an oral examination;
2. the thesis be re-submitted after further research as indicated by the examiners and a further oral examination be held within 18 months or earlier;
3. no degree be awarded and no right of resubmission.

The appropriate Master of Research Examiners’ Report form is available from Student Business on request by emailing: studentbusiness-pg@strath.ac.uk

The Examiners prepare and sign a joint report that includes a summary *Pro Forma*. Sample Examiner Report forms are available to view on the SEES website. A hard copy version of the form is sent to the External Examiner by SEES together with the thesis and other relevant information.

The Examiners’ Report will either make an agreed recommendation or record particulars of any disagreement along with a proposal for resolution. The Report should provide clear justification for the Examining Committee’s decision and Examiners should be aware that this is likely to be made available to the candidate.

In the event of small differences of judgement within the Examining Committee, External Examiners’ views will normally prevail.

The Convenor must report more significant disagreements to the Faculty Board of Study together with a proposal for resolution. The Convenor may in such circumstances seek approval from the Board of Study for the appointment of a second External Examiner.

The Convenor will return the Examiners’ Report to SEES, countersigned to certify that all the instructional elements of the course have been successfully completed, and inform the candidate and the Responsible Person of the outcome and recommendations of the Examining Committee. SEES will forward any award recommendation to the Faculty Board of Study and Senate for ratification.

SEES will provide a written confirmation to the candidate subject to ratification by the Board of Study and Senate.

For a candidate who is required to resubmit, the Convenor or Internal Examiner will communicate to him or her what further work is required.

### 2.6 Academic Integrity

*University Procedures and Guidelines for Dealing with Possible Instances of Academic Dishonesty* should be followed in all cases of alleged academic dishonesty and, in particular, in all instances staff should endeavour to ensure that appropriate communication has taken place with the student/doctoral candidate regarding the allegations and possible subsequent actions and outcomes. The student/doctoral candidate must be afforded appropriate opportunity to discuss the matter and intimate any mitigating circumstances.

### 2.7 Academic Appeals

The letter to a student/doctoral candidate informing him or her of a decision to transfer or terminate his or her registration or not to award a degree includes notification of the right to appeal in writing to the Faculty Board of Study on any of the grounds set down in University Regulations 20.1.35-36 and 20.2.34-35 (Doctoral level) and 20.3.26-27 and 20.4.33-35 (Masters level)

The letter also gives notice of the date by which the student/doctoral candidate must lodge any appeal with the Faculty Manager. Students/doctoral candidates may obtain further information on the appeals process from the Faculty Manager where necessary.

The Faculty sets up an Appeals Panel of impartial academic staff with a Senior Academic Officer of the Faculty as Convenor. The Faculty Appeals Panel decides the outcome of the Faculty Appeal, operating in accord with the principles of natural justice and the maintenance of academic standards.

In the event that the Faculty does not uphold a student’s/doctoral candidate’s appeal, the student/doctoral candidate is informed of this and of his or her further right of appeal to Senate. A student/doctoral candidate must submit his or her Senate Appeal to the Head of the Academic Office within six weeks of the outcome of the preceding Faculty Appeal being notified to the student/doctoral candidate.

Students/doctoral candidates may obtain further information on the appeals process from the Secretary to the Senate Appeals Committee where necessary.

The Senate sets up an Appeals Committee of impartial Senate members with a Senior Academic Officer of the University as Convenor. The Senate Appeals Committee makes a final decision on the Senate Appeal, operating in accord with the principles of natural justice and the maintenance of academic standards.

Students/doctoral candidates may obtain assistance in preparing appeals from the Student Advisory and Counselling Service or the University of Strathclyde Students’ Association.

### 2.8 Student/Doctoral Candidate Complaints other than Academic Appeals

Students/doctoral candidates are encouraged to raise any complaints about their studies or about University services directly with those concerned in the first instance. University staff will consider such complaints fairly and do their best to resolve any difficulties.

If a student/doctoral candidate is dissatisfied with the response to an informal complaint/enquiry/request for assistance, then a formal written complaint may be made to the Responsible Person or the Director/Head (as appropriate) of the Support Service concerned.

