



University  
of Dundee



2023/24

# UNDERGRADUATE REGULATIONS

## A

[Accountancy](#) - School of Business (BAcc and BAcc with Honours)

[Academic Practice in Higher Education](#) - Academic Skills (PGCAPE)

[Anatomical Sciences](#) - (CAHID) - School of Science and Engineering (BSc and BSc with Honours)

[Applied Computing](#) - School of Science and Engineering (BSc and BSc with Honours)

- Games: (with Dundee & Angus College)
- Human Computer Interaction

[Architecture](#) - School of Art and Design (BA, Arch. BA Arch. with Honours, MArch and MArch with Honours)

- Architecture
- Architecture with Urban Planning

[Art & Design](#) - School of Art and Design

(BA)

- Art & Philosophy
- Fine Art

(BDes)

- Animation
- Graphic Design
- Illustration
- Interior & Environmental Design
- Jewellery & Metal Design
- Textile Design

(BSc)

- Digital Interaction Design
- Product Design
- [Visual Media \(BA\) Ballyfermot](#)

## B

[Biological Sciences & Biomedical Sciences](#) - School of Life Sciences (BSc, BSc with Honours and MSci, with Industry)

- Biochemistry
  - Biological Chemistry and Drug Discovery
  - Biological Sciences
  - Microbiology
  - Molecular Biology
  - Molecular Genetics
- Biomedical Sciences
  - Neurosciences
  - Pharmacology
  - Physiological Science

**Biological Sciences and Biomedical Sciences - School of Life Sciences (BSc, BSc with Honours) joint with National University Singapore**

**Business Management - School of Business (BSc Bus Mgt and BSc Bus Mgt with Honours)**

- Business Management
- Business Management (Accounting and Finance)
- Business Management with Industrial Experience - **School of Science and Engineering**

C

**Community Education (BA Hons) Full-time - School of Humanities, Social Sciences and Law (BA Hons)**

**Community Education Work Based (BA Hons)**

**Computing Science (BSc and BSc with Honours) - School of Engineering and Science**

D

**Dentistry - School of Dentistry**

- Bachelor of Dental Surgery (BDS)
  - Clinical Dentistry Part 3 Examination (5 BDS)
- Introduction to Clinical Skills
- Medical Sciences (BMSc Honours)
- Medical Science (BSc)

**Dundee International Institute at Central South University - Science and Engineering**

- Civil Engineering (BEng with Honours)
- Computing (BSc with Honours)
- Mathematics BSc with Honours)
- Mechanical Engineering (BEng with Honours)
- Mechanical Engineering with Transportation (BEng with Honours)

**Digital Interaction Design - School of Art and Design (BSc and BSc with Honours)**

E

**Economics - School of Humanities, Social Sciences and Law - (MA and MA with Honours)**

- Business Economics with Marketing
- Business Economics with Marketing and
  - Geography
  - History
  - Mathematics
  - Politics
  - Psychology
  - Economics
- Economics and
  - History
  - International Relations
  - Politics
- Financial Economics

**Economics - School of Humanities, Social Sciences and Law - (BSc and BSc with Honours)**

- Economics
- Economics and

- Financial Economics

#### **Education - School of Humanities, Social Sciences and Law**

- Childhood Practice (BA)
- Childhood Studies (BA)
- Education (MA/Hons)

#### **Engineering - School of Science and Engineering**

- Biomedical (BEng)
- Biomedical Engineering (BEng) JEP
- Civil Engineering (BEng)
- Civil Engineering (MEng)
- Civil Engineering with Industrial Experience
- Civil Engineering, Design and Management (MEng)
- Electronic Engineering (BEng)
- Electronic Engineering and Physics (BEng)
- Engineering, Design and Manufacturing with Industrial Experience
- Mechanical Engineering (BEng)
- Mechanical Engineering with Renewables (BEng)

#### **English/Creative Writing/Film Studies - School of Humanities, Social Sciences and Law - (MA and MA with Honours)**

- English
- English and
  - Creative Writing
  - European Languages
  - European Studies
  - Film
  - History
  - Mathematics
  - Philosophy
  - Politics
  - Psychology

#### **Environmental Science - School of Humanities, Social Sciences and Law**

- Environmental Science (BSc)
- Environmental Science and
  - Geography
- Environmental Science and Geography (MA)

#### **Environment Sustainability - School of Art and Design - (MA and MA with Honours)**

- Environmental Sustainability
- Environmental Sustainability and
  - Geography
- International Business and Environmental Sustainability

#### **European Studies - School of Humanities, Social Sciences and Law - (MA and MA with Honours)**

- European Studies
  - with Languages
- European Studies and
  - Economics
  - English
  - European Languages and Culture
  - Geography
  - History

- International Relations
- Philosophy
- Psychology

## F

### **Finance - School of Business (with Honours)**

- Bachelor of Finance (BFin)
- Bachelor of International Finance (BFin)

### **Forensic Anthropology (BSc) - School of Science and Engineering**

## G

### **Geography - School of Humanities, Social Sciences and Law (MA and MA with Honours)**

- Geography
- Geography and
  - Economics
  - History
  - Planning
  - Politics
  - Psychology

### **Geography School of Humanities, Social Sciences and Law (BSc)**

## H

### **History - School of Humanities, Social Sciences and Law - (MA and MA with Honours)**

- History
- History and
  - European Languages
  - International Relations
  - Philosophy
  - Politics
  - Psychology
- Scottish Historical Studies

## I

### **Interior and Environmental Design - School of Art and Design - (BDes and BDes with Honours)**

### **In Practice - School of Business (BSc and BSc with Honours)**

- Applied Finance
- Business Management
- Economics
- International Business

### **International Business - School of Business (MA and MA with Honours)**

- International Business
- International Business and
  - Environmental Sustainability
  - International Relations

- International Business with Marketing

#### **International Business - School of Business (BSc and BSc with Honours)**

- International Business
- International Business with
  - Marketing
  - European Languages

#### **International Finance - School of Business (BIFin and BIFin with Honours)**

#### **IT - School of Science and Engineering (BSc)**

- IT Management for Business with Industrial Experience
- IT Software Development with Management Experience

L

#### **Law - School of Humanities, Social Sciences and Law (LLB)**

- Scots and English Law Dual Qualifying with
  - Oil and Gas Law
- Scots Law
- Scots Law with
  - Oil and Gas Law
  - European Languages
- English Law
- English Law with
  - Oil and Gas Law
  - European Languages

#### **Liberal Arts - School of Humanities, Social Sciences and Law - (MA and MA with Honours)**

M

#### **Mathematics - School of Science and Engineering**

- Mathematics (BSc)
- Mathematics (MMath)

#### **Mathematical Biology - School of Science and Engineering (BSc, BSc with Honours and MSci)**

- Mathematical Biology
- Mathematics and Physics
- Mathematics and
  - Accountancy
  - Astrophysics
  - Economics
  - Financial Economics
  - Physics
  - Psychology

#### **Medicine - School of Medicine**

- MBChB
- Bachelor of Medical Sciences (BMSc Honours)
- Gateway to Medicine
- ScotGEM

## N

### **Nursing Pre-Registration - School of Health Sciences (BSc, BSc with Honours and MSc)**

- Nursing

### **Nursing Post-Registration - School of Health Sciences (BSc)**

- Infection: Prevention and Control
- Nursing/Midwifery/Health Sciences
- Nursing & Health

## O

### **Oral Health Sciences - School of Dentistry (BSc)**

## P

### **Philosophy - School of Humanities, Social Sciences and Law (MA and MA with Honours)**

- Philosophy
- Philosophy and
  - European Languages
  - Film Studies
  - Politics
  - Psychology
- European Philosophy

### **Physics - School of Science and Engineering (BSc, BSc with Honours and MSci)**

- Physics
- Physics with Astrophysics
- Physics with Renewable Energy Science
- Applied Physics
- Applied Physics (BEng)
- Electronic Engineering and Physics (BEng)

### **Politics/International Relations - School of Humanities, Social Sciences and Law (MA and MA with Honours)**

- Politics
- European Politics
- Geopolitics
- Politics and
  - European Languages
  - Psychology
- International Relations and
  - European Languages
  - Philosophy
  - Politics
- Politics (BSc)

### **Product Design - School of Art and Design (BSc and BSc with Honours)**

### **Professional Development - School of Humanities, Social Sciences and Law (BA)**

### **Professional Doctorate- School of Life Sciences**

**Art and Design:**

- Doctorate in Professional Practice DProf

#### **Business**

- Professional Doctorate in Business Administration DBA
- Professional Doctorate in Management DMan

#### **Education and Social Work:**

- Professional Doctorate in Social Work DSW
- Professional Doctorate in Education DEd
- Professional Doctorate in Community Learning and Development DCLD
- Professional Doctorate in Educational Psychology DEdPsych

#### **Humanities:**

- Doctorate in Professional Practice DProf

#### **Medicine:**

- Doctorate in Professional Practice DProf

#### **Nursing & Health Sciences:**

- Professional Doctorate in Health Sciences DHSci

#### **Social Sciences:**

- Professional Doctorate in Social Sciences DSSci

#### **Psychology - School of Humanities, Social Sciences and Law**

- Psychology (MA)
- Psychology (BSc)

## **S**

#### **Social Work - School of Humanities, Social Sciences and Law (BA)**

## **T**

#### **Town Regional Planning School of Humanities, Social Sciences and Law - (MA and MA with Honours)**

- Town Regional Planning (MA)



## ACCOUNTANCY PROGRAMME REGULATIONS

- Bachelor of Accountancy (BAcc/BAcc(Hons))
- Bachelor of Accountancy with Languages (BAcc/BAcc(Hons))
- Bachelor of Accountancy with Languages
- Bachelor of Finance (BFin)
- Bachelor of International Finance (BFin)
- BSc in Business Management

### PREAMBLE

These Regulations are built upon a foundation derived from the Scottish Qualification Framework (SCQF). Awards are achieved by gaining credits at different stages during your period of study. The SCQF stipulates the number and stage (or level) of credits that must be obtained to receive each possible award.

Further explanation of the framework can be found at: <http://scqf.org.uk/>

These regulations specify minimum requirements in terms of admission, matriculation, credit definitions, programme of study and assessment for the Undergraduate programmes offered by the University of Dundee, School of Business (UDSB), School of Social Sciences, University of Dundee, and should be read in conjunction with the relevant Programme Specification which can be found on the My Dundee site.

These regulations are established in accordance with the University of Dundee Assessment Policy, which takes precedence over the requirements set out in this document.

### 1. GENERAL

#### 1. Degree Programmes

The following Degree Programmes are offered in the School:

- Bachelor of Accountancy/Bachelor of Accountancy (Honours) - BAcc/BAcc(Hons)
- Bachelor of Accountancy with Languages (BAcc/BAcc(Hons))
- Bachelor of Accountancy with Languages
- Bachelor of Finance/Bachelor of Finance (Honours) - BFin/BFin (Hons)
- Bachelor of International Finance/Bachelor of International Finance (Honours) - BIFin/BIFin (Hons)
- Bachelor of Science in Business Management/Bachelor of Science in Business Management (Honours) - BSc Business Management/ BSc Business Management (Hons)

### 2. ENTRY

#### 2(1) Entry

Before entering a programme of study for the degree of BSc/BAcc/BFin/BIFin or BSc/BAcc/BFin/BIFin (Honours) or the Certificate/Diploma in Higher Education, you must satisfy the general entrance requirements of the University of Dundee and any additional conditions deemed necessary by the Business School.

#### 2(2) Advanced Entry

If, on entry, you hold qualifications approved by the Dean of the School of Business, or the Programme Director/Admissions Officer, and where appropriate, have met the PSRB accreditation criteria for the degree, you may be admitted directly to the second or third year of the relevant degree programmes and will be deemed to have obtained pro tanto passes in the Stage 1 and Stage 2 modules from which exemption has thus been obtained.

The following table defines the total accumulated credits that you will be awarded on entry:

Advanced Entry to	Total Accumulated Credits Awarded on Entry
Year 2	120 at Stage 1/Level 7
Year 3	120 at Stage 1/Level 7 and 120 at Stage 2/Level 8

### 3. GENERAL PROGRESSION REQUIREMENTS

#### 3(1) Credit Rating of Degrees and other Awards

You may receive an award only upon graduating and leaving the Business School. The award will be the highest Stage qualification to which your Total Accumulated Credit entitles you - see below.

<b>BAcc/BFin/BIFin</b>	
<b>Honours</b>	Minimum of 480 credits including at least 120 which must be at Level 3 and 90 which must be at Level 4.
<b>Non-Honours</b>	Minimum of 360 credits including at least 120 which must be at Level 3
<b>BAcc with Languages/(Hons)</b>	
<b>Honours</b>	Minimum of 480 credits including at least 90 which must be at Level 3 and 90 which must be at Level 4 in Accountancy; and normally 80 credits at level 1/2 must be in a Language.
<b>Non-Honours</b>	Minimum of 360 credits including at least 90 which must be at Level 3 in Accountancy and normally 40 credits at level 1 / 2 which must be in a Language
<b>BA General Degree</b>	Minimum of 360 credits including a minimum of 60 credits at Stage 3/Level 9.
<b>BSc:</b>	
<b>Honours</b>	Minimum of 480 credits including at least 120 at Stage 3/SCQF Level 9 and 90 at Stage 4 / SCQF Level 10.
<b>Named Degree</b>	Minimum of 360 credits including 90 at Stage 3/SCQF Level 9 in the subject area of the degree programme.
<b>Un-named Degree</b>	Minimum of 360 credits including a minimum of 60 credits at Stage 3/SCQF Level 9.
<b>OTHER AWARDS: All Programmes</b>	
<b>Dip.HE</b>	Minimum of 240 credits including at least 90 at Stage 2/SCQF Level 8
<b>Cert.HE</b>	Minimum of 120 credits at Stage 1/SCQF Level 7.

#### (a) First Year

You will normally take 6 modules at Stage 1/Level 7, amounting to 120 credits. You must gain at least 80 credits in order to progress into Second Year.

If you do not meet the progression requirement after one academic session if registered as a Full-Time student or repeating the year, or after three academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination.
- If permitted to continue your studies then you will be required to repeat the year.

#### (b) Second Year

You will normally take 6 modules at Stage 2/Level 8, amounting to 120 credits in order to progress into Third Year. For the BAcc/BFin/BIFin you must gain at least at least 80 credits at Stage 2/Level 8 and a 120 credits at Stage 1/Level 7 in order to progress into Third Year.

For the Degree of BSc - You must have gained a total of at least 200 credits to progress into Third year)

If you do not meet the normal progression requirement after one academic session if registered as a Full time student or repeating the year, or after three academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination if you have previously had to repeat a year or have less than 200 credits.

- If permitted to continue your studies then you will normally be required to repeat the year

### (c) Third Year

You will normally take such modules that will enable you to achieve 360 credits (and be eligible for the degree award).

