General Regulations for Degrees of Bachelor and Integrated Master 2020-21

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Description</th>
<th>Author</th>
<th>Approval</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>General Regulations for Degrees of Bachelor and Integrated Master 2020-21</td>
<td>Academic Regulations Review Group</td>
<td>N/A</td>
<td>01 Aug 2020</td>
</tr>
</tbody>
</table>

General and Course Regulations for Degrees of Bachelor and Integrated Master 2020-21.

(Covering the course regulations for undergraduate and integrated master’s degrees of the four Faculties and elective classes for students admitted to first year with effect from session 2009/10)
General Regulations for the Degree of Integrated Masters, Degree of Bachelor with Honours, Degree of Bachelor, Diploma of Higher Education and Certificate of Higher Education

Admission
Every applicant for admission to a course of study must satisfy the General Entrance Requirements as specified in Regulation 2 and any additional Course Entrance Requirements specified by the Department(s) or School(s) and approved by the relevant Board of Study.

Admission
All students are admitted initially as either potential Integrated Masters or Honours candidates.

Credit Transfer and Recognition of Prior Learning (RPL)
The relevant Board of Study (or nominee(s)) may admit an applicant and/or approve exemption from part of a course by credit transfer and/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 and/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 course. Exemption granted on the basis of credit transfer and/or RPL will be allowed primarily where an applicant 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 normally not exceed 60% of the credits appropriate to the course. Exceptionally, by formal resolution, the Senate may approve exemption in special circumstances of up to 80% for Integrated Masters degrees and 75% for Bachelors with Honours degrees. Where any such exemption is granted, the Board of Study will award the appropriate number of credits and may reduce the minimum and maximum periods of study appropriately.

Modes of Study
Courses are offered on a full-time and/or part-time basis except where indicated to the contrary in the course regulations. 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 and vice-versa where an appropriate course is available, at which time the relevant minimum and maximum periods of study will be reviewed.

Levels of Study
Unless otherwise specified in course regulations, each undergraduate course offers the following qualifications:

 Integrated Masters degree
 Honours degree
 Bachelor degree
Diploma of Higher Education
Certificate of Higher Education

Periods of Study
Unless otherwise specified the minimum and maximum period of study shall normally be as follows:

For full-time study (assuming entry at Level 1)

<table>
<thead>
<tr>
<th>Award</th>
<th>Minimum Period of Study (Years)</th>
<th>Maximum Period of Study (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Masters</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Bachelor with Honours including Compulsory External Placement</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Bachelor with Honours</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Bachelor</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Certificate of Higher Education</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Where RPL is awarded for advanced entry, the minimum and maximum periods of study will be adjusted as follows: minimum period of study will be reduced by the number of years covered by the RPL award and the maximum period of study will be reduced by twice the number of years covered by the RPL award.

For part-time study, the minimum and maximum periods 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.

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

Place of Study
Except where the Senate has approved distance learning arrangements for off-campus delivery, instructional classes shall normally be undertaken within the University.
A student may undertake part of their study in an approved institution abroad, according to an approved curriculum. Normally only one such study period, to be taken prior to the final year of their course, is permitted.

Course Structure and Curriculum
Each candidate for an award must follow the curriculum as prescribed in the relevant course regulations. These may be amended from time to time by the Senate on the recommendation of the relevant Board of Study.

In accordance with the University Awards Framework, individual classes shall be assigned a level based on expected learning outcomes and a credit rating based on the volume of learning required.

The award structure of undergraduate courses shall normally follow

<table>
<thead>
<tr>
<th>Award</th>
<th>Credit Requirement</th>
<th>Minimum Level Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Higher Education</td>
<td>120 credits</td>
<td>100 credits at Level 1</td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>240 credits</td>
<td>100 credits at Level 2</td>
</tr>
<tr>
<td>Bachelor Degrees</td>
<td>360 credits</td>
<td>60 credits at Level 3</td>
</tr>
<tr>
<td>Graduate Diploma</td>
<td>120 credits</td>
<td>120 credits at Level 3 and Level 4</td>
</tr>
<tr>
<td>Honours Degrees</td>
<td>480 credits</td>
<td>90 credits at both Level 3 and Level 4</td>
</tr>
<tr>
<td>IntegratedMaster Degrees</td>
<td>600 credits</td>
<td>120 credits at Level 5</td>
</tr>
</tbody>
</table>

For the avoidance of doubt, credits at a higher level shall, where necessary, be deemed to satisfy the requirements at a lower level.