If the student/doctoral candidate remains dissatisfied with the response to a first formal complaint, then he or she can pursue the matter further, making a final complaint by writing to:

1. the Dean of the Faculty concerned (in the case of complaints about academic matters);
2. the University’s Chief Operating Officer (in the case of complaints about services or about discrimination or harassment).

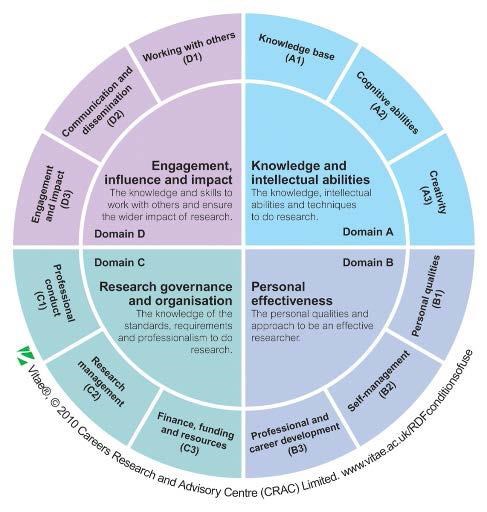
The recipient of a formal written complaint (first or final) will appoint a reviewer to consider the complaint in confidence and without bias. The reviewer may be the recipient of the formal complaint themselves or his or her nominee(s). The reviewer consults as appropriate and keeps the student/doctoral candidate informed of the progress of enquiries, reporting the final outcome to the student/doctoral candidate as soon as practicable.

**Annex 1**

**University Researcher Development Programme**

**Researcher Development Statement endorsed by the Research Councils**

The Researcher Development Statement (RDS) sets out the knowledge, behaviours and attributes of effective and highly skilled researchers appropriate for a wide range of careers. Strathclyde’s Researcher Development Programme (RDP) is mapped to the RDS to ensure researchers select appropriate training and professional development opportunities, and can identify and contextualise the learning outcomes. The Researcher Development Statement, which replaces the Joint Skills Statement, is endorsed by the Research Councils and may be downloaded from the following link: <http://www.vitae.ac.uk/rds>



**Annex 2**

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| --- | --- |
| **Degree Type** | **Master by Research**  **Characteristics** |
| **Eligibility** | For internal/external students and staff\* |
| **Prerequisites** | Minimum 2nd class Honours UK undergrad. degree or equivalent, or integrated Masters degree. Competence in English required. |
| **Format/components** | Programme of research, together with instructional classes or research training at 10 credits - 60 credits rating, and a Dissertation worth a minimum of 120 credits. |
| **Duration: Full time** | Minimum 12 months, Maximum 24 months. |
| **Duration: Part time** | Minimum = none stated Maximum = 48 months. |
| **Structure** | Courses should be modular and credit rated.  Dissertation (or Design, Report, or Project) as required, to be based on original research by the student, and be worth at least 120 credits. |
| **Participants known as** | Students |
| **Assessment Type** | Coursework to be completed and assessed by exam, and/or written assignments, and/ or oral exam.  Dissertation (normally maximum 30,000 words) to be examined by review. Dissertation counts > 120 credits.  A Dissertation submitted by a Strathclyde staff member may consist in whole or in part of work previously published by them, provided the Dissertation is composed so as to present a connected record of research in a field of study. Partial exemption from coursework may be available by Credit Transfer or RPL not normally exceeding 50% of the credits unless a special articulation agreement exists where up to 67% may be possible for Credit Transfer. |
| **Supervision** | At least 2 named supervisors specifically appointed for the student, one being a full time member of academic staff. |
| **Internal Examiner(s)** | At least 1 named internal examiner. If, exceptionally, the student's supervisor is appointed, a 2nd internal to be appointed. |
| **External Examiner(s)** | At least 1 named external examiner specifically appointed for the student, with relevant expertise in the subject area. |
| **Generic Skills Training** | n/a (as a requirement) |
| **Research Skills Training** | n/a (but will be present in courses) |
| **Credit rating** | 180 credits (min 150 at level 5, with over 120 credits for Thesis/Dissertation) |
| **Level of award** | pass/fail |
| **Titles of Awards** | Common Titles: MPhil, MRes, LLM (by Res) |

Note: \* - Any member of staff accepted onto a degree programme on the basis of a fee waiver, will be subject to meeting the full cost of study from any point forward when they cease to be employed by the University.