To be eligible for progression into Honours, you must have obtained the full number of credits required by your Programme, which must total at least 120 credits at Stage 1/Level 7, 120 credits at Stage 2/Level 8 (or at least 90 credits at Stage 2/Level 8 for BSc) and 120 credits at Stage 3/Level 9 or 90 credits at Level 3, and 40 credits in a language at Level 1/2 if reading a BAcc with Languages degree.

If you do not meet the progression requirement after one academic session if registered as a Full Time student or repeating the year, or after two academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination if you have previously had to repeat a year or have less than 300 credits.
- If permitted to continue your studies then you will be required to repeat the year and may, if you have previously had to repeat Third Year, be required to undertake a programme of studies that will allow you to graduate with a BA General degree/BSc un-named degree but not to progress to the Honours Year.

### (d) Honours Year

You will normally take such modules that will enable you to achieve 480 credits of which at least 90 must be at Stage 4/Level 10 to be eligible for the award of Honours. You must graduate after one academic session if registered as a Full Time student or two academic sessions if registered as a Part Time student.

#### 3(2) Duration of Study

A non-Honours degree should be completed within four academic years from the date of first matriculation, and an Honours degree should be completed within five academic years from the date of first matriculation unless Advanced Entry (Regulation 2(2)) applies in which case the maximum years are reduced in line with the accelerated entry, or you are registered as a part-time student in which case non-Honours should be completed within eight years, and Honours within ten years from date of first matriculation.

## 4. PROGRAMME OF STUDY

### 4(1) Compulsory Modules for Degree Programmes

For each Degree Programme there are compulsory modules at each Stage. These are detailed in the Programme Specifications and Schedule of Modules. Where these Compulsory Modules total less than 120 credits, additional module(s) must be selected to bring the total up to the number required by the Programme by the end of that year.

### 4(2) Optional Modules for Degree Programmes

The modules available in each of the Degree Programmes are listed in the relevant Programme Specifications. Some of the combinations of modules otherwise permitted by the Regulations, may, nevertheless, be rendered impossible by timetable constraints in a particular year.

### 4(3) Programme of Study

If you are registered as a Full Time student you will normally take 120 credits in each academic session.

If you are registered as a Part Time student, you may not accumulate more than 80 credits in any one academic session.

### 4(4) Studying Modules outside the Degree Programme

Attendance at module(s) in another University or equivalent institution may be permitted as part of an inter-university co-operation scheme approved by the University. If you have spent a complete semester or full academic year in a university other than the University of Dundee, you may substitute the modules taken in that university for the equivalent modules in the Programme Schedule. If you have spent less than a complete academic year in a university other than the University of Dundee, you may offer the modules taken in that

other university, together with an examination and/or work specifically assessed for this purpose in the University of Dundee in respect of each module taken during the same academic year, provided always:

- a. that the choice of modules taken in that other university, and the arrangements for examination and/or work assessed in the University of Dundee, shall have been approved by the Dean of the School of Business (or the Dean's nominee);
- b. that a candidate whose performance in modules taken at another university under an inter-university co-operation scheme is deemed by the Dean to be unsatisfactory, or the equivalent of failure in one or more forms of assessment, shall have the right to enter for the appropriate resit examination at the University of Dundee in the year in which the period of study has been spent at another university.

#### 4(5) Exemptions

Exemptions - If you have successfully completed, at another university or equivalent institution, a module or modules equivalent in content and standard to any Stage 1 or Stage 2 module listed in the approved schedule of modules (see 1), you may apply for a pro tanto pass in that module or modules in the degree programmes.

#### 4(6) Taking a Year Out

If you have passed all your Degree Examinations to date you may, with the permission of the Dean/Director of UDSB, take one academic year out from your studies in order to enter appropriate employment or training. The year of non-attendance will not be counted as Year of Attendance for the purposes of meeting Progression Requirements.

#### 4(7) Termination of Studies

If you fail to achieve the minimum standards shown in Regulation 3 you may be required to discontinue your studies, in which event you will have the right to appeal to the Progression Committee. If your appeal is successful, you will be permitted to continue your studies subject to such conditions as the aforementioned committee may determine in accordance with Regulation 3. If your appeal is rejected by the aforementioned committee it will be reconsidered by the Senate Termination of Studies (Appeals) Committee. Students who have had their studies terminated may not be readmitted to the programme at a later date.

### Section 1.02 5. ASSESSMENT

#### 5(1) Form of Module Assessments

For any module the nature of the component assessments and the manner in which your performance in these counts towards your overall grade for the module will be explained to you in the written information given out or otherwise made accessible to you at the outset. Only if you are awarded an overall pass grade will you be awarded the credits for the module.

#### 5(2) Grading of Module Assessments

For each module the Board of Examiners will decide on your overall grade according to the University Marking Scheme which can be found in the University of Dundee Assessment Policy

#### 5(3) Mitigating Circumstances

It is your responsibility to report unforeseen and unavoidable circumstances that may or have had a serious impact on your performance in assessment or examination in advance of the meeting of the Board of Examiners, by applying for Mitigating Circumstances.

Further guidance may be found at: [quality-and-academic-standards/assessment/mitigating-circumstances/](https://www.dundee.ac.uk/quality-and-academic-standards/assessment/mitigating-circumstances/)

#### 5(4) Eligibility to take Degree Examinations

Each year:

- (i) Your approved programme of study in any academic year will normally comprise the requirements set out in Programme Schedule for each of the degrees, which can be found on the My Dundee webpages for UDSB. UDSB reserves the right to modify the module requirements for each of the degrees subject to the approval of the School Learning and Teaching/ Quality Assurance Committee and the Quality Assurance Senate Committee.

- (ii) You may not take any Degree Examination, and your studies will be stopped, if you have been absent from classes in all modules for which you are registered for a continuous period of six weeks, excluding vacation.

#### 5(5) Degree Examination Diets

- (i) For any module you may attend the Degree Examination Diets only within the same academic year that you attended the module.
- (ii) There is one resit Examination diet in July.
- (iii) There are no resit examinations for modules taken in your final Honours Year (4<sup>th</sup> year).
- (iv) For any module you may attend the resit diet only if you either attended the first Degree Examination Diet, and failed, or were absent from the first diet.
- (v) Your Honours Classification will be based on all modules that comprise the 240 credits at Stage 3 and Stage 4. Any resits or re-submissions at Stage 3 will be capped at D3 unless you suffered mitigating circumstances which were recognised through the Mitigating Circumstance committee and approved by the Examination Board for your subject during the first diet. Full medical certification or corroborating documentation will be required.

#### 5(6) Results of Final Degree Examinations

After you successfully complete your final Degree Examinations at Stages 3/4 you will be recommended for one of the following by the relevant Board of Examiners:

At Stage 3 - Degree with or without Distinction, or Merit.

At Stage 4 - Degree with Honours of the First, Upper Second, Lower Second, or Third class.

If you have entered assessment(s) for the Honours Degree and have failed to be placed in any Honours class, the relevant Board of Examiners may recommend to the Senatus that you be permitted to count the assessment(s) taken, and the time spent in the study for the Honours Degree, for the purpose of graduating with the Degree without Honours. The relevant Board of Examiners will only do this if the examiners are satisfied that the modules taken and the standard attained in the assessment(s) are the same as, or equivalent to, those required for the Degree without Honours.

#### 5(7) Failure to Complete Degree Examinations

If you are prevented by illness or other good cause from beginning or completing part or all of the Degree Examinations which count directly towards your Honours Degree Classification, the Examiners may at their discretion, following advice from the Mitigating Circumstances committee, award you a classified or unclassified Honours degree (Aegrotat). If the Examiners do not consider that they have enough evidence to enable them to exercise such discretion you might be permitted by the School Board to take the examination(s) at a later period of examination.

#### 5(8) Failure at Resit Diet

If you fail a module(s) at the resit diet, and are not eligible for termination, you may be permitted to re-attend the module(s) or take a different module(s) during the following academic year.

### 6. ACADEMIC INTEGRITY

Please see the University of Dundee Policy on Plagiarism and Academic Dishonesty, found at

<https://www.dundee.ac.uk/qf/documents/details/academic-misconduct.php>. Any Regulations not specifically set out in this document will be as laid out in the University of Dundee Regulations conferred with the following, after you successfully complete your final Degree

## ACADEMIC PRACTICE PROGRAMME REGULATIONS

### • PG CERTIFICATE IN ACADEMIC PRACTICE IN HIGHER EDUCATION 1. ENTRANCE REQUIREMENTS

To qualify for admission to the programme you should normally:

- (i) have obtained an undergraduate degree or other qualification recognised by the Programme Leader as equivalent; and
- (ii) be currently active in an higher education context, teaching, assessing and supporting student learning.

If you do not meet these requirements the Programme Leader may, in exceptional circumstances, admit you if he/she is satisfied of your fitness to complete and benefit from the programme.

### 2. ACADEMIC REQUIREMENTS

#### 2.1 Award requirements

2.1.1 In order to become eligible for the award, you must satisfy the Board of Examiners that you have accumulated 60 credits at SCQF Level 11 (Scottish Masters level).

In order to accumulate these credits, you must successfully complete the three following modules:

The Associate Module	(ED50042)	20 credits (exit point)
The Fellowship Module Part 1	(ED50043)	20 credits
The Fellowship Module Part 2	(ED50044)	20 credits (exit point Certificate)

2.1.2 If your performance of the work of the programme is at any time during the programme deemed by the Programme Leader in the role of Convenor of the Board of Examiners, in consultation with the External Examiners, to be unsatisfactory, your studies may be terminated. (See Regulation 2.4)

2.1.3 If on completion of your studies, you are in debt to the University or have failed to return library books or teaching resources, where appropriate, you will not be permitted to graduate.

#### 2.2 Duration of Studies requirements

2.2.1 The maximum period of study is normally 3 years from the date of first matriculation.

The minimum period of study is normally 2 years from the date of first matriculation.

2.2.2 If you do not meet the requirements of Regulation 2.2.1, your studies may be terminated (See Regulation 2.4).

#### 2.3 Withdrawal, Temporary Absence and Discounted Periods of Study

2.3.1 In exceptional circumstances and at the discretion of the Convenor of the Board of Examiners, you may withdraw temporarily from your studies for a period of up to 1 year by obtaining the **prior** approval of the Convenor of the Board of Examiners. The Convenor of the Board of Examiners will determine the terms under which you will be allowed to resume your studies.

2.3.2 Periods of absence for which temporary withdrawal approval is obtained are discounted for the purposes of Regulation 2.2.1.

2.3.4 You may withdraw permanently from your studies by informing the Convenor of the Board of Examiners in writing of your wish to withdraw.

#### 2.4 Termination of Studies

2.4.1 If your studies are terminated, you will have the right of appeal to the Board of Examiners. If your appeal is successful, you will be permitted to continue your studies subject to such conditions as the Board of Examiners may determine. If your appeal is successful, you will not be required to repeat any modules which you have already completed and for which credit has been awarded. If the Board requires you to repeat a year, the repeat year will be discounted for the purposes of Regulation 2.2.1.

2.4.2 If your appeal is rejected by the Board of Examiners, it will be reconsidered by the Senate Postgraduate Appeals Committee. If the Senate Postgraduate Appeals Committee upholds your appeal, you will be permitted to continue your studies subject to such conditions as the Board of Examiners may determine.

#### 2.5 Progression

If you have failed to engage with your studies for a period of 12 weeks or more, and have not had your period of absence approved under Regulation 2.3.1, your studies may be terminated. Engagement with studies is defined as, at a minimum, contact with your Tutor, Programme Leader or the Programme Administrator.

### 3. ASSESSMENT

3.1 The method of assessment in each module and the requirements for completing the module will be determined by the examiners for that module and approved by the Programme Leader. Assessment methods and requirements are detailed in the Programme Handbook.

You are expected to submit all assessments for a module on or before the date specified. Failure to submit by the stated date will result in a fail through non-submission.

3.2 If you pass the assessment for a module, you will be awarded the credits for that module.

3.3 In assessing your individual module performance, the Board of Examiners will take all relevant circumstances into account.

3.4 If you fail an assignment, the assignment may be resubmitted once. A resubmission date will be determined by the Programme Leader. If you fail a resubmitted assignment, your studies will normally be terminated (See Regulation 2.4).

3.5 If after resubmission you fail to meet the requirements for completion of one module, the Board of Examiners may in exceptional circumstances use its discretion to allow you to repeat a module.

In these circumstances, your resubmission requirements will be determined by the assessor, with the approval of the Programme Leader.

3.6 You may be required by the Board of Examiners to present yourself for an oral examination. **The requirements for oral examinations are provided in the Programme Handbook.**

3.7 If through disability you are unable to be assessed by the usual methods specified for the programme, the methods, on the recommendation of the Disability Support Officer and with the approval of the Programme Leader, will be varied.

3.8 Incidents of suspected plagiarism and academic dishonesty are dealt with under the relevant University Senate regulations.

### 4. PROGRAMME MANAGEMENT

4.1 The programme is offered as a part-time blended or fully distance learning programme.

4.2 External Examiners are appointed in accordance with the guidance provided in the University Policy and Code of Practice on External Examining of Taught Programmes including the Conduct of Examination Boards and operate within procedures as determined by Senate. <https://www.dundee.ac.uk/corporate-information/policy-and-code-of-practice-on-external-examining>

4.3 Membership of the Board of Examiners is approved by the Convenor of the Board of Examiners and consists of the academic staff involved in teaching modules, approved external assessors and the relevant external examiners. The Convenor is normally the Programme Leader. Programme regulations are interpreted and applied at the discretion of the Board of Examiners.

4.4 You will be allocated a tutor whose responsibility it is to provide general academic and pastoral support and approve your choice of topics.

We encourage all students to work with a discipline-based mentor whose role is to facilitate the transfer of your learning to the practice setting. This could be your probationary mentor or a colleague acting in the role of a critical friend. If you are unable to arrange a mentor in preparation for your studies, appropriate support will be given.

### 5. THE ASSOCIATE MODULE (MANDATORY PARTICIPATION)

All University of Dundee probationary lecturers on contracts of three years or more are required to undertake the Associate Module within two years of being appointed in post. (\*tbc in line with University changes regarding timing)

The University Assessment Policy for Taught Provision 2015 may be found at:

<http://www.dundee.ac.uk/governance/policies/policy-taught-provision/>

## ARCHITECTURE PROGRAMME REGULATIONS

- BA Architecture
- Master of Architecture
- Master of Architecture with Urban Planning

### 1. ADMISSION

Before entering the programme of study for the Master of Architecture/Master of Architecture with Planning candidates must satisfy the general entry requirements of the University and any additional conditions deemed necessary by the School of Art and Design.

### 2. CREDIT RATING OF THE DEGREE AND OTHER AWARDS

- (a) Credit Rating of an Award
- (b) You may receive an award only by
- (i) withdrawing from study in the case of the certificate and diploma award and
  - (ii) graduating in the case of a degree award. The award will only be at the highest level of qualification to which your Total Accumulated Credit (TAC) entitles you.