Notes:

1. For a typical student, 1 credit equates to approximately 10 hours of total student effort.
2. In certain circumstances, for example to meet professional accreditation requirements, the credit requirement may exceed the above framework.

The curriculum of every student must be approved at the start of each academic year or level of study (as appropriate) by the relevant Course Director, or equivalent, acting on behalf of the Board of Study.

Each degree course curriculum shall include elective classes amounting to no fewer than 20 credits normally taken prior to the fourth year of full-time study.
Notwithstanding the provisions of Regulation 00001.UG.12, a degree course curriculum, may subject to the approval of the Senate, not include electives.

A full-time student shall in each year of study, normally, follow a curriculum containing 120 credits including any elective credits.

Notwithstanding the provisions of Regulation 00001.UG.14, by formal resolution of the Senate, a course curriculum may exceed 120 credits in any one year.

Notwithstanding the provisions of Regulation 00001.UG.14, exceptionally, additional optional classes at an appropriate level may be chosen as part of the curriculum subject to the approval of the Head of Department or School (or nominee) responsible for offering each class. In such cases a student may select up to 40 additional credits. The curriculum (of the student) shall be reported to the Board of Study.

Where a full-time student is admitted with advanced standing and is exempted from part of an academic year's curriculum, additional classes may require to be taken to bring the total credits studied to at least 120 credits.

In the first and second years of full-time study, the curriculum will normally comprise six 20 credit classes. By formal resolution of the Senate, up to two 20 credit classes may be replaced by up to four 10 credit classes in any year of any course. In the third, fourth and fifth years of full-time study, classes in integer multiples of 20 credits may be permitted, subject to approval by the Senate.

Notwithstanding the provisions of Regulation 00001.UG.18, a degree course curriculum may, subject to the approval of the Senate, in year 1 and / or year 2 include one 40 credit class.

A student studying on a part-time or distance learning basis shall undertake a curriculum typically of 40 – 80 credits in any year of study.

The curriculum for a course shall be set out in the course regulations and shall indicate which classes are compulsory or optional. 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.

Notwithstanding the provisions of Regulation 00001.UG.11, where unlisted optional classes may be chosen as part of the curriculum, the approval of the Head of Department or School (or nominee) responsible for offering each class is also required.

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

**00001.UG.1.24 Attendance and Performance**
Every student admitted to a course of study shall be required to attend regularly and to perform satisfactorily the work of each class in their curriculum.

**00001.UG.1.25**
A student has an obligation to inform the Student Business within Student Experience and Enhancement Services at the first reasonable opportunity of any medical or other circumstances which might adversely affect their attendance, performance and/or ability to study.

**00001.UG.1.26**
A student who, in the opinion of the Head(s) of the Department(s) offering a class and the relevant Vice Dean Academic, does not satisfy the requirements as to attendance and to performance and having been informed in writing, shall not be entitled to take the remaining assessments in the subject of that class. A student may be required to withdraw from a course where that student has been reported for persistent non-attendance at classes or has failed to engage with course requirements as outlined in Regulation 00001.UG.1.57. Further information on attendance and performance can be found in the Departmental/ School Handbooks.

**00001.UG.1.27**
Notwithstanding Regulation 00001.UG.1.26, a registered student may subsequently be permitted by the Head of Department to take remaining assessments in the subject of the class at the next available opportunity subject to satisfactory completion of appropriate course work.

**00001.UG.1.28 Examinations and Assessment**
*All Awards*
A student shall 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.

**00001.UG.1.29**
Taught classes shall be assessed by
(i) coursework assignments; or
(ii) written examinations; or
(iii) oral examinations; or
(iv) any combination of the above
unless specified otherwise in the relevant Course Handbook. Exempt 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.