**Annex 3**

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| **Degree Type** | **Professional Doctorate**  **Characteristics** | |
|  | Standard Route By Publication | |
| **Eligibility** | For internal/external candidates and staff\* | University staff\* and external applicants |
| **Prerequisites** | 1st or 2:1 UK undergraduate degree or equivalent, or integrated masters degree.  Competence in English required. | 1st or 2:1 UK undergraduate degree or equivalent, or integrated masters degree.  Competence in English required. |
| **Format/components** | Degree award primarily by  Dissertation/Independent research and viva. Must also take 60 credits of research methods and techniques training, and 60 credits of specialist knowledge, in addition to generic skills training. | Degree award primarily by Thesis/Independent research and viva. Must also take 60 credits of research methods and techniques training, and 60 credits of specialist knowledge, in addition to generic skills training. |
| **Duration: Full time** | Minimum 36 months Maximum 60 months | n/a |
| **Duration: Part time** | Minimum and Maximum = equivalent of progress expected for full-time, *pro-rata.*  For staff member, PhD = 96 months (p/t study) | Min. = 12 months Max. = 48 months |
| **Structure** | Directed study on (i) research methods, and (ii) areas of specialist knowledge, both at minimum 60 credits each. Plus, a scheme of research leading to a Thesis, which must make an identifiable contribution to creation or interpretation of new knowledge through research or other advanced scholarship. Some Recognition for Prior Learning for classes or research training is possible, but not usually exceeding 50% of the credits appropriate to the course or 60 credits where this is less. For University staff, the Thesis may comprise (in part) work previously published by the candidate. Any work thus presented may not have been presented in part or in whole in fulfilment of the requirements for any other degree award, and may not be used in a similar way again in future. | Directed study on (i) research methods, and (ii) areas of specialist knowledge, both at minimum 60 credits each. Plus, a scheme of research leading to a Thesis, which must make an identifiable contribution to creation or interpretation of new knowledge through research or other advanced scholarship. Some Recognition for Prior Learning for classes or research training is possible, but not usually exceeding 50% of the credits appropriate to the course or 60 credits where this is less. The Thesis submitted by a staff member may consist wholly (or substantially) of work previously published by the candidate, provided the Thesis is so composed as to present a connected record of research in a field of study, and that it has not been presented in full or partial fulfilment of the requirements for any other degree award (and will not be used in this way again in the future). |
| **Participants known**  **as** | Doctoral Candidates | Doctoral Candidates |
| **Assessment Type** | Required to complete coursework & professional practice (potential exists for Credit Transfer and/or Recognition of Prior Learning (maximum  50% or 60 credits). Examined by Thesis maximum 60,000 words) and oral/viva. Independent research expected to be original and contribute to knowledge. | Required to complete coursework & professional practice (potential exists for Credit Transfer and/or Recognition of Prior Learning (maximum 50% or 60 credits). Examined by Thesis maximum 60,000 words) or Critical Appraisal (max. 40,000 words), and oral/viva. Research to be original and contribute to knowledge. |
| **Contribution of**  **Thesis/ Independent**  **Research** | Thesis/Independent research comprises the majority of assessable output (i.e. > 51%). | Thesis/Critical Appraisal comprises the majority of assessable output (i.e. > 51%). |
| **Supervision** | At least 2 named supervisors specifically appointed for the candidate, at least one being a full-time member of academic staff. A workbased professional may also be appointed as a mentor. | At least 2 named supervisors specifically appointed for the candidate, at least one being a full-time member of academic staff. A workbased professional may also be appointed as a mentor. |
| **Internal Examiner(s)** | At least 1 named internal examiner. | At least 1 named internal examiner. |
| **External Examiner(s)** | At least 1 named external examiner specifically appointed for the candidate, with relevant expertise in the subject area (2 if the candidate is a member of University staff). | At least 2 named external examiners specifically appointed for the candidate, with relevant expertise in the subject area. |
| **Generic Skills Training** | Generic skills training (to be done additionally). | Generic skills training (to be done additionally). |
| **Research Skills Training** | Research Methods and Techniques - 60 credits. Specialist Knowledge - 60 credits | Research Methods and Techniques - 60 credits. Specialist Knowledge - 60 credits |
| **Credit rating** | Minimum 60 credits for each taught component | Minimum 60 credits for each taught component |
| **Level of award** | pass/MPhil/fail | pass/MPhil/fail |
| **Titles of Awards** | Common Accepted Titles: EdD, DBA DEdPsy | Common Accepted Titles: EdD, DBA DEdPsy |

Note: \* - Any member of staff accepted onto a degree programme on the basis of a fee waiver, will be subject to meeting the full cost of study from any point forward when they cease to be employed by the University.