Master of Architecture/ Master of Architecture with Planning	Minimum of 600 credits including a minimum of 120 at Level 5 and excluding re-examination in any level 5 modules.
Postgraduate Diploma in Architecture/Postgraduate Diploma in Architecture with Planning	Minimum of 600 credits including a minimum of 120 at Level 5
BA Honours Architecture	Minimum of 480 credits including a minimum of 120 at Level 4 and excluding re-examination in any level 4 modules. Only students who pass all examinations at the first diet will be entitled to the classified Honours degree. Those students who pass outstanding examinations at a resit diet may be awarded an unclassified honours degree.
BA Architecture	Minimum of 360 credits including a minimum of 120 at Level 3
OTHER AWARDS	
Diploma of Higher Education	Minimum of 240 credits including a minimum of 120 at Level 2
Certificate of Higher Education	Minimum of 120 credits at Level 1

### 3. DURATION OF STUDY

3 (1) Every candidate, unless granted a concession or exemption under these Regulations, must be in attendance in the University during not less than five academic years on courses of instruction in subjects prescribed in these Regulations and must pass the Degree examinations and other assessments similarly prescribed. A period of practical training of up to 12 months duration undertaken outwith the University shall not count for the purposes of this Regulation.

3 (2) A candidate undertaking part of the programme of study in another university or equivalent institution under the terms of an agreement approved by the Senatus may be exempted from some or all of the Degree examinations provided that appropriate coursework has been undertaken and examinations deemed by Faculty Board to be of equivalent standard in appropriate subjects have been passed.

### 4. PROGRAMME OF STUDIES

The programme of studies comprises five levels each of one academic year in length. The programme is comprised of such modules as are specified in Appendix A, Programme of Studies.



## 5. DEGREE EXAMINATIONS

For each module, the nature of the component assessments and the manner in which performance in these counts towards the overall grade for the module will be explained in the written information given out or otherwise made accessible to candidates at the outset of their studies. Only those candidates awarded an overall pass grade will be judged to have passed the Degree Examination in, and be awarded the credits for, each module.

The proportion of marks allocated towards degree classification are detailed in the table below:

Degree	4 <sup>th</sup> year %	5 <sup>th</sup> year %
BA Arch. Honours	100%	-
M. Arch	40%	60%

The non-honours degree BA Architecture may be awarded "with distinction" to candidates who have achieved a mark of B3 or more in each of their level 3 modules, and 'with merit' to those who have achieved a mark of C3 or more in each of their level 3 modules.

## 6. CLASS CERTIFICATES

(1) A candidate whose attendance, conduct and work in any module has been satisfactory to the Dean of School is entitled to a class certificate for that module. Only those candidates entitled to a class certificate in a module shall be eligible to enter the corresponding assessments and Degree examination.

(2) Subject to section (5) of this Regulation, a candidate entitled to a class certificate in any module shall be eligible to enter the corresponding Degree examination at the end of each module and at the resit diet in July in the academic year in which the award of the certificate is made, but for no further examination except with the consent of the Dean of School.

(3) In exceptional circumstances a candidate may be granted a deferred class certificate which is valid only for the second diet of examination in the academic year in which it is granted.

(4) Degree Examinations shall be held during the second semester and in July. Only those candidates who attempted and failed in the end of module examinations or who have received special permission from the Dean of the School may enter the July examinations.

(5) A candidate who is absent from any module for a continuous period of four weeks or more, excluding vacations, shall not be entitled to a class certificate except with the consent of the Senatus Academicus. Such consent will be given only in special cases of hardship.

## 7. PROGRESSION

(1) A candidate who fails to satisfy the examiners at Levels 1, 2 or 3 of the Degree Programme shall be required either:

- (a) to take the examination in the following year without a second attendance;
- (b) to repeat the failed module(s) in the following year; or
- (c) to discontinue studies.

(2) Except with the permission of the Senatus Academicus, a candidate must complete all examinations for the BA Architecture Degree within a maximum period of four consecutive years. A period of practical training of up to 12 months duration undertaken outwith the University shall not count for the purposes of this Regulation.

(3) A candidate who fails to satisfy the provisions of Regulation 7 (2) shall be required to discontinue studies for the degree.

(4) A candidate who has been required to discontinue study in terms of these Regulations, shall have the right to appeal for leave to continue studies in accordance with Regulations governing Termination of Studies.

## 8. HONOURS DEGREE

- (1) Before entering the programme of study leading to the award of the Honours Degree, candidates must have completed the requirements for the award of the BA Degree and must satisfy the Architecture Examination Board that they are academically prepared to enter the proposed Honours programme.
- (2) Except with the permission of the Senatus Academicus, a candidate must complete all examinations for the BA Architecture Honours Degree within a maximum period of five consecutive years. A period of practical training of up to 12 months duration undertaken outwith the University shall not count for the purposes of this Regulation.
- (3) A candidate for the Honours Degree who fails a module (s) will not be awarded a classified Honours Degree.
- (4) Such candidates may present themselves for re-examination in the modules failed and if successful may be awarded an unclassified BA Honours Architecture degree and may progress to Masters study.
- (5) Candidates who are unsuccessful in examinations having already completed the requirements for the BA degree will be awarded the BA Architecture Degree without Honours and will not be permitted to progress to Masters study.
- (6) A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard in the examinations and other assessments shall be qualified for the award of the Degree with Honours.

## 9. MASTERS DEGREE

- (1) Before entering the programme of study leading to the award of the Masters Degree, candidates must have completed the requirements for the award of the BA Honours Degree and must satisfy the Architecture Examination Board that they are academically prepared to enter the proposed Masters programme.
- (2) A candidate for the Masters Degree who fails any modules will be deemed to have failed the Masters programme.
- (3) Such candidates may present themselves for re-examination in the modules failed and if successful may be awarded a Postgraduate Diploma in Architecture/Postgraduate Diploma in Architecture with Planning.
- (4) Except with the permission of the Senatus Academicus, a candidate must complete all examinations for the Master of Architecture Degree or Master of Architecture with Planning within a maximum period of six consecutive years. A period of practical training of up to 12 months duration undertaken outwith the University shall not count for the purposes of this Regulation.
- (5) A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard at the first diet of examination shall be qualified for the award of the Masters Degree.

### Appendix A - Programme of Studies

#### Master of Architecture

Level	Module Code	Module Name	Credits
1 (SCQF Level 7)	AR11011	Architecture Studio 1.1.1	20
	AR11012	Architecture Studio 1.1.2	20
	AR12007	Architecture Studio 1.2	40
	AR11014	Architecture, Sustainability & Context 1	20
	TP12002	Design & the Environment	20
2	AR21007	Architecture Studio 2.1	20

<b>(SCQF Level 8)</b>	AR21008	Architecture Studio 2.2	20
	AR22006	Architectural Studio 2.3	40
	AR22007	Architectural Technology 2	20
	HT21007	Between Thinking & Making	20
<b>3</b> <b>(SCQF Level 9)</b>	AR30003	Constructing & Conceiving Architecture 3	90
	HT30006	Practice & Precedent Humanities 3	30
<b>4</b> <b>(SCQF Level 10)</b>	AR41001	Urban Theory, Analysis and Strategy	30
	HT40003	Architectural Humanities	30
	AR40007	Integrated Architectural Design 4	60
<b>5</b> <b>(SCQF Level 11)</b>	AR50005	Architectural Thesis	120

#### Master of Architecture with Planning

<b>Level</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Credits</b>
<b>1</b> <b>(SCQF Level 7)</b>	AR11011	Architecture Studio 1.1.1	20
	AR11012	Architecture Studio 1.1.2	20
	AR12007	Architecture Studio 1.2	40
	AR11014	Architecture, Sustainability & Context 1	20
	TP12002	Design & the Environment	20
<b>2</b> <b>(SCQF Level 8)</b>	AR21007	Architecture Studio 2.1	20
	AR21008	Architecture Studio 2.2	20
	AR22006	Architectural Studio 2.3	40
	AR22007	Architectural Technology 2	20
	HT21007	Between Thinking & Making	20
<b>3</b> <b>(SCQF Level 9)</b>	AR30003	Constructing & Conceiving Architecture 3	90
	HT30006	Practice & Precedent Humanities 3	30
<b>4</b> <b>(SCQF Level 10)</b>	AR41001	Urban Theory, Analysis and Strategy	30
	HT40003	Architectural Humanities	30
	AR40007	Integrated Architectural Design 4	60
<b>5</b> <b>(SCQF Level 11)</b>	TPXXXX	Sustainability in Contemporary Cities	20
	TP	Property Development Processes	20
	TP	Statutory Planning	20
	AR5XXXX	Design Research Project	60

## ART PROGRAMME DEGREE REGULATIONS

### 1 ADMISSION

Before entering the programme of study for the BA, BDes or BSc, candidates must satisfy the general entry requirements of the University of Dundee and any additional conditions deemed necessary by the Duncan of Jordanstone College of Art & Design Admissions Tutor(s).

### 2 CREDIT RATING OF THE DEGREE AND OTHER AWARDS

- (1) Candidates may receive an award only on graduating and leaving the University. The award will be the highest level qualification to which the total accumulated credit entitles the candidate (see below):

**BA/BDes/BSc (Hons) Degree:** Minimum of 480 credits including a minimum of 120 at Level 4

**BA/BDes/BSc Ordinary Degree:** Minimum of 360 credits including a minimum of 120 at Level 3

**Diploma of Higher Education** Minimum of 240 credits including a minimum of 120 at Level 2

**Certificate of Higher Education** Minimum of 120 credits at Level 1

- (2) The programmes with relevant pathways are:

#### **Contemporary Art Practice**

BA in Art & Philosophy

BA in Fine Art

#### **Communication Design**

BDes in Animation

BDes in Graphic Design

BDes in Illustration

#### **Design & Making**

BDes in Jewellery & Metal Design

BDes in Textile Design

BDes in Interior & Environmental Design

BSc in Digital Interaction Design

BSc in Product Design

### 3 DURATION OF STUDY

(1) Every candidate, unless granted a concession or exemption under these Regulations, must be in attendance in the University for no less than: three academic years in the case of the Degree, and not less than four academic years in the case of the Honours Degree, for programmes of instruction in subjects prescribed in these Regulations, and must pass the Degree examinations and other assessments similarly prescribed.

(2) A candidate undertaking part of the programme of study in another University or equivalent institution under the terms of an agreement approved by the Senatus may be exempted from some or all of the Degree examinations provided that appropriate coursework and examinations have been undertaken, and that the relevant Programme Director and Associate Dean of Learning & Teaching deem it to be of equivalent standard in appropriate subjects.

### 4 PROGRAMME OF STUDIES

(1) The programme of studies comprises four levels each of one academic year in length.

The majority of students who successfully complete their first year of study for the BA/BDes (within the General Foundation Art & Design programme) will normally progress to the specialist programme of choice; however, successful completion does not confer the automatic right of entry to the second year of the degree programme.

Entry to the second year is competitive by grades and submission of a portfolio of work deemed to be of appropriate standard by the programme specific Admissions Tutors, and is subject to the number of places available.

(2) **Levels 1, 2, 3 and 4** of the programme are normally comprised of such modules, or suitable alternatives as deemed appropriate by the Associate Dean of Learning & Teaching and/or Dean, as are specified in the Programme Structure detailed at section 5.2 of the DJCAD Student Handbook.

(3) Each year, students must have their Programme of Study approved by their Programme Director.

- a) Changes to this agreed programme for Semester 1 will not be permitted after the second week of semester 1.
- b) Changes to the programme involving modules which begin in Semester 2 can be made only with the permission of your Programme Director and then no later than the end of the second week of Semester 2.
- c) Changes beyond these deadlines can be made only with the consent of the Associate Dean of Learning & Teaching and then only in exceptional circumstances.

## 5 ESSENTIAL MODULES

For each degree programme there are essential core modules which must be taken at Levels 1 to 4; where these essential modules total less than 120 credits at a given Level students are required to select additional modules (as appropriate) to bring their total up to 120 credits (the minimum workload in an academic year for a full-time student).

Prerequisites exist for essential modules and the requirement for any prerequisite may only be waived by special permission of the Programme Director.

## 6 PROGRESSION

- (1) A candidate who fails to satisfy the examiners at Levels 1, 2 or 3 of the Degree Programme shall be required either:
  - (a) to take the examination in the following year without a second attendance (EDP);
  - (b) to repeat the failed module(s) with attendance in the following year; or
  - (c) to discontinue studies.
- (2) A candidate who is repeating all or part of a programme will be required to submit work for review at the end of the first semester and if necessary before the Easter vacation. If in the opinion of the relevant Programme Director and the Associate Dean of Learning & Teaching the work is unsatisfactory, the candidate may be required to discontinue studies at either stage.
- (3) Except with the permission of the Senatus Academicus, a candidate must complete all examinations for the Degree within a maximum period of four consecutive years.
- (4) A candidate who fails to satisfy the provisions of Regulation 6(2) shall be required to discontinue studies for the degree.
- (5) A candidate who has been required to discontinue study in terms of the Regulations, shall have the right to appeal for leave to continue studies in accordance with Regulations governing Termination of Studies.

- (6) Although the majority of BA/BDes Level 1 students will proceed to the specialist programme of their choice, successful completion of Level 1 does not confer the automatic right of entry to Level 2 of a specialist degree programme. Entry to Level 2 is competitive, by submission of a portfolio of work deemed to be of the appropriate standard by the receiving programme and is subject to the number of places available. Students who fail to gain a place in Level 2, but who have passed all modules and attained 120 credits, may be required to exit the programme with the Certificate of Higher Education.
- (7) Every candidate, unless granted a concession or exemption under these Regulations, must be in attendance in the University during one academic year, on courses of instruction in subjects prescribed in these Regulations and must pass the examinations and other assessments similarly prescribed.

## 7 WITHDRAWAL (PERMANENT WITHDRAWAL OR TEMPORARY WITHDRAWAL) FROM PROGRAMME

On the rare occasion where a student elects to withdraw from study in their final Honours year (Level 4), they must discuss this with their Programme Director well in advance of making this decision. The deadline for an application for withdrawal from study is **the last Friday of the teaching session in semester 2 before the Easter Vacation period commences (week 25)**. Application for temporary or permanent withdrawal beyond this date will not normally be accepted and therefore if work is not submitted for assessment it will be deemed a fail unless a request for Mitigating Circumstances, substantiated by documentary evidence, has been submitted.