**00001.UG.1.30**
For all classes at all Levels there will be a diet of formal assessment at the end of each semester and a re-sit diet. The final classification will be based solely on the student’s first attempt at the assessment.
Where a pass in the project or dissertation taken in the final year is specified in the award statement of the degree, a candidate who fails to submit the project or dissertation by the due date may not, normally, be eligible to complete the remainder of the Final Year assessment.

The progress of every student shall be determined by the relevant Board of Examiners, although the Board shall defer consideration of progress or award for any student currently involved in disciplinary proceedings.

A student who is deemed to have failed in a taught class at Level 1, 2, 3 or 4 and 5 or who has been debarred in terms of Regulation 00001.UG.26 shall normally have one further opportunity to be reassessed on a similar basis or by such other means as the Department(s) offering the class may decide. The nature of reassessment to be applied to all students shall be identified in Course Handbooks.

Unless prior authority of the relevant Board of Study has been given, a student who fails to satisfy the Board of Examiners at the first assessment for a class shall undertake re-assessment at the first available opportunity.

At the discretion of the relevant Board of Examiners or Course Director, students may be required to attend and participate in an oral examination. Exceptionally, this may be in place of the normal assessment for the relevant class(es). Note that Regulations 00001.UG.1.33 and 00001.UG.1.34 do not permit a borderline candidate to be given an oral examination by an External Examiner.

Notwithstanding the provisions of Regulation 00001.UG.1.33, the Board of Examiners may exceptionally permit alternative forms of re-assessment for a class where they consider it to be in a student’s interest.

Notwithstanding the provisions of Regulation 00001.UG.1.33, the Board of Examiners may permit a student who satisfies the attendance and performance requirements of a class a maximum of two further attempts at passing the class. The Board of Examiners may additionally require a student to re-attend a class.

Notwithstanding the provisions of Regulation 00001.UG.1.33, the relevant Board of Study acting on the recommendation of the Board of Examiners may discount an attempt for a class(es) where appropriate evidence has been provided.

Notwithstanding the provisions of Regulations 00001.UG.1.30 and 00001.UG.1.33, a candidate who has taken either the whole or part of the Level 4 or 5 assessment will be permitted to be re-assessed in whole or in part where there are medical, personal or other circumstances which have adversely affected the student’s
performance. In these circumstances, permission may be granted by the Board of Examiners concerned.

**00001.UG.1.39 Award of Credits**

When considering the award of credits, the relevant Board of Examiners will have regard to the requirements of Regulation 1.10.35 concerning examination marks and compensation. For the avoidance of doubt a pass by compensation shall be regarded as a pass.

**00001.UG.1.40**

The relevant Board of Examiners shall award credits corresponding to the number of credits for classes passed at all Levels. A mark of 40% in a Level 1 – 4 class is deemed a clear pass. A mark of 50% in Level 5 classes is deemed a clear pass.

**00001.UG.1.41**

For progressing students the relevant Board of Examiners shall award Merit or Distinction as follows:

(i) Merit will be applied where a student has achieved a credit-weighted average of 60% - 69% in their first attempt having passed all examinations either as clear passes or by compensation.

(ii) Distinction will be applied where a student has achieved a credit weighted average of 70% or more in their first attempt having passed all examinations either as clear passes or by compensation.

**00001.UG.1.42 Progress of Students**

To proceed to the next year of a course, a full-time student must normally accumulate the minimum number of credits in accordance with the following general framework:

<table>
<thead>
<tr>
<th>Progression</th>
<th>Minimum Number of Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>First – Second Year</td>
<td>100*</td>
</tr>
<tr>
<td>Second – Third Year</td>
<td>220*</td>
</tr>
<tr>
<td>Third – Fourth Year</td>
<td>360+</td>
</tr>
<tr>
<td>Fourth – Fifth Year</td>
<td>480+</td>
</tr>
</tbody>
</table>

* Or 20 credits less than number specified in the relevant course regulations
+ Or the total number of credits specified in the relevant course regulations

Individual courses may specify minimum credit numbers greater than those given above in which case these shall be given in the relevant course regulations.