**Annex 4**

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| **Degree Type** | **Master by Research**  **Characteristics** |
| **Eligibility** | For internal/external students and staff\* |
| **Prerequisites** | Minimum 2nd class Honours UK undergrad. degree or equivalent, or integrated Masters degree. Competence in English required. |
| **Format/components** | Programme of research, together with instructional classes or research training at 10 credits - 60 credits rating, and a Dissertation worth a minimum of 120 credits. |
| **Duration: Full time** | Minimum 12 months, Maximum 24 months. |
| **Duration: Part time** | Minimum = none stated Maximum = 48 months. |
| **Structure** | Courses should be modular and credit rated.  Dissertation (or Design, Report, or Project) as required, to be based on original research by the student, and be worth at least 120 credits. |
| **Participants known as** | Students |
| **Assessment Type** | Coursework to be completed and assessed by exam, and/or written assignments, and/ or oral exam.  Dissertation (normally maximum 30,000 words) to be examined by review. Dissertation counts > 120 credits.  A Dissertation submitted by a Strathclyde staff member may consist in whole or in part of work previously published by them, provided the Dissertation is composed so as to present a connected record of research in a field of study. Partial exemption from coursework may be available by Credit Transfer or RPL not normally exceeding 50% of the credits unless a special articulation agreement exists where up to 67% may be possible for Credit Transfer. |
| **Supervision** | At least 2 named supervisors specifically appointed for the student, one being a full time member of academic staff. |
| **Internal Examiner(s)** | At least 1 named internal examiner. If, exceptionally, the student's supervisor is appointed, a 2nd internal to be appointed. |
| **External Examiner(s)** | At least 1 named external examiner specifically appointed for the student, with relevant expertise in the subject area. |
| **Generic Skills Training** | n/a (as a requirement) |
| **Research Skills Training** | n/a (but will be present in courses) |
| **Credit rating** | 180 credits (min 150 at level 5, with over 120 credits for Thesis/Dissertation) |
| **Level of award** | pass/fail |
| **Titles of Awards** | Common Titles: MPhil, MRes, LLM (by Res) |

Note: \* - Any member of staff accepted onto a degree programme on the basis of a fee waiver, will be subject to meeting the full cost of study from any point forward when they cease to be employed by the University.

**Annex 5**

**External Examiners Expenses Guidelines**

**Undertaking duties**

UK based External examiners must complete the **Undertaking Duties Claim Form** for the examination of Research Students.

Non UK based examiners should complete the **Non-staff Fee Claim form**.

Fees

* Fees are payable upon receipt of the completed Examiner’s report form.
* The fee is deemed to include any re-examination (Research Degrees).
* Income tax at Basic Rate will be deducted from fees in accordance with Inland Revenue instructions.

The following fees are payable:

Research degrees

* PhD/DBA/EdD £120 per thesis
* Master degree by thesis £90 per thesis

Please ensure that you have supplied your Passport to the host department as Examination fee will only be processed if evidence is recorded.

**Travel and Other Expenses**

Travel

The University is pleased to meet reasonable expenses incurred. Hotel accommodation should be arranged with the host department.

External examiners may claim rail or air fares. Where no public transport is available or heavy/special equipment has to be carried, a car allowance may be paid at the rate of £0.45 per mile.

If subsistence and/or accommodation costs are claimed then only reasonable, costs will be paid.

**All** external examiners must complete the **Claim for Expenses by Non University Staff form**. Claimants MUST attach original receipts to support expenses claimed.