## 8 SATISFACTORY ATTENDANCE & CLASS CERTIFICATES

- (1) Satisfactory attendance and submission of coursework are basic requirements for all modules and a candidate whose attendance, conduct and work, in any module has been unsatisfactory may be required to meet with the Programme Director and/or Associate Dean Learning & Teaching to discuss progression within the module and/or programme.
- (2) Satisfactory attendance is a compulsory requirement for modules where the assessment is based on participation in a specific activity and a candidate whose attendance has been unsatisfactory may be prevented from taking the assessment or submitting coursework for assessment.
- (3) Subject to section (5) of this Regulation, a candidate shall be eligible to enter the corresponding Degree examination at the end of each module and, in most cases, at the resit diet in July of that academic year (with the exception of Honours candidates who are not permitted to resit examinations), but for no further examination except with the consent of the Associate Dean of Learning & Teaching and/or the Dean of DJCAD.
- (4) In exceptional circumstances a candidate may be granted a deferred assessment, which is valid only for the second diet of examination in the academic year in question.
- (5) Degree Examinations shall be held during the second semester. Only those candidates who attempted and failed in the end of module examinations, or who have received special permission from the Associate Dean of Learning & Teaching, may enter the July examinations.
- (6) A candidate who is absent from any module for a continuous period of four weeks or more, excluding University vacation periods, may not be eligible for assessment except with the consent of the Senatus Academicus. Such consent will be given only in special cases of hardship, upon the submission of a written case by the candidate. Absence from all examinations and class tests must be confirmed by a medical certificate signed by a GP, regardless of the duration of the illness. These must be submitted to the DJCAD School Office no later than seven days after the event to allow the circumstances to be taken into consideration. Where the absence is from a degree examination at the end of semester two the medical certificate must be supplied within the seven days, or at least two days in advance of the meeting of the Board of Examiners, whichever is sooner.

## 9 SUB-DEGREE QUALIFICATIONS

DJCAD undergraduate degree programmes have been SCOTCAT rated, and students who have gained credits and who wish to leave the University, may be awarded sub-degree qualifications relating to their programme of studies.

The sub-degree qualifications are as undernoted:

### (1) CERTIFICATE OF HIGHER EDUCATION (CERT HE)

Requirement: successful completion of the first year of the degree programme SCOTCAT Rating: 120 credit points (SD)

- (a) The Certificate of Higher Education may be conferred upon a candidate who has successfully completed all first year modules of their programme of study, and has passed the corresponding degree examinations prescribed in the Syllabus of Examinations within a period of two academic years from the date of first matriculation.
- (b) The CertHE shall only be awarded to candidates withdrawing from study within DJCAD.
- (c) The CertHE may not be awarded to a candidate who is eligible for the award of the Dip HE or the degree relating to the programme of study.

### (2) DIPLOMA OF HIGHER EDUCATION (DIP HE)

Requirement: successful completion of the first two years of the degree programme SCOTCAT Rating: 240 credit points (120 SD1 and 120 SD2)

- (a) The Diploma of Higher Education may be conferred upon a candidate who has successfully completed all second year modules of their programme of study and has passed the corresponding degree examinations prescribed in the Syllabus of Examinations within a period of three academic years from the date of first matriculation.
- (b) The DipHE shall only be awarded to candidates withdrawing from study within DJCAD.
- (c) The DipHE may not be awarded to a candidate who is eligible for the degree award relating to the programme of study.

No student who is progressing towards the award of a degree may be awarded a Certificate or Diploma.

### (3) ORDINARY DEGREE EXAMINATIONS

- (a) For each module, the nature of the component of assessment and the manner in which performance in these counts towards the overall grade for the module will be explained in the Module Guide, or otherwise made accessible to candidates at the outset of their studies. Only those candidates awarded an overall pass grade will be judged to have passed the Degree Examination, and be awarded the credits for each module.
- (a) With the permission of the relevant Programme Director and Associate Dean of Learning & Teaching, candidates may be permitted to undertake alternative modules at an appropriate level offered elsewhere in the University.
- (c) For each module the Examination Board will decide on the overall grade to be awarded according to the University marking scheme.
- (d) Unless otherwise stated, all DJCAD module coursework for Undergraduate Levels 1, 2, 3 submitted after the agreed deadline, whether at a first attempt or reassessment, will be marked according to the University late submission policy with grade reduction for up to five working days after the agreed deadline; work submitted after this deadline will not be marked and will receive AB (non-submit).

- (e) The non-honours degree may be awarded 'with distinction' or 'with merit' to candidates who have achieved the appropriate grades in each of their Level 3 modules and achieved 120 credits at Level 3 in any one year.

**With distinction** will be awarded to students who have achieved B3 or above for each of the graded modules which contribute to the Level 3 assessment.

**With merit** will be awarded to students who have achieved C3 or above for each of the graded modules which contribute to the Level 3 assessment.

Students will not be eligible for the award 'with distinction' or 'with merit' where there have been failed modules that have been retrieved through resubmissions or resits unless there are documented extenuating circumstances that have been considered and approved.

## 10 HONOURS DEGREE

- (1) Before entering the programme of study leading to the award of the Honours Degree, candidates must have completed the requirements for the award of the BA, BDes or BSc Ordinary Degree and must satisfy the Duncan of Jordanstone College of Art and Design Examination Board that they are academically prepared to enter the proposed Honours programme.
- (2) A candidate for the Honours Degree who fails any final year module will be deemed to have failed the Honours programme but will, having already completed the requirements for the award of the BA, BDes or BSc Degree, be awarded the Degree without Honours.
- (3) Candidates who have completed the examination for Honours may not be presented a second time for the Degree with Honours.
- (4) If a candidate for Honours is prevented by certified illness or other sufficient cause from completing the normal final assessment, the Examination Board may, at its discretion, award an unclassified Honours (Aegrotat) Degree or, in exceptional circumstances, a classified Honours Degree. Alternatively, if the Examination Board considers that there is insufficient evidence to enable it to exercise this discretion, the candidate may be permitted to sit the Honours Examination at a subsequent diet.
- (5) Except with the special permission of the Senatus Academicus, a candidate must complete all the examinations prescribed for the Honours Degree within a maximum period of five consecutive years.
- (6) A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard in the examinations and other assessments shall be qualified for the award of the Degree with Honours.
- (7) For the Honours degree any coursework/form of assessment submitted after the deadline will normally be awarded a fail (CF) or late submission penalties awarded in line with the University of Dundee Assessment Policy, subject to special cases of hardship as described in 8.5 above. This applies to all forms of assessment, including dissertations.
- (8) Honours Degree classifications will be determined using a combined average of the module grades from Levels 3 and 4 weighted 40:60 (see 3.7.3 of the University of Dundee Assessment Policy for Taught Provision 2015)



### 3.3 ART & DESIGN GENERAL FOUNDATION PROGRAMME:

#### PHILOSOPHY

The core values and philosophical ethos of the year are encapsulated in the teaching of both the fundamental and what are regarded as the generic elements of art and design practice, namely drawing skills, research methodologies and the emerging developments in digital imaging. These core values will enrich and expand the student's personal visual language and contribute in a diagnostic context towards helping students make an informed choice of specialist study.

The philosophy of GFAD derives from the belief that the individual's creative development is its primary concern and that this is best served by the cultivation of an imaginative and thoughtful engagement with the practical and theoretical aspects of art and design practices.

Implicit to this is the conviction that by providing a period of time and space and, as part of a community of developing art and design students, the individual can be enlightened and acquire an understanding of the breadth and range of traditions and ideologies which shape our diverse visual culture.

#### AIMS

The first aim of GFAD is the development of the individual student's abilities, skills and critical faculties by means of thoughtful study and visual outcomes. An awareness of the broad nature of art and design underlies the teaching of GFAD. The process of acquiring sound basic skills includes consideration of creativity, aesthetics, visual awareness, and analytical and critical faculties. Knowledge and a sense and understanding of the history, theory and practice of Art and Design are cultivated, allowing students to place themselves, their work and aspirations in context.

The second aim of GFAD is to help students to decide from the varied modules undertaken, their choice of degree study for the subsequent three years. The make-up of the modules has been carefully devised to enable a student to gain a broad experience, awareness and skill level allied to art and design practices. Parallel to this is the contribution the overall dynamics of GFAD, as a learning experience, makes to the progressive development of the student's sense of connection to a specific area of subject specialism. This process is supported by a series of specialist subject presentations and optional studio tours.

#### PROGRESSION

Semester 2 modules will be assessed in week 26, the first week after the Easter break. In addition, at that time, you will present your entire portfolio of work for admission to your chosen subject specialism.

It should be noted that obtaining pass results for all modules **does not imply acceptance into a subject specialism at Level 2**. Rather, your application for entry to a subject specialism will be judged by the quality of your portfolio.

**Please note:** Extract from the Regulations

"6(6) Although the majority of BA/BDes Level 1 students will proceed to the specialist programme of their choice, successful completion of Level 1 does not confer the automatic right of entry to Level 2 of a specialist degree programme. Entry to Level 2 is competitive, by submission of a portfolio of work deemed to be of the appropriate standard by the receiving programme and is subject to the number of places available. Students who fail to gain a place in Level 2, but who have passed all modules and attained 120 credits, may be required to exit the programme with the Certificate of Higher Education."

This portfolio will comprise the outcomes from modules DJ11001, DJ11002, DJ11003, DJ12001, DJ12002 or PI11005. You will be formally advised on the preparation and content of your portfolio. If you are unsuccessful in being accepted into your first or second choice subject specialism and have achieved a pass mark for all modules, you will be eligible for the exit award of Certificate of Higher Education.

The broad aims of GFAD are served by various means:

- Direct teaching methods by staff include lectures to class groups, seminars and individual tutoring in the studios.
- Continuous assessment and critiques of project work.
- Use of the extensive resources of the DJCAD Library is required for many projects and is encouraged as a means of furthering your knowledge and interests.
- Visits to exhibitions in Galleries and Museums are seen as a necessary complement to studio work.
- It is important to create an community environment in the studios, which enhances the learning process.

From the start of GFAD you must realise that working practice for Artists and Designers requires an established regular working routine.

### STUDIO WORK

The work of GFAD is presented in the form of a structured series of modules and projects, which run through the duration of the academic year. Each project must be undertaken, completed in the allotted time, and submitted punctually.

### DRAWING

Throughout GFAD you will encounter a constant pre-occupation with the importance of drawing, a grasp of which is regarded as an integral factor in any of the Art and Design related areas. Two aspects of drawing are emphasised. Firstly, the practice and exercise of drawing in order to expand your perceptive and expressive skills, and secondly, the constructive use of drawing to give form to ideas and to visualise solutions to problems.

### METHOD

To further its aims of providing a foundation upon which you can build, GFAD uses a wide range of projects. However, in tackling each of the varied projects, emphasis will be placed upon adopting a method of working which demands the following:

- An understanding of the brief and its objectives
- Research into sources, ideas and images
- The selection and development of possibilities
- The final outcome or solution.

Observance of this process is an important criterion at the portfolio preparation/review stage.

### LECTURE PROGRAMME

The Lecture Programme aims to help to establish the research, critical and literary skills necessary for you to express your understanding of visual culture. These include skills of interpretation, analysis and reflection, which form the basis for future independent research.

There exists a strong and integrated connection between the studio and lecture content and the main themes and content of the lectures timetabled to complement the related studio practice. Theory and practice work together to enhance and enrich the creative visual thinking of the students. The lectures are provided by historians and art and design practitioners invited from both within and outside DJCAD.

Alongside the twin elements of theory and practice runs a series of departmental presentations which alert you to the wide range of pathway choices available within DJCAD.

The presentations give you a sense of the ethos of the various departments and an insight into the structure of the degree course. Students have the opportunity to tour the respective departments, where you can gain an intuitive feel for the environments of the different subject areas, question staff and meet students.

The studio practice, lecture programme, presentations and tours serve to support your development as a budding artist/designer while offering the relevant information and feedback to assist you to identify the best degree pathway for your unique talents and interests. The experience of this integrated General Foundation Studies year stimulates the development of the visual and verbal vocabulary necessary for artists/ designers to articulate their creative ideas and images.

## JOINT PROGRAMME WITH NATIONAL UNIVERSITY OF SINGAPORE BIOLOGICAL SCIENCES AND BIOMEDICAL SCIENCES PROGRAMME REGULATIONS

### 1. INTRODUCTION

These regulations are built upon a foundation derived from the Scottish Credit and Qualification Framework (SCQF). Awards are achieved by gaining credits at different levels during your period of study. The SCQF stipulates the number and level of credits that must be obtained to receive each possible award. Further explanation of the framework can be found at: <https://scqf.org.uk/>

Undergraduate degrees or any lesser awards are gained by studying compulsory and optional modules, passing the associated assessments, acquiring the credits assigned to the modules and accumulating the number of credits required for the award.

Students on the Joint Degree Programme must also fulfil the regulations for graduation from the National University of Singapore, available online at <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/continuation-and-graduation-requirements>, and specified in the contract with the Department of Biological Sciences, National University of Singapore.

Students first matriculating in Dundee, following transfer to the National University of Singapore, are subject to the regulations of the National University of Singapore.

#### 1.1 Levels 1 and 2

All undergraduate Biological and Biomedical Sciences degree programmes have a common structure and in level 1 and level 2 share the same set of core modules. In addition, students on the BSc Joint Degree programme (JDP) have to take modules that map to the equivalent NUS curriculum.

##### (c) 1.1.1 Students first matriculating at Dundee

All undergraduate Biological and Biomedical Sciences degree programmes have a common structure and in level 1 and level 2 share the same set of core modules. In addition, students on the BSc Joint Degree programme (JDP) have to take modules that map to the equivalent NUS curriculum.

##### (d) 1.1.2 Students first matriculating at NUS

Students will follow the recommended pathways for the JDP for the first five semesters of the programme at NUS, before moving to the agreed module structure in Dundee.

#### Section 1.03 1.2 Levels 3 and 4

##### (a) 1.2.1 Students first matriculating at Dundee

On progression to Level 3, you have to decide which of the three pathways you wish to follow: Genetic Medicine, Neurobiology, or Human Physiology and Functional Ageing. You will study your first semester of Level 3 (Semester 5 of the programme) in Dundee, and then move to the National University of Singapore for the second half of the year (Semester 6). You will then study for your final year, Level 4, in Singapore.

##### (b) 1.2.2 Students first matriculating at NUS

On transfer to the University of Dundee, students will be registered for the required modules for the JDP for Semesters 6-8. As a result of the need to cover key subject areas, you may be taking an imbalanced number of credits between and within semesters 6-8, depending on which subject roadmap you select.

E.g. Semester 7 is 75 credits, and semester 8 is 45 credits. To ease the pressure, the dissertation from semester 7 will have a later submission date than for other Dundee Life Sciences degree programmes.

##### (c) 1.2.3 BSc Honours Degrees

##### (d) 1.2.3.1 Students first matriculating at Dundee

Students enrolled on the Joint Degree Programme, and who successfully complete the programme will graduate with a BSc Honours Degree in Biological and Biomedical Sciences (Joint Degree with the National University of Singapore). Students may transfer out of the JDP onto a BSc Honours programme in either the Biological Sciences or Biomedical Sciences streams, dependent on modules passed.

### (e) 1.2.3.2 Students first matriculating at NUS

Students enrolled on the Joint Degree Programme, and who successfully complete the programme will graduate with a BSc Honours Degree in Life Sciences (Joint Degree with University of Dundee). NUS students in this programme can also choose to withdraw and continue with the default NUS BSc degree study.

## 2 SCQF CREDIT AND MC (MODULAR CREDIT) REQUIREMENTS FOR THE JOINT DEGREE PROGRAMME

Table 1 below shows the credit requirements for the JDP at all levels.