**00001.UG.1.43**

To progress to the second year of a chosen course a student must have accumulated a minimum of 20 credits fewer than the total number of credits specified by the course curriculum at first year.
To progress to the third year of a chosen course a student must have accumulated a minimum of 20 credits fewer than the total number of credits specified by the course curriculum at second year.

To progress to the fourth year of a chosen course a student must have accumulated the total number of credits specified by the course curriculum at third year.

To progress to the fifth year of a chosen course a student must have accumulated the total number of credits specified by the course curriculum at fourth year.

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

Under appropriate circumstances the relevant Board of Study acting on the recommendation of the Board of Examiners may, exceptionally, allow a student to proceed to the next year of their course with fewer credits than specified in Regulation 00001.UG.1.43 – 00001.UG.1.46.

A student studying on a part-time basis must satisfy the appropriate progress requirements following each period of the equivalent full time credit load. More detailed progress regulations may be specified in individual course regulations.

A student studying on a part-time basis shall not normally proceed to the next year of study with more than 20 credits outstanding.

A student who meets the criteria for progress from one academic year to another may not necessarily be eligible for an award.

Transfer of Registration, Suspension and Withdrawal

Where a candidate registered for the Integrated Masters degree, the degree of Bachelor with Honours or degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education has failed to satisfy the relevant Board of Examiners, the Board of Study, in accordance with the recommendation of the Board of Examiners, may

(i) require that registration be transferred to a degree of Bachelor with honours or degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education (as appropriate) subject to a related course being available; or

(ii) recommend the award of a degree of Bachelor with Honours or degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education (as appropriate); or

(iii) suspend a student from attendance at classes but require them to undertake assessments until the required number of credits and necessary passes have been obtained to allow the student to proceed to the next year of the course; or

(iv) terminate the student’s registration and require the student to withdraw.
Where a candidate registered for the degree of Integrated Masters, Bachelor with Honours, degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education has satisfied the relevant Board of Examiners but requests transfer to a degree of Bachelor with Honours or degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education, the Board of Study, in accordance with the recommendation of the relevant Head of Department or Course Director or Board of Examiners, may

(i) permit registration to be transferred to a degree of Bachelor with Honours or a degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education (as appropriate) subject to a related course being available; or

(ii) recommend the award of a degree of Bachelor with Honours or degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education (as appropriate).

On the recommendation of the relevant Course Director (or nominee), the Board of Study may approve transfer of a student’s registration between

(i) Certificate of Higher Education;
(ii) Diploma of Higher Education;
(iii) the degree of Bachelor;
(iv) the degree of Bachelor with Honours
(v) to an Integrated Masters degree

as appropriate, subject to a related course being available.

On the recommendation of the relevant Course Director (or nominee), the relevant Vice Dean Academic may permit a student to either undertake voluntary suspension for the whole or part of an academic year or transfer between full-time and part-time study where available.

Notwithstanding the provisions of Regulation 00001.UG.1.30, a student who is reported to the relevant Board of Study under Regulation 00001.UG.1.23 or Regulation 5.4.2(iv) 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.

Prior to the next scheduled meeting of a Board of Study, the Vice Dean (Academic) of the relevant Faculty may authorise the termination of a student’s registration and require that student to withdraw from their course where that student has been reported for persistent non-attendance at classes or failure to engage with course requirements. Such a termination of a student’s registration may only be undertaken where:
i. A significant and persistent failure to attend or engage with course requirements has been confirmed by the appropriate department or school; and

ii. The student has been offered appropriate opportunities to redeem their position, including the offer of support in cases of significant personal difficulties as outlined in section 1.10 and 1.11 of the Personal Circumstances and Academic Appeals Procedure.

The Vice Dean (Academic) will report such a decision to the next Scheduled meeting of a Board of Study.

00001.UG.1.58 Students subject to immigration control are required to hold appropriate permission to stay in the United Kingdom permitting them to study. Where a student does not hold such permission the student may be refused registration and/or the student’s current registration may be terminated by the Deputy Director (Student Experience).