[www.strath.ac.uk/media/ps/humanresources/policies/preventingillegalworkingintheuk/Undertaken\_Duties\_Claim\_Form.pdf](http://www.strath.ac.uk/media/ps/humanresources/policies/preventingillegalworkingintheuk/Undertaken_Duties_Claim_Form.pdf) [www.strath.ac.uk/media/ps/humanresources/policies/preventingillegalworkingintheuk/Non\_Staff\_Fee\_Claim\_Form.pdf](http://www.strath.ac.uk/media/ps/humanresources/policies/preventingillegalworkingintheuk/Non_Staff_Fee_Claim_Form.pdf) [www.strath.ac.uk/media/ps/finance/forms/Non-Staff\_Expense\_Claim\_Form.docx](http://www.strath.ac.uk/media/ps/finance/forms/Non-Staff_Expense_Claim_Form.docx) [www.strath.ac.uk/hr/right2work](http://www.strath.ac.uk/hr/right2work)

**Extract form the General Regulations for Higher Degrees**

**20.4 General Regulations for Master of Research Degrees**

**Admission**

20.4.1 Applicants shall normally:

1. possess a first or second class honours degree from a United Kingdom University; or
2. possess other qualifications deemed, by the Course Director (or nominee) acting on behalf of the Senate, to be equivalent to (i) above; or
3. be deemed, by the Course Director (or nominee) acting on behalf of the Senate, to have achieved an academic standard equivalent to (i) above.

20.4.2 In all cases, applicants, whose first language is not English, shall be required to demonstrate an appropriate level of competence in the English language.

20.4.3 Applicants who satisfy the provisions of Regulation 20.4.1 may, in addition, be required to have had a period of relevant experience.

**Credit Transfer and Recognition of Prior Learning (RPL)**

20.4.4 The relevant Course Director (or nominee) may admit applicants and/or approve exemption from part of a course by Credit Transfer or RPL provided this is done in accordance with University procedures and against criteria defined on a course by course basis.

Credit granted for Credit Transfer or RPL may only be used once and, when used to gain exemption, will normally relate to achievements within 5 years of registration on a University of Strathclyde programme.

Exemption granted on the basis of Credit Transfer or RPL will be allowed primarily where students can demonstrate that the relevant specific learning outcomes have been achieved (i.e. primarily for specific rather than general credit). The extent of any allowed exemption shall preferably not exceed 34% and normally not exceed 50% of the credits appropriate to the course. Exceptionally, up to 67% exemption for Credit Transfer may be allowed where a special articulation between a Strathclyde programme and a programme delivered elsewhere is approved by the Senate.

Where any such exemption is granted, the relevant Board of Study, acting on behalf of the Senate, may approve an appropriate reduction in the

**Minimum Periods of Study**

20.4.5 The minimum period of study shall normally be as follows:

For full-time study 12 months

For part-time study

The minimum period of study shall be the learning equivalent of the full-time study period required taking account of the conditions under which the student will work. The overall duration of study will normally be greater than for full-time study.

**Maximum Periods of Study**

20.4.6 Unless specifically stated otherwise in the relevant course regulations, students shall be required to complete their course including the submission of any dissertation or report or design or project within a prescribed period from the date of the student’s registration as follows:

For full-time study 24 months

For part-time study 48 months elapsed time

Exceptionally, the maximum period of study may be extended by the Senate on the recommendation of the relevant Board of Study.

**Mode of Study**

20.4.7 Courses may be offered on a full-time and/or part-time basis.

At the discretion of the relevant Board of Study on the recommendation of the relevant Course Director (or nominee), a student may transfer from full-time to part-time study or vice-versa where an appropriate course is available, at which time the relevant minimum and maximum periods of study will be reviewed.

**Place of Study**

20.4.8 Except where the Senate has approved distance learning arrangements for off campus delivery, study shall normally be undertaken within the University or within an institution or agency approved by the Senate for the purpose (see Regulation 20.6 and University Policy and Code of Practice for collaborative (off-campus and overseas) courses leading to awards or joint awards of the University and flexible and distributed learning (including e-learning)).

**Course Structure and Curriculum**

20.4.9 All courses shall be modular and credit rated in accordance with the University Awards Framework in Regulation 20.4.10. Individual classes shall be assigned a level based on expected learning outcomes and a credit rating based on the volume of learning required.

20.4.10 The structure of courses shall normally embody 180 credits including a minimum of 150 credits at Level 5. These shall include a dissertation or report or a design or project amounting to not less than 120 credits.

(Note: For a typical student one credit equates to approximately 10 hours of total student effort).