Table 1: Credit ratings for Levels 1-4

Students first matriculating at the University of Dundee:

Table 1: Credit ratings for levels 1-4

Level of study	Credits in semester 1	Credits in semester 2	Total UoD/NUS credits
Level 1 (SCQF 7)	60	60	120
Level 2 (SCQF 8)	60	60	120
Level 3 (SCQF 9)	60	20 NUS credits	120/20
Level 4 (SCQF 10)	40 NUS credits		120/40

Students first matriculating at NUS:

Level of study	Compulsory Credits UoD/MC	Optional Credits UoD/MC	Total UoD/NUS credits
Level 1 (SCQF 7)	108/36	12/4	120/40
Level 2 (SCQF 8)	96/32	24/8	120/40
Level 3 (SCQF 9) Semester 1	12/4	48/16	60/20
Level 3 (SCQF 9) Semester 2	60/20		60/20
Level 4 (SCQF 10)	75/25	45/15	120/40
Total Credits			480/160

In each case, the first number is the number of University of Dundee credits required, the second is the equivalent number of NUS Modular Credits (MC).

## 3. REGULATIONS FOR UNDERGRADUATE DEGREE PROGRAMMES

### 3.1 Matriculation

#### 3.1.1 Matriculation for new entrants

As a new entrant, your module choices must be approved by your Adviser of Studies. If you wish to change your selection of modules you must do so normally before the end of the first teaching week of each module but no later than 4pm on the Friday of the 2<sup>nd</sup> week of the module. Any changes to your selection of non-core modules or to your chosen degree programme MUST be authorised by your Adviser of Studies and approved by the usual School processes.

#### 3.1.2 Matriculation for returning students

Under normal circumstances, returning students can matriculate directly on-line. However, if you have a credit deficit, or wish to change your degree programme, or have had a termination of studies appeal upheld, you MUST meet with the Programme Lead to review and consider your options prior to matriculating.

## 3.2 Transfer between degree programmes

### 3.2.1 Transfer from JDP BSc Honours Biological and Biomedical Sciences to MSci programmes

For students first matriculating at the University of Dundee, access to the MSci programme in Dundee requires that you first transfer from the JDP BSc Honours Biological and Biomedical Sciences degree to a single subject BSc Honours programme, before the end of your period in Dundee. Access to the MSci programme cannot be guaranteed, as the process of transfer from BSc to MSci programmes normally commences during Level 3 and will be approved following the Level 4 Exam Boards. Please consult the regulations for the University of Dundee BSc Honours degree programmes for more detail.

Students first matriculating at the National University of Singapore are not eligible to transfer to MSci programmes at the University of Dundee, unless they first transfer out of the JDP and into a University of Dundee single subject BSc Honours programme.

## 3.3 Progression requirements for JDP BSc Honours programmes for students first matriculating at the University of Dundee

### 3.3.1 For progression to Level 2 in JDP BSc Honours degree programme

You must have passed all modules at Level 1. You should have accumulated a total of 120 credits prior to progressing to Level 2 normally in one academic year, with a minimum weighted module grade average of B3 in each semester. If your grade average falls below B3 for a semester, you will need to discuss your options with your Adviser of Studies, other than as a result of significant mitigating circumstances, you will need to change from the JDP to a University of Dundee BSc Honours programme. Note that as modules passed at resit are capped at a D3, maintaining a B3 average with a resit pass will be very difficult.

### 3.3.2 For progression to Level 3 in JDP BSc Honours degree programme and transfer to NUS

You must have accumulated a total of 240 credits, including 120 credits at Level 2 normally achieved in one academic year, with a minimum a minimum weighted module grade average of B3 in each semester. The decision about progression in the JDP will be made based on your Level 1 and 2 grade average, but failure to maintain a sufficiently high grade average may prevent your progression to NUS (see 3.3.4). At the start of Level 3 semester 2 you must have maintained a minimum weighted module grade average of B3 in each semester in order to continue on the JDP programme.

### 3.3.3 For progression to Level 4 in JDP BSc Honours degree programme

You must have accumulated 360 credits of which 120 must be achieved at Level 3 normally in one academic year. These credits comprise 60 from Semester 5 in Dundee, and 60 from semester 6 at NUS.

### 3.3.4 Failure to progress

Failure to progress on the JDP as a result of not maintaining the B3 grade average in each semester in Dundee will result in your being transferred to a University of Dundee BSc Honours programme - following transfer, your future progression will be subject to the University of Dundee BSc Honours Undergraduate Degree Regulations.

## 3.4 Progression requirements for JDP BSc Honours programmes for students first matriculating at the National University of Singapore

### 3.4.1 For progression to Level 4 in JDP BSc Honours degree programme

You must have accumulated at least 360 credits of which 120 must be achieved at Level 3 normally in one academic year. These credits comprise 60 (20 MC) from Semester 5 at NUS, and 60 from semester 6 in Dundee. NUS students in this JDP must maintain a Grade average of B3 (equivalent to a CAP of 4.0 out of 5.00) or above for the Bachelor of Science (Honours) degree. A student whose grade average falls below B3 for any semester will be required to leave the programme, resulting in a termination to the JDP candidature.

### 3.4.2 Failure to progress

Failure to progress on the JDP as a result of not maintaining a grade average of B3 in Dundee will result in your being transferred to a NUS BSc or BSc (Hons.) degree - following transfer, your future progression will be subject to NUS Degree Regulations.

#### 4. MODULE SELECTION

Full lists of modules currently offered as part of the Joint Degree Programme at each level will be made available via My Dundee. The credit rating and entry requirements (pre-requisites) will be given for each module.

#### 5. REGULATIONS FOR MODULE ASSESSMENTS

##### 5.1 Form of module assessments

The relative contribution of examinations and in-course assessments to an overall module grade is published via MY DUNDEE. Your overall module grade (see below) is calculated from your grades for all the summatively assessed elements of the module, taking into account their individual weighting. You are deemed to have passed the module if you gain an overall pass grade and only then will you be awarded the credits for the module.

Grading of modules and module assessments

For individual assessments within modules as well as the overall module assessment, an alphabetical (literal) reporting scale is used according to the scheme shown in [Table 2](#) which includes general descriptors, the corresponding Honours classification, and the associated aggregation scale. For further details see the University Assessment Policy for Taught Provision at:

<https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/assessment-policy-for-taught-provision-policy/>

Table 2: University of Dundee literal reporting scale for assessment

Marking Scale	Associated Aggregation Scale	Descriptor	Honours Class (where appropriate)
A1	23	Excellent	1 <sup>st</sup>
A2	22		
A3	21		
A4	20		
A5	19		
B1	18	Very Good	2(i)
B2	17		
B3	16		
C1	15	Good	2(ii)
C2	14		
C3	13		
D1	12	Sufficient	3 <sup>rd</sup>
D2	11		
D3	10		
M1	9	Marginal Fail	
M2	8		
M3	7		
CF	5	Clear Fail	
BF	2	Bad Fail	
QF*	-		
**	0		

\*QF indicates that a student has not met the conditions required to have obtained an overall pass.

\*\* Relevant descriptor selected from: CA (certified absence); AB (unauthorised absence); MC (medical certificate); WD (withdrawn); DC (discounted); ST (stopped); NM (not marked - generally used when penalties have been applied for plagiarism).

Table 3: Agreed conversion scale for the NUS-UoD JDP

The National University of Singapore-University of Dundee agreed grade conversion chart is as follows:

NUS		UoD		Classification of Honours (NUS)	Classification of Honours (UoD)
100-Point Scale	Grade	Grade	23-Point Scale		
95-100 (5.0)	A+	A1	23	Honours	First
90-95 (5.0)	A+	A2	22	(Highest Distinction)	
85-90 (5.0)	A+	A3	21		
80-85 (5.0)	A	A4	20		
75-80 (4.5)	A-	A5	19		
70-75 (4.0)	B+	B1	18	Honours (Distinction)	Second (i)
		B2	17		
		B3	16		
65-70 (3.5)	B	C1	15	Honours (Merit)	Second (ii)
		C2	14		
		C3	13		
60-65 (3.0)	B-	D1	12	Honours	Third
		D2	11		
		D3	10		
55-60 (2.5)	C+	M1	9	Pass/Ordinary/BSc	Marginal Fail/Ordinary/BSc
50-55 (2.0)	C	M2	8		
		M3	7		
45-50 (1.5)	D+	CF	5	Provisional Pass	Clear Fail/BSc
40-45 (1.0)	D	BF	2		Bad Fail/BSc
<40	F	QF	-	Fail	Qualified Fail/BSc

Modules taken at NUS will be assessed and graded following the system in use there, using the Cumulative Average Point system (CAP, see <https://www.nus.edu.sg/registrar/academic-information-policies/undergraduate-students/modular-system>). The CAP is the weighted average of all module results to date.

### 5.2 Penalties for late submission of module coursework

All unauthorised late submissions of coursework for modules undertaken in Dundee will be penalised by one numerical point on the marking scale per day, up to a maximum of 5 days late. In this regard, a day is defined as each 24 hour period following the prescribed submission deadline including weekends and holidays.

Assignments submitted more than 5 days after the agreed deadline will receive a zero mark, with 'AB (unauthorised absence or non-submission)' being noted as part of the student record of achievement. Penalties for late submission in Singapore will be communicated to students on the programme at NUS.

### 5.3 Eligibility to take module degree examinations

#### 5.3.1 Eligibility to take a 'resit' assessment

If you have failed to meet the criteria for obtaining an overall pass grade for a module at Levels 1, 2 or 3, you are eligible to 'resit' appropriate assessments for that module, normally in a designated examination diet (see section 5.4 below). Students passing their Module at the resit (second attempt) will have their module result capped at a D3.

Please note that there are NO RESITS allowed at Level 4 (Honours), and that recourse to resit examinations in Levels 1, 2 or 3 may affect your continuation to the JDP BSc Honours programme.

Resit examinations for modules delivered and assessed at NUS are not normally offered. Should you fail any NUS module at first attempt you should seek guidance from the NUS JDP Programme Lead.

### 5.4 Timing of degree examinations at University of Dundee

For all modules, you may attend the Degree Examination Diets only within the same academic year that you attended the module, unless you have been granted Extended Duly Performed status (EDP) or an approved deferral by the University (see section 6.4.2 below).

#### 5.4.1 Resit examinations/assessments (second diet)

There is a second examination diet in **July** for all modules at Levels 1, 2 and 3 with the exception of Level 1 semester 1 modules. In the latter case, if you have not gained an overall module pass grade by the start of semester 2, you will have an opportunity to be reassessed during semester 2 of Level 1. For all other modules, you may only attend the second diet of examinations if (a) you were absent for a valid reason from the first diet of examinations or (b) you are eligible for a resit assessment subject to the conditions laid out in section 5.3.1 above. Your coursework grades will normally carry forward to the second diet of examinations for the purpose of calculating your overall module grade.

Students passing their Module at resit (second attempt) will have their module result capped at a D3.

#### 5.4.2 Failure in the second examination diet

If you fail one or more modules at second attempt you may, provided that you have otherwise satisfied the progression requirements be (a) permitted to repeat the module(s) in attendance during the following academic year (subject to timetable constraints) or (b) granted permission by the Associate Dean of Learning & Teaching, School of Life Sciences to make up to two further attempts at the examination(s)/assessment(s) in the following academic year without attending the class(es). In the latter case, you are deemed to have duly performed in the year you attended the module, so an 'extended duly performed' status (EDP) is awarded to enable you to defer the examination(s)/assessment(s) to a later year.

## 6 DEGREE CLASSIFICATIONS AT UNIVERSITY OF DUNDEE

### 6.1 BSc Honours degree classifications

BSc Honours degree classifications are determined using the mechanism described in section **Error! Reference source not found.** below. The degree class is determined using a combined average of the grades obtained for modules undertaken during Levels 3 and 4, weighted 40:60 for the two levels respectively.

Final classifications will be agreed at the Joint Board of Examiners for the JDP.

### 6.2 The classification of JDP BSc Honours

Each component of assessment that contributes to the degree classification is assigned a grade on the literal/CAP scale (see Tables 2 and 3 in section **Error! Reference source not found.** above). As explained in section **Error! Reference source not found.** above, the primary determinant of degree classification is a stage-weighted grade average based on grades for modules undertaken in Level 3 and 4.



For borderline cases, 'rounding up' may be used where appropriate, and grade preponderance may also be considered as a secondary measure (refer to the University's Assessment Policy for Taught Provision for details).

#### 6.2.1 Compensation and condonement

The School follows the University's Assessment Policy for Taught Provision with regard to compensation and condonement. Any such compensation and/or condonement will be agreed by the Joint Board of Examiners.

#### 6.2.2 Failure to complete degree examinations

If you are prevented by illness or other valid reason from beginning or completing part or all of the degree examinations which count directly towards your degree classification, the Joint Board of Examiners may, at their discretion, recommend the award of a classified or unclassified degree.

### 7. DURATION OF STUDY FOR DEGREES

#### 7.1 Advanced entry

Advanced entry is not possible on to the Joint Degree Programme, because of the requirement to take modules that map to the equivalent curriculum at National University of Singapore.

#### 7.2 Minimum progression requirements to avoid termination of studies at the University of Dundee

You are required to achieve a minimum of 80 credits per level to avoid having your studies discontinued (Termination of Studies).

##### 7.2.1 Termination of studies committees

If you fail to achieve the minimum standards shown in section 7.2 you may be required to discontinue your studies, in which event you have the right to appeal to the School Termination of Studies (Appeals) Committee. If your appeal is rejected by that committee it will then be reconsidered by the Senate Termination of Studies (Appeals) Committee.

##### 7.2.2 Termination of studies appeals

If you find yourself liable to termination of studies, advice and information can be found at <https://www.dundee.ac.uk/governance/dca/appeals/> and you are strongly advised to take full advantage of the documentation available to help you with your appeal. It is also important to note that you **MUST** submit an appeal, addressed to [SchoolOffice-LS@dundee.ac.uk](mailto:SchoolOffice-LS@dundee.ac.uk), marked for the attention of the Head of Administration for Learning and Teaching, within **TEN DAYS** of the date of a communication informing you that your studies are liable to termination. Your appeal should be accompanied by any documents you wish to submit in support of it (e.g. medical certificate or letters of corroboration or support from third parties such as minister of religion, member of academic staff or any other person, for other grounds). If the School Termination of Studies Committee decide that your studies should be terminated, your letter of appeal, and any supporting documents, will be passed on to be considered by the Termination of Studies (Appeals) Committee of the University Senate.

##### 7.2.3 General undergraduate appeals procedure

You have the right to appeal decisions regarding your performance (e.g. concerning a grade or grades awarded for coursework, written examinations, theses or practical assessments including final Honours degree classifications) or progression within your degree programme (e.g. failure to pass modules or examinations), according to the appeals procedures detailed at: <https://www.dundee.ac.uk/governance/dca/appeals/>

In the first instance you should seek to resolve the complaint with the Associate Dean of Learning & Teaching, School of Life Sciences. Only if such resolution is unsuccessful shall referral be made to the Director of Academic and Corporate Governance, in writing, within **FOUR WEEKS** of the date on which you were notified of the decision against which the appeal is directed.