00001.UG.1.59 A student may also 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 Regulation 5.

00001.UG.1.60 Classification of Degree
A student entitled to a degree of Integrated Masters may be awarded

- a degree;
- a degree with merit; or
- a degree with distinction.

In reaching their decision, the relevant Board of Examiners shall have regard to a student’s performance against approved criteria and consider the composite mark against the following general framework:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Composite Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>70 – 100</td>
</tr>
<tr>
<td>Merit</td>
<td>60 – 69</td>
</tr>
<tr>
<td>Award</td>
<td>50 – 59</td>
</tr>
</tbody>
</table>

00001.UG.1.61 A student registered for a degree of Integrated Masters who has failed to be placed in one of the classes specified in Regulation 00001.UG.61 may be transferred to the degree of Bachelor with Honours in accordance with Regulation 00001.UG.1.54 and may be granted exemption either in whole or in part from the assessments required for that degree. The exemption will only be granted when, in the opinion of the Board of Examiners, evidence of sufficient attainment has been provided.

00001.UG.1.62 A student entitled to the degree of Bachelor with Honours will be placed in one of the following classes:
First Class  
Second Class (Upper Division) 
Second Class (Lower Division) 
Third Class  

In reaching their decision, the relevant Board of Examiners shall have regard to a student’s performance against approved criteria and consider the composite mark against the following general framework:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Composite Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class</td>
<td>70 - 100</td>
</tr>
<tr>
<td>Second Class (Upper Division)</td>
<td>60 - 69</td>
</tr>
<tr>
<td>Second Class (Lower Division)</td>
<td>50 - 59</td>
</tr>
<tr>
<td>Third Class</td>
<td>40 - 49</td>
</tr>
</tbody>
</table>

A candidate for the degree of Bachelor with Honours who has failed to be placed in one of the classes specified in Regulation 00001.UG.62 may be transferred to the degree of Bachelor in accordance with Regulation 00001.UG.1.46 and may be granted exemption either in whole or in part from the assessments required for that degree. The exemption will only be granted when, in the opinion of the Board of Examiners, evidence of sufficient attainment has been provided.

Notwithstanding a student registered for an Integrated Masters Degree may, if discipline or accreditation specify, be awarded a degree following the Honours classification given in 00001.UG.62 with the exception of Third Class.

Appeals Against Transfer of Registration, Suspension, Withdrawal and Degree Classification

A student who has been

(i) required to transfer registration; or
(ii) suspended from attendance at classes; or
(iii) withdrawn

under the provisions of Regulations 00001.UG.26, 00001.UG.52 and 00001.UG.57 may appeal to the relevant Board of Study for reconsideration of the case.

A student may appeal to the relevant Board of Study for reconsideration of the classification of the degree awarded. Such an appeal must be submitted and the outcome of any such appeal must be decided upon before the student graduates.

The grounds for appeals under Regulations 00001.UG.65 and 00001.UG.66 may be any of the following:

(i) 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 Board of Examiners would have reached the same conclusion if the alleged error had not been made); or

(ii) that there were medical, personal or other circumstances affecting the student's performance of which the Board of Examiners were not aware when their decision was taken (an Appeals Board will take into account whether a student has met the obligations of 00001.UG.1.25); or

(iii) that there was inadequate assessment, prejudice or bias on the part of one or more of the examiners.

Such an appeal shall be lodged in writing with the relevant Faculty Office 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 the requirement to withdraw or the degree classification. The appeal shall be supported by appropriate documentary evidence not previously available.

00001.UG.1.68 A student has an ultimate right of appeal to the Senate normally following an unsuccessful appeal to the relevant Board of Study. Such an appeal shall be lodged in writing with the Head of Governance, Management and Policy Team within six weeks of the date on the Faculty Appeal outcome letter and shall be supported by all the appropriate documentary evidence. The student will have a right of appearance, either alone or accompanied by one person, at the hearing of the appeal to the Senate.