20.4.11 Each candidate for an award must follow the curriculum as prescribed in the relevant course regulations. This shall be set out in the course regulations and shall indicate which classes are compulsory or optional. The Senate on the recommendation of the relevant Board of Study may amend these from time to time.

20.4.12 The curriculum of every student must be approved in advance by the relevant Course Director or equivalent acting on behalf of the Board of Study.

Where a pass in a particular class is a necessary condition for progress or for an award, this shall be clearly stated in the relevant course regulations.

The choice of classes may be subject to constraints of timetabling and may also be influenced by professional requirements as well as by a student’s entrance qualifications or pre-requisite classes passed.

The University cannot guarantee that all optional classes will be available in any given academic year.

20.4.13 Course delivery, materials, assessed work and oral examination shall be in English unless stated otherwise in individual course regulations and published in the Course Handbook.

**Dissertation, Report, Design or Project**

20.4.14 The dissertation or report or the design or project shall be of a length and standard approved by the relevant Board of Study and shall normally be submitted by a date approved by the Board of Study and published in the appropriate Course Handbook.

20.4.15 Any dissertation or report or design or project submitted under the provisions of Regulation 20.4.14 shall be written in English. Exceptionally, a Board of Study may permit submission in a language other than English in which case a translation of the abstract as a minimum into English must accompany the dissertation or report or design or project.

**Attendance and Performance**

20.4.16 Every applicant admitted to a course of study shall be required to attend regularly and to perform satisfactorily the work of each class in their curriculum.

A student who, in the opinion of the Head(s) of the Department(s) (or nominee(s)) offering a class and the relevant Vice Dean, does not satisfy the requirements as to attendance and to performance and having been informed in writing, shall not be entitled to take the examination in the subject of that class and shall be so informed. A student may subsequently be permitted by the Course Director (or nominee) to take the examination in the subject of the class at the next available opportunity subject to satisfactory completion of appropriate course work.

20.4.17 Students have an obligation to inform the University Student Experience – Student Business at the first reasonable opportunity of any medical or other circumstances which might adversely affect their attendance, performance and/or ability to study.

**Examinations and Assessment**

20.4.18 The Board of Examiners shall consist of not less than two members of academic staff responsible for the conduct of the course and one External Examiner. The Course Director, following consultation with the Head of Department, will identify a member of University staff to convene the Board of Examiners.

20.4.19 Students shall normally complete the assessments during the academic year in which the classes were undertaken unless permitted by the relevant Board of Study to postpone the assessment.

20.4.20 Taught classes shall be assessed by

1. coursework assignments; or
2. written examinations; or
3. oral examinations; or (iv) any combination of the above unless specified otherwise in the relevant Course Handbook.

Except where a course includes an integrative/reflective class that will draw on work in other classes, each item of work may only be assessed in one class.373

The Board of Examiners may exceptionally permit alternative forms of assessment or reassessment for a taught class where they consider it to be in a student’s interest.

At the discretion of the Board of Examiners or Course Director (or nominee) and, where appropriate, in conjunction with the External Examiner, a student may be required to attend and participate in an oral examination.

The examination of a dissertation shall normally be undertaken by an Examining Committee comprising no fewer than one Internal and one External Examiner nominated by the Head of Department, endorsed by the relevant Board of Study and appointed by the Senate.

20.4.21 Candidates are required to pass written and oral examinations and to perform to the satisfaction of the Board of Examiners in the course work, and the Examining Committee in the dissertation or report or design or project.

20.4.22 A student who is deemed to have failed a taught class or who has been debarred in terms of Regulation 20.4.16 shall normally have one further opportunity to be re-assessed on a similar basis or by such other means as the Department(s) offering the class may decide. The nature of reassessment shall be identified in class descriptors and/or Course Handbooks. The attempt shall normally be made at the next available diet of examinations.

20.4.23 In the case of re-assessment, the Board of Examiners may also require the student to re-attend the class.

20.4.24 The Board of Examiners may discount an attempt for a taught class where appropriate medical or other evidence has been provided subject to report to the relevant Board of Study.

20.4.25 Notwithstanding the provisions of Regulation 20.4.22, a candidate will be permitted to revise and re-submit their dissertation or report or design or project, in whole or in part, where there are medical, personal or other circumstances which have adversely affected their performance. In these circumstances, permission may be granted by the Board of Examiners concerned, subject to a report of any cases to the relevant Board of Study.