Such appeals, or complaints, shall not be considered unless they are based upon allegations of extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have

reached the same conclusion had they not occurred, or prejudice or bias on the part of one or more of the examiners.

The letter of appeal must state all the grounds on which the student considers that the decision should be changed, the remedy which the student seeks and whether the student wishes to make oral representation at a hearing.

## 8. INTERRUPTIONS TO FULL-TIME STUDY

### 8.1 Taking a year out

If you have passed all your degree modules to date you may, with the permission of the Associate Dean of Learning & Teaching, School of Life Sciences take one academic year out from your studies in order to enter appropriate employment, or training (called 'deferring the year'). Extensions to a deferral of study beyond one academic year require further permission from the Associate Dean of Learning & Teaching, School of Life Sciences. Deferred years are not counted as attendance for the purposes of meeting the progression requirements shown in section 3.3 and section 7.2 above. However, they are not accredited elements of your JDP BSc Honours programme, so your student status is temporarily withdrawn during your deferral of study.

### 8.2 Discounting a year for valid reasons

If you are prevented from completing your programme of study at any level by illness, or other valid reason, you may apply to the Associate Dean of Learning & Teaching, School of Life Sciences at the earliest opportunity and **no later than the last week of teaching in Semester 2** for permission to have the academic year discounted. The discounted year will not be counted as a year of attendance for the purpose of meeting the progression requirements shown in section 3.3 and section 7.2 above. Please note that during your discounted year, your student status is temporarily withdrawn.

## 9. PROCEDURES FOR DEALING WITH UNFORESEEN PERSONAL ISSUES THAT HAVE SIGNIFICANTLY AFFECTED ACADEMIC PERFORMANCE

### 9.1 The School of Life Sciences Mitigating Circumstances Committee

If, during the course of your studies at the University of Dundee, you experience unforeseen and unavoidable circumstances that you believe have had a significant negative impact on your performance in coursework and/or examinations, you should submit your case (including supporting evidence) in confidence for consideration by the School of Life Sciences Mitigating Circumstances Committee. The Mitigating Circumstances Committee meets in advance of the examination boards for modules and degrees to consider submissions made to the committee and makes recommendations to the Board of Examiners on the level of support that should be given in each case. In accordance with the General Data Protection Regulation, no significant details of any submission to the Mitigating Circumstances Committee are revealed to the Board of Examiners. If a submission is not made to the Mitigating Circumstances Committee with respect to circumstances that you believe have had a significant negative impact on your performance in coursework and/or examinations, it will not normally be accepted as the basis of any subsequent appeal either to the Associate Dean of Learning & Teaching, School of Life Sciences or to the School Termination of Studies Committee.

### 9.2 Assistance that can be justified on the basis of a Mitigating Circumstances Committee recommendation.

Mitigating Circumstances Committee recommendations may be used by Boards of Examiners to justify adjustments that beneficially affect either a student's pass/fail status for the module, their progression in their degree programme or their degree classification. In the case of changes to a student's overall module grade, the extent of any grade adjustment is at the discretion of the Board of Examiners and in line with the University Assessment Policy. Alternatively, in circumstances where a student has failed a module and the Board of Examiners do not consider that the Mitigating Circumstances Committee recommendation justifies amending a fail grade to a D3 pass, they may decide to allow the student to re-take the examination in the Resit Diet as if it were a first attempt.

If a student grade has been subject to the application of a Plagiarism Penalty, there will not be any further adjustment due to Mitigating Circumstances.

## BIOLOGICAL SCIENCES AND BIOMEDICAL SCIENCES PROGRAMME REGULATIONS

### 1. INTRODUCTION

These regulations are built upon a foundation derived from the Scottish Credit and Qualification Framework (SCQF). Awards are achieved by gaining credits at different levels during your period of study. The SCQF stipulates the number and level of credits that must be obtained to receive each possible award. Further explanation of the framework can be found at: <http://www.scqf.org.uk/the-framework/>

Undergraduate degrees or any lesser awards are gained by studying compulsory and optional modules, passing the associated assessments, acquiring the credits assigned to the modules and accumulating the number of credits required for the award.

### 2. AN OVERVIEW OF THE DEGREE STRUCTURE

#### 2.1 Levels 1 and 2

All undergraduate Biological and Biomedical Sciences degree programmes have a common structure and in level 1 and level 2 they all share a set of core curriculum modules. Certain degree programmes may have additional core modules.

#### 2.2 Levels 3 and 4

On progression to level 3, you have to decide which of two subject streams you wish to follow: Biological Sciences or Biomedical Sciences. In either stream, your choice of modules at level 3 and level 4 define the name of the degree with which you can graduate.

##### 2.2.1 BSc Ordinary Degrees

Students leaving at the end of level 3 can graduate with a BSc Ordinary Degree. BSc Ordinary Degrees may be awarded 'with distinction' or 'with merit' in accordance with the University's Assessment Policy for Taught provision that is current at the start of your studies (available at

<https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/assessment-policy-for-taught-provision-policy/>

A Named BSc Ordinary Degree (i.e. one with a specified degree title such as Biological Sciences or Biomedical Sciences) may be awarded with a minimum of 360 credits including 90 at Level 3/SCQF Level 9 in the subject area of the degree programme.

An Unnamed BSc Ordinary Degree may be awarded with a minimum of 360 credits including a minimum of 60 credits at Level 3/SCQF Level 9.

Other potential exit awards are DipHE which may be awarded with a minimum of 240 credits, or CertHE which may be awarded with a minimum of 120 credits.

Note that if you have graduated with a BSc Ordinary Degree or other exit award then you may not return to complete Honours in Biological Sciences or Biomedical Sciences degree programmes, at the University of Dundee

##### 2.2.2 BSc Honours Degrees

Students enrolled on either the Biological Sciences degree programme or the Biomedical Sciences degree programme and with the appropriate credit requirements will graduate with a named Honours Degree that reflects their choice of modules in level 3 and level 4.

#### 2.3 MSci

The process of transfer to the MSci degree normally begins during level 3. Admission to the MSci programme is competitive, and requires continuously-maintained high grades (see [section 4.2](#)). There is a limit to the number of students who can be registered for the MSci, and this depends on the number of places available for the MSci project which runs in level 5.

### 2.2.1 MSci Degree

Students leaving with an undergraduate Master's degree at the end of level 5 will graduate with a degree title which reflects their level 4 module choices and the MSci project.

## 3. SCQF CREDIT REQUIREMENTS FOR SCHOOL OF LIFE SCIENCES DEGREE PROGRAMMES

Table 1 below shows the credit requirements for School of Life Sciences degree programmes at all levels. Please note that the compulsory modules run by the School of Life Sciences account for only 80 credits in level 1 and 100 credits in level 2. This means that in order to fulfil the SCQF credit requirements for your degree programme at these levels, additional modules, corresponding to a further 40 credits in level 1 and 20 credits in level 2, must be selected from the options available.

3.1 Table 1: Credit ratings for levels 1-5

Level of study	Compulsory credits in semester 1	Compulsory credits in semester 2	Additional credits required	Total credits
Level 1 (SCQF 7)	40	40	40	120
Level 2 (SCQF 8)	40	60	20	120
Level 3 (SCQF 9)	60	60	None	120
Level 4 (SCQF 10)	60	60	None	120
Level 5 (SCQF 11)	120 Credits Overall		None	120

Module documentation is available via MYDUNDEE.

## 4. REGULATIONS FOR UNDERGRADUATE DEGREE PROGRAMMES

### 4.1 Matriculation

#### 4.1.1 Matriculation for new entrants

As a new entrant, your non-core module choices must be approved by your Adviser of Studies. If you wish to change your selection of non-core modules you must do so normally before the end of the first teaching week of each module and no later than 4pm on the Friday of the 2<sup>nd</sup> week of the module. Any changes to your selection of non-core modules or to your chosen degree programme MUST be authorised by your Adviser of Studies and approved by the usual School processes.

#### 4.1.2 Matriculation for returning students

Under normal circumstances, students can matriculate directly on-line. However, if you have a credit deficit, or wish to change your degree programme, or have had a termination of studies appeal upheld, you MUST meet with the Programme Lead to review and consider your options prior to matriculating.

### 4.2 Transfer between degree programmes

#### 4.2.1 Transfer from BSc Honours to MSci programmes

The process of transfer from BSc to MSci programmes normally commences during level 3 and will be approved following the Level 4 Exam Boards. In order to be considered at the end of Level 3 for transfer to one of the available MSci programmes you must have accumulated 360 credits.

Transfer into any MSci programme is competitive and requires a minimum of a running B3 average achieved within each level in all core modules throughout levels 1 and 2, and all modules at levels 3 and 4.

Students wishing to transfer to the MSci should indicate their intention to the Undergraduate Office or their Adviser of Studies during level 3. There will be interviews with a selection panel to discuss transfer and, if appropriate, give provisional acceptance to the MSci programmes, subject to progression requirements.

### 4.3 Progression requirements for BSc Honours and MSci programmes

#### 4.3.1 For progression to level 2 in BSc Honours degree programmes

You must have passed all core modules at Level 1 including BS11005 if you were required to take it. You should have accumulated a total of 120 credits prior to progressing to level 2 normally in one academic year.

#### 4.3.2 For progression to level 3 in BSc Honours degree programmes

You must have accumulated a total of 240 credits including the 100 credits of core modules at level 2 normally in one academic year.

#### 4.3.3. For progression to level 4 in all BSc Honours degree programmes

You must have accumulated 360 credits of which 120 must be achieved at level 3 normally in one academic year. If you fail to meet this requirement see [section 4.4.1](#).

#### 4.3.4 For Progression to level 5 for all MSci degree programmes

Progression to MSci is competitive and is subject to acceptance by an interview panel. To be eligible for consideration you must have accumulated 480 credits, of which a minimum of 120 must be gained at Level 4 and a minimum provisional classification of Upper Second Class. In addition, the student must have been accepted by a supervisor for their MSci research project.

### 4.4 Failure to progress in BSc Honours or MSci programmes

#### 4.4.1 Failure to progress to level 4 (BSc Honours)

If you are on a BSc Honours programme and have failed to progress to level 4 according to the criteria listed in [section 4.3.3](#) above, you CANNOT gain entry to level 4 in any other way but will be eligible to graduate with a BSc Ordinary Degree (provided you have achieved 360 credits with a minimum of 60 credits at level 3). If you do not have the credits required to gain a BSc Ordinary Degree then, subject to the limitations set out in [section 8.2](#), you are allowed to return to acquire the credits you need to achieve a BSc Ordinary Degree. However, unless there are exceptional circumstances which the Progression Committee considers ought to be taken into account, you CANNOT automatically gain entry to Honours by gaining higher grades in this repeat year.

#### 4.4.2 Failure to progress to level 4 (MSci)

If you have a provisional place assigned to you on an MSci programme and have failed to achieve the progression requirements for entry into level 5 according to the criteria listed in [section 4.2.1](#), but have achieved the requirements for entry into Honours, you will be automatically moved from the MSci programme to the cognate BSc Honours programme. Please note that you CANNOT transfer back onto the MSci programme at a later stage of your studies.

#### 4.4.3 Failure to progress to level 5 (MSci)

If you are on an MSci programme and have failed to achieve the progression requirements for entry into level 5 according to the criteria listed in [section 4.3.4](#), but have achieved sufficient credits, you will graduate with the cognate named BSc Honours degree with the appropriate classification.

#### 4.4.4 Failure to complete level 5 (MSci)

If you progress to level 5 but fail to complete your studies in level 5 you will graduate with the cognate named BSc Honours degree with the appropriate classification.

## 5. MODULE SELECTION

Full lists of modules currently offered as part of the Biological Sciences and Biomedical Sciences degree programmes at each level will be made available. The credit rating and entry requirements (pre-requisites) will be given for each module.

## 6. REGULATIONS FOR MODULE ASSESSMENTS

### 6.1 Form of module assessments

The relative contribution of examinations and in-course assessments to an overall module grade is published via MY DUNDEE. Your overall module grade (see below) is calculated from your grades for all the summatively assessed elements of the module, taking into account their individual weighting. You are deemed to have passed the module if you gain an overall pass grade and only then will you be awarded the credits for the module.

## Grading of modules and module assessments

For individual assessments within modules as well as the overall module assessment, an alphanumeric (literal) reporting scale is used according to the scheme shown in [Table 2](#) which includes general descriptors, the corresponding Honours classification, and the associated aggregation scale. For further details see the University Assessment Policy for Taught Provision that is current at the start of your studies at:

<https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/assessment-policy-for-taught-provision-policy/>

Table 2: University of Dundee literal reporting scale for assessment

Marking Scale	Associated Aggregation Scale	Descriptor	Honours Class (where appropriate)
A1	23	Excellent	1 <sup>st</sup>
A2	22		
A3	21		
A4	20		
A5	19		
B1	18	Very Good	2(i)
B2	17		
B3	16		
C1	15	Good	2(ii)
C2	14		
C3	13		
D1	12	Sufficient	3 <sup>rd</sup>
D2	11		
D3	10		
M1	9	Marginal Fail	
M2	8		
M3	7		
CF	5	Clear Fail	
BF	2	Bad Fail	
QF*	-		
**	0		

\*QF indicates that a student has not met the conditions required to have obtained an overall pass.

\*\* Relevant descriptor selected from: CA (certified absence); AB (unauthorised absence); MC (medical certificate); WD (withdrawn); DC (discounted); ST (stopped); NM (not marked - generally used when penalties have been applied for plagiarism).

### 6.2 Penalties for late submission of module coursework

All unauthorised late submissions of coursework will be penalised by one point on the marking scale per day, up to a maximum of 5 days late. In this regard, a day is defined as each 24 hour period following the prescribed submission deadline including weekends and holidays. Assignments submitted more than 5 days after the agreed deadline will receive a zero mark, with 'AB (unauthorised absence or non-submission)' being noted as part of the student record of achievement.

### 6.3 Eligibility to take module degree examinations

#### 6.3.1 Eligibility to take a 'resit' assessment

If you have failed to meet the criteria for obtaining an overall pass grade for a module at levels 1, 2 or 3, you are eligible to 'resit' appropriate assessments for that module, normally in a designated examination diet (see [section 6.3.3](#) below). Students passing their Module at the resit (second attempt) will have their module result capped at a D3.

Please note that there are NO RESITS allowed at level 4 (Honours) or level 5 (MSci), and that recourse to resit examinations in levels 1, 2 or 3 may in some cases affect your progression to MSci programmes (see [section 4.2](#) above).

#### 6.3.2 Timing of degree examinations

For all modules, you may attend the Degree Examination Diets only within the same academic year that you attended the module, unless you have been granted Extended Duly Performed status (EDP) or an approved deferral by the University (see [section 6.3.3](#) below).