00001.UG.1.69 Award

In order to qualify for a University of Strathclyde award, a candidate who has been granted exemption from earlier years of a University of Strathclyde course through credit transfer or RPL (in accord with Regulation 00001.UG.1.2) must gain from the University of Strathclyde course curriculum a minimum of 120 credits or, where less, a minimum of one-third of the overall credit requirement for that award. In addition, a candidate must comply with the requirements of Ordinance 3.4.3.

000001.UG.1.70 A candidate who satisfies the conditions of the Ordinances governing the award of degrees and of the general and course regulations shall, on payment of the required fees, be entitled to receive the appropriate degree. To qualify for the award of the degree, a candidate must have achieved the credit requirements specified in 0000.1.UG.1.10 and those of the curriculum as specified in the course regulations. The graduate shall receive a degree parchment setting forth the course of study in which the degree has been granted and, if appropriate, the classification in which the graduate has been placed.

00001.UG.1.71 A candidate who satisfies the conditions of the general and course regulations shall be entitled to receive a Diploma of Higher Education or the Certificate of Higher Education.

00001.UG.1.72 A candidate who satisfies the requirements of the general and course regulation governing the award of the degree of Bachelor or Diploma of Higher Education or Certificate of Higher Education and who has, in
the opinion of the relevant Board of Examiners and according to prescribed criteria, attained a high level of overall performance may be granted the appropriate award ‘with Merit’ or ‘with Distinction’. In reaching their decision, Boards of Examiners shall have regard to a student’s performance based on the credit-weighted average over the final year of the course (or part-time equivalent). The credit weighted average for Merit is 60-69% and for ‘with Distinction’ is 70 – 100%.

A student on a course that has multiple exit points (e.g. Certificate of Higher Education, Diploma of Higher Education, degree of Bachelor, degree of Bachelor with Honours) may only retain one of the possible awards.

To be awarded an Integrated Masters degree a student must have performed as defined in 00001.UG.1.60 and have accumulated no fewer than 600 credits with at least 90 credits at Level 4 and 120 credits at Level 5.

To be awarded a Bachelor with Honours degree a student must have performed as defined in 0000.1.UG.1.63 and have accumulated no fewer than 480 credits with at least 90 credits at Level 3 and 90 credits at Level 4.

To be awarded a Bachelor degree a student must have accumulated no fewer than 360 credits with at least 60 credits at Level 3.

To be awarded a Diploma of Higher Education a student must have accumulated no fewer than 240 credits with at least 100 credits at Level 2.

To be awarded a Certificate of Higher Education a student must have accumulated no fewer than 120 credits with at least 100 credits at Level 1.
General Regulations for Graduate Diplomas and other Courses requiring Graduate Entry

For admission to courses in this section of the Regulations, a first degree or equivalent qualification is required. These qualifications are typically for graduates or equivalent, but the outcomes are not of postgraduate level.

The University confers the following awards by the authority of Senate under University Ordinance 5

Taught Awards
Graduate Diploma
Professional Graduate Diploma

Notes

1. Decisions on admission are taken by Course Directors (or nominee).
2. Decisions on awards are taken by Boards of Study on behalf of the Senate.
3. All decisions taken by the Boards of Study, acting on behalf of Senate, shall subsequently be reported to Senate.
4. All decisions taken by Boards of Examiners acting on behalf of the relevant Board of Study shall subsequently be reported to that Board.
5. Where reference is made in Regulations to information in Course Handbooks, that information shall have been approved by the relevant Board of Study.
6. In interpreting these regulations, regard should be given to the University’s Academic Policies, Procedures and Guidelines and, where appropriate, Course Handbooks. Students should also adhere to the University’s Constitutional Regulations.
7. In the unlikely event of any conflict between the Regulations and other University publications including Course Handbooks, Regulations take precedence.
00001.GD General Regulations for Graduate Diplomas and other Courses Requiring Graduate Entry

[The following General Regulations should be read in conjunction with the regulations governing specific courses]

Admission

00001.GD.1 Applicants shall normally:
(i) possess a degree from a United Kingdom University; or
(ii) possess other qualifications deemed, by the Course Director (or nominee) acting on behalf of Senate, to be equivalent to (i) above; or
(iii) be deemed, by the Course Director (or nominee) acting on behalf of Senate, to have achieved an academic standard equivalent to (i) above.