**Award of Credits**

20.4.26 A student who satisfies the Board of Examiners for a given class will be awarded the number of credits for that class.

**Progress of Students**

20.4.27 At all stages of the course, a student must achieve an approved standard of performance with regard to level of study and academic attainment.

20.4.28 Subject to prior approval of the Senate, Boards of Study may permit a Board of Examiners to apply compensation procedures according to prescribed criteria. In such cases, the criteria shall be detailed in the Course Handbooks.

20.4.29 The Board of Examiners shall report to the relevant Board of Study which, acting on behalf of the Senate, shall ratify one of the following decisions:

1. award of the appropriate degree;
2. withhold the award of the degree or other qualification pending further study or submission/resubmission of assignments, dissertation or report or design or project;
3. transfer the student’s registration;
4. require the student to withdraw

**Suspension, Transfer of Registration or Withdrawal**

20.4.30 On the recommendation of the Head of Department (or nominee), the relevant Vice Dean may permit a student to either undertake voluntary suspension for whole or part of an academic year or transfer between full-time and part-time study where available or transfer to a related postgraduate course by instruction where available.

20.4.31 Where a student has failed to satisfy the Board of Examiners, the relevant Board of Study, acting on behalf of the Senate and in accordance with the recommendation of the Board of Examiners, may

1. place the student in suspension; or
2. offer the student the opportunity to transfer to a related Postgraduate Diploma or Postgraduate Certificate course by instruction (as appropriate), subject to a related course being available; or
3. require the student to withdraw.

20.4.32 Notwithstanding Regulation 20.4.29, a student who is reported to the relevant Board of Study under Regulation 20.4.16 for persistent non-attendance at classes, in accordance with published Faculty procedures, may have their registration terminated and be required to withdraw from the course.

20.4.33 A student may be required to withdraw from a course as a consequence of academic dishonesty or unprofessional conduct. Such a decision would be taken in consequence of a disciplinary hearing as provided for in Regulations 5.4 and 5.5.

**Appeals against Suspension, Transfer of Registration or Withdrawal**

20.4.34 A student who has received an adverse decision in terms of Regulation 20.4.31 or 20.4.32 may appeal to the relevant Board of Study for reconsideration of the case.

20.4.35 The grounds for appeals under Regulation 20.4.34 may be any of the following:

1. that there were procedural irregularities in the conduct of the examination or of the assessment (including alleged administrative error of such a nature as to cause reasonable doubt as to whether the examiners or the Board of Study would have reached the same conclusion if the alleged error had not been made); or
2. notwithstanding the student’s obligations under Regulation 20.4.17, that there were medical, personal or other circumstances affecting the student's performance of which the examiners or the Board of Study were not aware when their decision was taken; or
3. that there was inadequate assessment, prejudice or bias on the part of one or more of the examiners or assessors.

Such an appeal shall be lodged in writing with the relevant Faculty Officer no later than a date specified by the Board of Study and notified in the letter informing the student of the transfer of registration or suspension or requirement to withdraw. The appeal shall be supported by appropriate documentary evidence not previously available.

20.4.36 After an unsuccessful appeal to the relevant Board of Study, a student has the ultimate right of appeal to the Senate. Such an appeal shall be lodged in writing supported by all appropriate documentary evidence and shall be lodged with the Deputy Secretary within a period of six weeks from the date of notification to the student of the outcome of the preceding appeal to the 375 Board of Study. The student will have a right of appearance, either alone or accompanied by one person, at the hearing of the appeal to the Senate.

**Award**

20.4.37 In order to qualify for a University of Strathclyde award, a student who has been granted exemption from part of a University of Strathclyde course through Credit Transfer or RPL (in accord with Regulation 20.4.3) must gain from the University of Strathclyde course curriculum a minimum of one-third of the credits required for that award.

20.4.38 A candidate who satisfies the conditions of the Ordinances governing the award of degrees,

diplomas and certificates and of the general and course regulations will, on payment of the required fees, be entitled to receive the appropriate award. To qualify for the award, a candidate must have obtained passes in classes at all levels of the curriculum as specified in the course regulations. The candidate will receive a parchment setting forth the Department in which the award has been granted.