#### 6.3.3 Resit examinations/assessments (second diet)

There is a second examination diet in **July** for all modules at levels 1, 2 and 3 with the exception of level 1, semester 1. In the latter case, if you have not gained an overall module pass grade by December, you will have an opportunity to be reassessed during semester 2 of level 1. For all other modules, you may only attend the second diet of examinations if (a) you were absent for a valid reason from the first diet of examinations or (b) you are eligible for a resit assessment subject to the conditions laid out in [section 6.3.1](#) above. Your coursework grades will normally carry forward to the second diet of examinations for the purpose of calculating your overall module grade.

Students passing their Module at resit (second attempt) will have their module result capped at a D3.

#### 6.3.3 Failure in the second examination diet

If you fail one or more modules at second attempt you may, provided that you have otherwise satisfied the progression requirements ([see Section to 8.2](#)) be (a) permitted to repeat the module(s) in attendance during the following academic year (subject to timetable constraints) or (b) granted permission by the Associate Dean of Learning & Teaching, School of Life Sciences to make up to two further attempts at the examination(s)/assessment(s) in the following academic year without attending the class(es). In the latter case, you are deemed to have duly performed in the year you attended the module, so an 'extended duly performed' status (EDP) is awarded to enable you to defer the examination(s)/assessment(s) to a later year.

## 7. DEGREE CLASSIFICATIONS

### 7.1 BSc Ordinary degree merit and distinction criteria

A BSc Ordinary degree may be awarded 'with distinction' to candidates who have accumulated at least 120 credits at level 3 and have achieved a B3 or above in all modules at level 3. However, if failed modules have been retrieved through resubmissions or resits, an award of 'with distinction' will not be possible unless there are documented extenuating circumstances that have been considered and approved by the School's Mitigating Circumstances Committee.

A BSc Ordinary degree may be awarded 'with merit' to candidates who have accumulated at least 120 credits at level 3 and have achieved a C3 or above in all modules at level 3. However, if failed modules have been retrieved through resubmissions or resits, an award of 'with merit' will not be possible unless there are documented extenuating circumstances that have been considered and approved by the School's Mitigating Circumstances Committee.

### 7.2 BSc Honours degree classifications

BSc Honours degree classifications are primarily determined using the mechanism described in [section 7.4](#) below. The degree class is determined using a combined average of the grades obtained for modules undertaken during levels 3 and 4, weighted 40:60 for the two levels respectively. \*Please note that for the purposes of BSc Honours degree classification, level 3 modules that are undertaken as part of a level 4 programme of study are considered as level 4 modules.

### 7.3 MSci degree classifications

MSci degree classifications are primarily determined using the mechanism described in [section 7.4](#) below. The degree class is determined using a combined average of the grades obtained for modules undertaken during levels 4 and 5, weighted 40:60 for the two levels respectively. \*Please note that for the purposes of MSci degree classification, level 3 modules that are undertaken as part of a level 4 programme of study are considered as level 4 modules.

### 7.4 The classification of BSc Honours and MSci degrees

For ALL BSc Honours and MSci degrees, each component of assessment that contributes to the degree classification is assigned a grade on the literal scale (see Table 2 in [section 6.1](#) above). As explained in [sections 7.2](#) and [7.3](#) above, the primary determinant of degree classification is a stage-weighted grade average based on grades for modules undertaken in level 3 and 4 (or 4 and 5 for MSci programmes).

For borderline cases, 'rounding up' may be used where appropriate, and grade preponderance may also be considered as a secondary measure (refer to the University's Assessment Policy for Taught Provision for details).

#### 7.4.1 Compensation and condonement

The School follows the University's Assessment Policy for Taught Provision with regard to compensation and condonement and takes into account Accreditation requirements.

#### 7.4.2 Contribution of additional modules taken in a repeat year

If a student gains more than the required number of credits by taking and passing additional module(s) during a repeat year, their classification will be based on those modules which are most compatible with their degree route and were passed at the earliest attempt. The grades of other modules may be shown on the transcript but shall not contribute to the classification. The effect of this rule is that a student taking a repeat year can attain missing credit for progression or graduation, but not improve the grades where credit has already been gained.

#### 7.4.3 Contribution of level 3 or 4 modules taken and assessed by an external body

Where modules that contribute to level 3 or 4 are taken and assessed through an external body (e.g. as part of a student exchange programme) the outcomes will not contribute to the weightings for degree honours classifications. Although the marks given by an external body will not count towards the final degree classification, they will be recorded in the student's transcript of achievements. Credit achieved through study elsewhere will be recognised and awarded by the University, but the classification of honours will only be based on work that has been set and assessed by the University of Dundee.

#### 7.4.4 Failure to complete degree examinations

If you are prevented by illness or other valid reason from beginning or completing part or all of the degree examinations which count directly towards your degree classification, the Board of Examiners may, at their discretion, award you either a classified or, unclassified degree. If the Board of Examiners do not consider that they have enough evidence to enable them to exercise such discretion, you may be permitted by the Associate Dean of Learning & Teaching, School of Life Sciences to take the examination(s) you have missed during a later examination period.

## 8. DURATION OF STUDY FOR DEGREES

### 8.1 Advanced entry

Depending upon your previous grades, qualifications and experience, you may be granted advanced entry into level 2, level 3, or level 4, in which case you will be awarded 120 credits in recognition of your achievements at each level as outlined in Table 3 below.

Table 3: Credits awarded in recognition of prior achievement

Level of entry	Maximum number of credits awarded on entry
Level 2	120 at Level 1
Level 3	120 at Level 1 and 120 at Level 2



Level 4	120 at Level 1, 120 at Level 2 and 120 at Level 3
---------	---

For example, if you have studied at another Further, or Higher, Education Institution, you may transfer credits that you have already gained. These may contribute at an appropriate level to your credit accumulation at the University of Dundee. The Associate Dean of Learning & Teaching, School of Life Sciences will determine the appropriate entry level and the number of credits awarded on entry, according to the number and level of qualifications already held.

## 8.2 Minimum progression requirements to avoid termination of studies

You are required to achieve a minimum of 80 credits per level to avoid having your studies discontinued (Termination of Studies).

### 8.2.1 Termination of studies committees

If you fail to achieve the minimum standards shown in [section 8.2](#) you may be required to discontinue your studies, in which event you have the right to appeal to the School Termination of Studies (Appeals) Committee. If your appeal is rejected by that committee it will then be reconsidered by the Senate Termination of Studies (Appeals) Committee.

### 8.2.2 Termination of studies appeals

If you find yourself liable to termination of studies, advice and information can be found at <https://www.dundee.ac.uk/governance/dca/appeals/> and you are strongly advised to take full advantage of the documentation available to help you with your appeal. It is also important to note that you **MUST** submit an appeal to SchoolOffice-LS@dundee.ac.uk, marked for the attention of the Head of Administration for Learning and Teaching, within **TEN DAYS** of the date of a communication informing you that your studies are liable to termination. Your appeal should be accompanied by any documents you wish to submit in support of it (e.g. medical certificate or letters of corroboration or support from third parties such as minister of religion, member of academic staff or any other person, for other grounds). If the School Termination of Studies Committee decide that your studies should be terminated, your letter of appeal, and any supporting documents, will be passed on to be considered by the Termination of Studies (Appeals) Committee of the University Senate.

### 8.2.3 General undergraduate appeals procedure

You have the right to appeal decisions regarding your performance (e.g. concerning a grade or grades awarded for coursework, written examinations, theses or practical assessments including final Honours degree classifications) or progression within your degree programme (e.g. failure to pass modules or examinations), according to the appeals procedures detailed at:

<https://www.dundee.ac.uk/governance/dca/appeals/>

In the first instance you should seek to resolve the complaint with the Associate Dean of Learning & Teaching, School of Life Sciences. Only if such resolution is unsuccessful shall referral be made to the Director of Academic and Corporate Governance, in writing, within **FOUR WEEKS** of the date on which you were notified of the decision against which the appeal is directed.

Such appeals, or complaints, shall not be considered unless they are based upon allegations of extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred, or prejudice or bias on the part of one or more of the examiners.

The letter of appeal must state all the grounds on which the student considers that the decision should be changed, the remedy which the student seeks and whether the student wishes to make oral representation at a hearing.

## 9. INTERRUPTIONS TO FULL-TIME STUDY

### 9.1 Industrial placements

Some degrees offered by the School of Life Sciences may include an optional training year in industry as an element of the BSc Honours programme. Although training years are in addition to the normal 4 year programme, they are not counted as a year of attendance for the purposes of meeting the progression requirements shown in [section 4.3](#) and [section 8.2](#) above. Please note that since these training placements are part of your course, you still retain student status during the training year.

### 9.2 Taking a year out

If you have passed all your degree modules to date you may, with the permission of the Associate Dean of Learning & Teaching, School of Life Sciences take one academic year out from your studies in order to enter appropriate employment, or training (called 'deferring the year'). Extensions to a deferral of study beyond one academic year require further permission from the Associate Dean of Learning & Teaching, School of Life Sciences. Deferred years are not counted as attendance for the purposes of meeting the progression requirements shown in [section 4.3](#) and [section 8.2](#) above. However, they are not accredited elements of your BSc Honours programme, so your student status is temporarily withdrawn during your deferral of study.

### 9.3 Discounting a year for valid reasons

If you are prevented from completing your programme of study at any level by illness, or other valid reason, you may apply to the Associate Dean of Learning & Teaching, School of Life Sciences at the earliest opportunity and **no later than the last week of teaching** in Semester 2 for permission to have the academic year discounted. The discounted year will not be counted as a year of attendance for the purpose of meeting the progression requirements shown in [section 4.3](#) and [section 8.2](#) above. Please note that during your discounted year, your student status is temporarily withdrawn.

## 10. PROCEDURES FOR DEALING WITH UNFORESEEN PERSONAL ISSUES THAT HAVE SIGNIFICANTLY AFFECTED ACADEMIC PERFORMANCE

### 10.1 The School of Life Sciences Mitigating Circumstances Committee

If, during the course of your studies, you experience unforeseen and unavoidable circumstances that you believe have had a significant negative impact on your performance in coursework and/or examinations, you should submit your case (including supporting evidence) in confidence for consideration by the School of Life Sciences Mitigating Circumstances Committee. The Mitigating Circumstances Committee meets in advance of the examination boards for modules and degrees to consider submissions made to the committee and makes recommendations to the Board of Examiners on the level of support that should be given in each case. In accordance with the General Data Protection Regulation, no significant details of any submission to the Mitigating Circumstances Committee are revealed to the Board of Examiners. If a submission is not made to the Mitigating Circumstances Committee with respect to circumstances that you believe have had a significant negative impact on your performance in coursework and/or examinations, it will not normally be accepted as the basis of any subsequent appeal either to the Associate Dean of Learning & Teaching, School of Life Sciences or to the School Termination of Studies Committee.

### 10.2 Assistance that can be justified on the basis of a Mitigating Circumstances Committee recommendation.

Mitigating Circumstances Committee recommendations may be used by Boards of Examiners to justify adjustments that beneficially affect either a student's pass/fail status for the module, their progression in their degree programme or their degree classification. In the case of changes to a student's overall module grade, the extent of any grade adjustment is at the discretion of the Board of Examiners and in line with the University Assessment Policy. Alternatively, in circumstances where a student has failed a module and the Board of Examiners do not consider that the Mitigating Circumstances Committee recommendation justifies amending a fail grade to a D3 pass, they may decide to allow the student to re-take the examination in the second diet in the Resit Diet as if it were a first attempt.

If a student grade has been subject to the application of a Plagiarism Penalty or other academic misconduct ([Code of Practice on Academic Misconduct by Students](#)), there will not be any further adjustment due to Mitigating Circumstances.

## EDUCATION & SOCIAL WORK PROGRAMME REGULATIONS

- Childhood Practice (BA)
- Childhood Studies (BA)
- Community Education (BA Hons)
- Community Education Work Based (BA Hons)
- Education (MA Hons)
- Professional Development (BA Hons)
- Social Work (BA Hons)

### 1. INTRODUCTION

These Regulations specify the minimum requirements the student must meet in terms of: admission; academic requirements including progression, attendance and participation, withdrawal, and termination of studies; assessment; and programme management. The student Programme Handbook provides additional guidance to support students.

Please note that additional requirements may operate for individual programmes. These can be found in the appropriate Programme Handbook.

This document must be considered alongside the [University Assessment Policy for taught provision](#) and the [Student Terms and Conditions](#).

### 2. ENTRANCE REQUIREMENTS

2.1 In order to be admitted to a programme the student will be required to have obtained entrance qualifications as determined and approved by the School Board, taking account, where necessary, of any requirements specified by an appropriate professional body. Entrance qualification requirements are specified annually in University publicity materials. If at any time during studies the student is found to have provided false information about the qualifications presented for admission to the programme, studies may be terminated. (See Regulation 3.4)

2.2 Appropriate qualifications and/or experience may entitle the student to admission to an advanced year of the programme. Advanced entry admissions decisions are made by the School in accordance with the [University and School Policy and Guidance on Recognition of Prior Learning](#).

2.3 In order to be admitted to a programme which is professionally accredited the student will be required to satisfy the requirements of the Police Act 1997, Part V. This requires the student to register for the [Scottish Government Protecting Vulnerable Groups Scheme](#). If the student does not meet the requirements of the School or any appropriate professional body in respect of criminal record disclosure, studies will be terminated. (See Regulation 3.4)

2.4 If the student is required to have obtained registered status with a professional body in order to be admitted to the programme, the student will be required to retain registered status for the duration of studies. If the student loses registered status, studies may be terminated. (See Regulation 3.4)

2.5 Students shall be required to matriculate in each year of study and pay the required fee.

### 3. ACADEMIC REQUIREMENTS - GENERAL

#### 3.1 General progression requirements

3.1.1 In order to progress or to complete a programme and become eligible for an award, the student must satisfy the Board of Examiners that they have met the minimum accumulated credit requirements for the programme as outlined in the appropriate table on pages 5 - 7.

Progression to a subsequent year of study requires the student to have gained the minimum accumulated credit set out in the table. However, in the event the student fails a module, following approval of the Board of Examiners, they must retake it in the subsequent year of study (or take such other equivalent module as

may be appropriate to the programme requirements and approved by the relevant Programme Director or ITE Academic Lead (MA Education only) and Board of Examiners) in addition to the normal programme of work for that year. See Section 4, on Assessment, for further guidance.