00001.GD.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.

The University will operate a screening procedure for applicants in respect of criminal convictions.

Courses which involve students in contact with children under 18 or vulnerable adults will require students to be a member of the PVG (Protecting Vulnerable Groups) Scheme or, if already a member, to apply for an update.

00001.GD.3 Applicants who satisfy the provisions of Regulation 00001.GD.1 may, in addition, be required to have had a period of relevant experience acceptable to the Senate.

Credit Transfer and Recognition of Prior Learning (RPL)

00001.GD.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 be preferably no greater than 34% and normally not exceed 50% of the credits appropriate to the course. Exceptionally, by formal resolution, the Senate may approve up to 67% exemption in special circumstances.

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

00001.GD.5 Minimum Periods of Study
The minimum period of study shall normally be as follows:
For full-time study
Graduate Diploma 9 months
Professional Graduate Diploma 9 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.

00001.GD.6 Maximum Periods of Study
Unless specifically stated otherwise in the relevant course regulations, students shall be required to complete their course including the submission of any dissertation, design or report within a prescribed period from the date of the student’s registration as follows:

For full-time study
Graduate Diploma 24 months
Professional Graduate Diploma 21 months

For part-time study
Graduate Diploma 48 months elapsed time
Professional Graduate Diploma 36 months elapsed time

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

00001.GD.7 Mode of Study
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 and vice-versa where an appropriate course is available, at which time the relevant minimum and maximum periods of study will be reviewed.

00001.GD.8 Place of Study
Except where 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 Senate for the purpose (see Regulation 20.6 and University Guidelines and Procedures for collaborative provision leading to awards or joint awards of the University).

00001.GD.9 Course Structure and Curriculum
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.
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 curriculum may include a design or other project or the submission of a dissertation.

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.

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

In accordance with the University Awards Framework in Regulation 00001.GD.12, individual classes shall be assigned a level based on expected learning outcomes and a credit rating based on the volume of learning required.

The structure of taught courses shall normally accord with the following table:

<table>
<thead>
<tr>
<th>Award</th>
<th>Credit Requirements</th>
<th>Minimum Level Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diploma</td>
<td>120</td>
<td>Graduate entry and 90 credits at Level 4</td>
</tr>
<tr>
<td>Professional Graduate Diploma</td>
<td>Minimum 120</td>
<td>Graduate entry and all credits at Level 4</td>
</tr>
</tbody>
</table>

For the avoidance of doubt, credits at a higher level shall, where necessary, be deemed to satisfy the requirements at a lower level.

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

Dissertation

Where a dissertation is required, a student will normally be expected to have performed satisfactorily in the taught components of the course before being permitted to proceed to the dissertation. The dissertation shall be of a length and standard approved by the Board of Study and shall normally be submitted by a date approved by the Board of Study and published in the appropriate Course Handbook.
Any dissertation submitted under the provisions of Regulation 00001.GD.13 must be written in English. Exceptionally, having regard to the nature and content of the dissertation, the Board of Study concerned, acting on behalf of Senate, may permit submission in another language, in which case a translation of the abstract as a minimum into English must accompany the dissertation.

**Attendance and Performance**

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 has 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.

A student who, in the opinion of the Head(s) of the Department(s) offering a class and the relevant Vice Dean Academic, 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.

**Examinations and Assessment**

The Board of Examiners shall consist of not less than four persons including an External Examiner and academic staff responsible for the conduct of the course. It shall normally meet under the Convenership of the Course Director or Head of Department.

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.

Classes shall be assessed by

(i) coursework assignments; or
(ii) written examinations; or
(iii) 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.

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 where required, in the dissertation or project.

A student who is deemed to have failed an assessment or who has been debarred in terms of Regulation 00001.GD.15 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 re-assessment shall be identified in module descriptors.
and/or Course Handbooks. The attempt shall normally be made at the next available diet of examinations.

00001.GD.21 Notwithstanding Regulation 00001.GD.20 Boards of Examiners may exceptionally permit alternative forms of re-assessment for a class where they consider it to be in a student’s interest. The Board of Examiners may also require the student to re-attend the class.

00001.GD.22 The Board of Examiners may discount an attempt for a class where appropriate medical or other evidence has been provided subject to report to the relevant Board of Study.

00001.GD.23 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.

00001.GD.24 Award of Credits
A student who satisfies the Board of Examiners in a class will be awarded the number of credits for that class.

00001.GD.25 Progress of Students
Details of any required minimum level of performance to permit a student to progress are shown in individual course regulations hereafter. Where a course is available on a part-time basis, progress requirements shall be specified in the relevant course regulations. Where credits in particular classes are required for progress, these shall be specified in the relevant course regulations.

00001.GD.26 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.

00001.GD.27 The Board of Examiners acting on behalf of Senate, shall ratify one of the following:
(i) award of the appropriate diploma or other qualification with distinction;
(ii) award of the appropriate diploma or other qualification with merit;
(iii) award of the appropriate diploma or other qualification;
(iv) progress to subsequent stages of the course;
(v) withholding of the award of the diploma or other qualification pending further study or submission/resubmission of assignments;
(vi) transfer or termination of registration.

00001.GD.28 Transfer of Registration, Suspension and Withdrawal
Where a candidate has failed to satisfy the Board of Examiners, the Board of Study, acting on behalf of Senate and in accordance with the recommendation of the Board of Examiners, may
(i) suspend a student from attendance at classes but require them to undertake assessments in accord with Regulations 00001.GD.20 – 00001.GD.23 until the required number of credits and necessary passes have been obtained to allow the student to proceed to the next stage/year of the course; or
(ii) recommend the award (as appropriate); or
(iv) terminate the student’s registration and require the student to withdraw.

00001.GD.29 On the recommendation of the relevant Course Director (or nominee), the relevant Vice Dean Academic may permit a student to undertake voluntary suspension for the whole or part of an academic year or transfer to part-time study subject to this mode of study being available.

00001.GD.30 Notwithstanding Regulation 00001.GD.20, a student who is reported to the relevant Board of Study under Regulation 00001.GD.15 or Regulation 5.5.5 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.

00001.GD.31 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 Transfer of Registration, Suspension, Termination, Withdrawal or Award Classification

00001.GD.32 A student who has been required to transfer registration or is suspended from attendance at classes or is required to withdraw under the provisions of Regulation 00001.GD.28 – 00001.GD.31 may appeal to the relevant Board of Study for reconsideration of the case.

00001.GD.33 A student may appeal to the relevant Board of Study for reconsideration of the classification of the award. Such an appeal must be submitted and the outcome of any such appeal must be decided upon before the student’s award is confirmed.

00001.GD.34 The grounds for appeals under Regulations 00001.GD.32 and 00001.GD.33 may be any of the following:

(i) 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

(ii) 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

(iii) 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 or the award classification. The appeal shall be supported by appropriate documentary evidence not previously available.

00001.GD.35 A student has the ultimate right of appeal to the Senate normally following an unsuccessful appeal to the relevant Board of Study. 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 Board of Study and shall be supported by all the appropriate documentary evidence. The
student will have a right of appearance, either alone or accompanied by one person, at the hearing of the appeal to the Senate.

Classification of Award
00001.GD.36
A student may be awarded a Graduate Diploma, Professional Graduate Diploma or other award with merit or with distinction. In reaching their decision, Boards of Examiners shall have regard to a student’s performance against criteria approved by Senate.

Award
00001.GD.37
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 course of study in which the award has been granted and, if appropriate, the classification in which the candidate has been placed.

Changes and restrictions are made from time to time and the University reserves the right to add, amend or withdraw courses and facilities, to restrict student numbers and to make any other alterations, as it may deem necessary and desirable. Changes are published by incorporation in the next edition of the Course Regulations.

Any queries about the contents of the Course Regulations should be directed to the Education Quality and Policy Manager, Education Enhancement, University of Strathclyde, Glasgow G1 1XQ (Telephone 0141 548 4967).