Programme	BA Childhood Practice / BA Childhood Studies	BA Professional Development (all pathways)	BA(Hons) Community Education  BA (Hons) community Education Work Based Route	BA(Hons) Social Work	MA(Hons) Education
Entrance Requirements	<a href="#">Childhood Practice</a> <a href="#">Childhood Studies</a>	<a href="#">BAPD</a>	<a href="#">Work Based</a> <a href="#">Full-Time</a>	<a href="#">BASW</a>	<a href="#">MAEd</a>
Mode of Delivery	Part-time Distance Learning	Part-time Distance Learning	Full-time Campus Based Work Based: Blended Learning	Full-time Campus Based Blended Learning	Full-time Campus Based Blended Learning
Credits per year	60 credits	60 credits	120 credits	120 credits	120 credits
Accreditation Body	Scottish Social Services Council	n/a	CLD Standards Council Scotland	Scottish Social Services Council	General Teaching Council Scotland
Practice	No	No	Yes	Yes	Yes
Attendance	Not monitored	Not monitored	Attendance or participation in any module (including practice) must be above 80%	Attendance or participation in any module (including practice) must be above 80%	Attendance or participation in any module (including practice) must be above 80%
Protecting Vulnerable Groups	n/a	n/a	Satisfy the requirements of the Police Act 1997, Part V. and registration for the <a href="#">Scottish Government Protecting Vulnerable Groups Scheme</a>	Satisfy the requirements of the Police Act 1997, Part V. and registration for the <a href="#">Scottish Government Protecting Vulnerable Groups Scheme</a>	Satisfy the requirements of the Police Act 1997, Part V. and registration for the <a href="#">Scottish Government Protecting Vulnerable Groups Scheme</a>

SCQF Level 7

<b>Minimum period of study for award</b>	2 years*		Full-Time Route: 1 year Work Based Route: not applicable as students enter directly in to Year 2	1 year	1 year
<b>Minimum credits required for progression to Level 8</b>	120 at Level 7	n/a	100 at Level 7	100 at Level 7	100 at Level 7 including relevant practice modules
<b>Title of exit award and minimum accumulated credits required for award **</b>	Certificate of HE 120 with 90 at Level 7 or above	n/a	Certificate of HE 120 with 90 at Level 7 or above	Certificate of HE 120 with 90 at Level 7 or above	Certificate of HE 120 with 90 at Level 7 or above

<b>Programme</b>	<b>BA Childhood Practice / BA Childhood Studies</b>	<b>BA Professional Development (all pathways)</b>	<b>BA(Hons) Community Learning &amp; Development</b>	<b>BA(Hons) Social Work</b>	<b>MA(Hons) Education</b>
<b>SCQF Level 8</b>					
<b>Minimum period of study for award</b>	2 years*	2 years*	1 year	1 year	1 year
<b>Minimum credits required for progression 9</b>	240 with 100 at Level 8 or above	240 with 120 at Level 8 or above	240 (120 at Level 7 and 120 at Level 8) including relevant practice module credits	240 (120 at Level 7 and 120 at Level 8) including relevant practice module credits	240 (120 at Level 7 and 120 at Level 8) including relevant practice module credits
<b>Title of exit award</b>	Diploma of HE 240 credits with 100 at Level 8 or above	Diploma of HE 240 credits with 100 at Level 8 or above	Diploma of HE 240 credits with 100 at Level 8 or above	Diploma of HE 240 credits with 100 at Level 8 or above	Diploma of HE 240 credits with 100 at Level 8 or above
<b>SCQF Level 9</b>					

<b>Minimum period of study for award</b>	2 years*	2 years*	Full-Time 1 year Work Based 18 months	1 year	1 year
<b>Minimum credits required for progression 10</b>	n/a	n/a	360 (120 at Level 7, 120 at Level 8 and 120 at Level 9) including relevant practice module credits	360 (120 at Level 7, 120 at Level 8 and 120 at Level 9) including relevant practice module credits	360 (120 at Level 7, 120 at Level 8 and 120 at Level 9) including relevant practice module credits
<b>Title of exit award and minimum accumulated credits required for award**</b>	BA Childhood Practice / BA Childhood Studies 360 with 120 at Level 9	BA Professional Development 360 with 120 at Level 9	BA Ordinary Degree 360 with 120 at Level 9	BA Ordinary Degree 360 with 120 at Level 9	BA Ordinary Degree 360 with 120 at Level 9
<b>SCQF Level 10</b>					
<b>Minimum period of study for award</b>	n/a	n/a	Full-Time 1 year Work Based 18 months	1 year	1 year
<b>Title of exit award and minimum accumulated credits required for award**</b>	n/a	n/a	BA (Hons) Community Education BA (Hons) Community Education (Work Based) 480 with 120 at Level 9 & 120 at Level 10	BA (Hons) Social Work 480 with 120 at Level 9 & 120 at Level 10	MA (Hons) Education 480 with 120 at Level 9 & 120 at Level 10****
<b>Professionally accredited award</b>	Yes	n/a	Yes	Yes	Yes

\* These minimum periods of study apply to students who are required to complete the full programme credit requirement. Exceptions will apply if the student has been awarded credits on the basis of APL or APEL

\*\* the maximum amount of credit that can be claimed is 50% at the final level of the award (as per 3.3 of the [University Policy and Guidance on Recognition of Prior Learning](#))

\*\*\*unless placement retrieval is required

\*\*\*\*September 2016 entrant cohort only - a minimum of 100 credits at Level 10 is required

3.1.2 Full time students, the maximum period of study for any exit award is one year more than the minimum period of study specified for that award.

(See table at Regulation 3.1.1)

3.1.3 Part-time students, the maximum period of study for any exit award is two years more than the minimum period of study specified for that award. (See table at Regulation 3.1.1)

Part-time students who have been granted credit on the basis of RPL, the maximum periods of study will vary accordingly and will be worked out on a pro-rata basis.

3.1.4 If students do not meet the requirements of Regulations 3.1.1, 3.1.2 or 3.1.3, studies may be terminated. (See Regulation 3.4)

3.1.5 The award given will be the highest level of award to which the total accumulated credit entitles the student at the end of studies. Students may receive an exit award only upon completing studies and leaving the School.

3.1.6 Honours students, the classification of the Honours award the student will be eligible to receive is determined by the student's academic performance in Years 3 and 4 of the programme. Details of the Honours classification applicable to the student's programme are provided in the School handbook.

3.1.7 If on completion of studies the student is in debt to the University or has failed to return library books or teaching resources, the student will not be permitted to graduate.

3.2 Attendance and Participation (BA (Hons) Comm Ed, BA(Hons) SW & MA(Hons) Ed)

3.2.1 In response to the Covid-19 Pandemic your programme and modules will be delivered online with some face-to-face teaching. This is called Blended Learning. We want you to successfully progress throughout your studies and to achieve the best possible degree outcomes. There is strong evidence that effective attendance and engagement monitoring arrangements along with timely support improves student success. For this reason and to continue to meet the University's mandatory reporting requirements whilst delivering blended learning we have adapted the [Attendance and Engagement Policy](#).

3.3 Withdrawal, Temporary Absence and Discounted Periods of Study

3.3.1 Students may withdraw temporarily from studies for a period of up to two years by obtaining the prior written approval of the Programme Manager; this is normally granted for 6 months at a time. The Programme Manager will determine the terms under which they will be allowed to resume studies.

3.3.2 Periods of absence for which temporary withdrawal approval is obtained are discounted for the purposes of Regulations 3.1.2 and 3.1.3.

3.3.3 Full-time students who are granted temporary withdrawal; will normally be required to recommence the year during which they withdrew. Students will not normally, during that repeat year, be required to repeat any modules or periods of practice which they have already completed and for which credit has been awarded.

3.3.4 Full-time students who are absent from studies for a period of 6 weeks or more and have not had the period of absence approved as required under Regulation 3.3.1, studies may have their studies recommended for termination. (See Regulation 3.4)

3.3.5 If a part-time student is deemed by the Programme Director\* not to have engaged with studies for a period of 12 weeks (for example, through non submission of assessments, not responding to University emails or participating in Virtual Learning Environment activities) and have not had the period of absence approved as required under Regulation 3.3.1, they may have their studies recommended for termination (See Regulation 3.4).



3.3.6 If a full-time student is absent for a period of over 6 weeks without approval under Regulation 3.3.1 and the absence is due to medically certified illness, students may be permitted to seek retrospective approval for a discounted period of temporary withdrawal. Any absence should be reported by the student supported by either a self-certification form available from the university [website](#) (for absence up to a maximum of 7 days) or by a GP medical certificate (for absence greater than 7 days).

3.3.7 Students may withdraw permanently from studies by informing the Programme Manager in writing of their wish to withdraw. The Programme Manager will inform the Board of Examiners of the request.

\* Please note the following with regards to any reference to Programme Director in Section 3.3 - for the MA Education programme this function is carried out by the ITE Academic Lead.

### 3.4 Termination of Studies

3.4.1 If studies are terminated, the student will have the right of appeal to the School Termination of Studies (Appeals) Committee. Appeals should be made following the University's Undergraduate Appeal Procedure Regulations. See [Undergraduate Appeal Procedure Regulations](#).

If the appeal is successful, the student will be permitted to continue their studies subject to such conditions as the School may determine. If the appeal is successful, the student will not be required to repeat any modules or periods of practice, which have already been completed and for which credit has been awarded. If the Committee requires the student to repeat a year, the repeat year will be discounted for the purposes of Regulations 3.1.2 and 3.1.3.

3.4.2 If an appeal is rejected by the School Committee, it will be reconsidered by the Senate Termination of Studies (Appeals) Committee. If the Senate Termination of Studies (Appeals) Committee upholds the student's appeal, they will be permitted to continue their studies subject to such conditions as the School may determine.

### 3.5 Suspension of Studies

3.5.1 Criminal Charges: Students are required to inform the School Manager of any criminal charges which are made against them whilst a student. Failure to do so may result in the suspension of studies.

3.5.2 Conduct: If student conduct, either on or off University premises, is deemed by the Dean to be unsatisfactory, they may be suspended from studies at any time. If required, the School Fitness to Practise Committee may be convened to consider issues of conduct.

Unsatisfactory behaviour is defined as any serious, unprofessional behaviour, which, in the opinion of the Dean, may adversely affect clients, service users, other students, teaching staff or the reputation of the University.

The University has a responsibility to ensure that students studying towards a professional qualification are fit to practise in their chosen profession. The University must not graduate students where fitness to practise concerns have been raised or are under consideration.

The University has a process to identify and deal with students whose fitness to practise may be impaired.

A student's fitness to practise may be impaired by one or more of the following:

- misconduct;
- professional incompetence;
- a health issue

Students should familiarise themselves with the University [Procedure](#).

3.5.3 If studies are suspended under Regulation 3.5.1 or 3.5.2, the Dean will, within 10 working days, either re-admit the student to studies with immediate effect or institute proceedings under the University's Student Discipline [Ordinance 40](#) and relating [Student Discipline Procedure](#).

3.5.4 In addition to Regulations 3.5.1 and 3.5.2, the student may be liable to the disciplinary procedures of the professional body under which the programme is professionally validated or those of the agency or institution in which they are undergoing practice.

3.5.5 Where the Dean does not apply his/her powers under Regulation 3.5.1 or 3.5.2, the Dean or other Authorised Officer may directly institute proceedings under the University's Student Discipline Ordinance 40.

#### 4. ASSESSMENT

4.1 The method of assessment in each module (including practice) and the requirements for completing the module will be determined by the examiners for that module and approved by the School Board.

4.2 If the student passes a module, they will be awarded the credits for that module.

4.3 If the student fails a module they may be reassessed **once** (2<sup>nd</sup> attempt) by such means that the Board of Examiners decide is appropriate.

4.4 If the student fails a single resubmission the Board of Examiners may, in **exceptional circumstances** and taking account of mitigating circumstances presented, use its discretion to allow a further resubmission of that module (3<sup>rd</sup> attempt).

4.5 Students who pass (i.e. attain a grade of D3 or above) a resit of a previously failed module will receive a capped grade of D3 for that module. Transcripts of achievement on work undertaken at the University will also indicate whether or not the module grade was achieved at the first attempt. Capping at D3 applies to the reported module grades, and not to individual elements of assessment.

4.6 \* For the BA (Hons) Community Education, BA (Hons) Social Work, MA (Hons) Education Programmes (where students graduate after completion of SHE level 4):

- students will be permitted to resit modules at stage 4 for the purposes of Professional Registration. The honours degree classification will be determined using the module grades attained at the first attempt;
- students will be required to achieve a minimum 75% of all credit attained as opposed to 75% of graded credit at stage 4.

4.7 In order to ensure that a student has gained the minimum accumulated credit for the programme, in a subsequent year of study the student must retake the module they previously failed or take such other equivalent module as may be appropriate to the programme requirements and approved by the relevant programme director or ITE Academic Lead (MA Education only) and Board of Examiners in addition to the normal programme of work for that year.

4.8 If the student fails to achieve a pass in a single module which is required for progression, the Board of Examiners may use its discretion to allow progression to a subsequent level under such conditions as the Board of Examiners shall determine. Failed modules must be retaken and passed in the subsequent year.

4.9 In assessing students' individual module performance and in determining students' award classification the Board of Examiners will take all relevant circumstances into account.

4.10 The schedules, and any subsequent changes, to be used to calculate Honours classifications are to be approved by School Board via the School Quality and Academic Standards Committee and must be published in the appropriate Programme Handbook.

\* The University of Dundee reserves the right to make amendments to our academic policies and regulations. Any such changes would be made in consultation with the student body through the Dundee University Students' Association and students will be advised of any such changes. Programme regulations are established in accordance with the University of Dundee Regulation and Policy, which takes precedence over the requirements set out in these regulations.

4.11 If, through disability, the student is unable to be assessed by the usual methods specified for the programme the methods may be varied. Students should refer to section 2.7 of the [University Assessment Policy](#) for further information.

4.12 Incidents of suspected plagiarism and academic dishonesty are dealt with under the relevant University Senate regulations. See <https://www.dundee.ac.uk/governance/dca/discipline/plagiarism/>

4.13 Explicit criteria for prizes and letters of commendation are required to be approved by School Board via the School Quality and Academic Standards Committee and must be published in the appropriate Programme Handbook.

## 5. PROGRAMME MANAGEMENT

5.1 The student will be provided with a link to the Programme Handbook. These supplement the Regulations and are approved by School QASC.

5.2 External Examiners are appointed and operate in accordance with procedures determined by Senate and the School QASC.

5.3 Membership of the Board of Examiners is approved by School Board and consists of the relevant academic staff, the relevant External Examiners and the School Manager. The Chair of the Board of Examiners will normally be the Associate Dean of Quality and Academic Standards, the Associate Dean of Learning and Teaching, the Head of Undergraduate Studies or the Head of Taught Postgraduate Studies.

5.4 Students will be allocated an Adviser of Studies whose responsibility it is to advise students on and approve their choice of modules, electives and programme of study and provide general academic and pastoral advice and support.

The Adviser of Studies acts as a first point of contact for students in many cases and is a role that is pivotal in providing support, advice and encouragement to meet students' individual development needs.

The Adviser of Studies has two main roles:

Academic - to be available to give advice and guidance at key stages to help students make course choices; to support students with personal development planning where applicable; and to give advice on professional and academic progress and skills development, offering useful improvement strategies and highlighting opportunities for engagement and professional development.

This can be achieved through

- maintaining regular contact with students;
- supporting students in academic career development planning, and signposting specialist staff who can provide guidance;
- liaising with other members of academic staff, as appropriate;
- following up on students who are not making satisfactory progress or who have poor attendance records;
- where applicable, writing references for current or former students.

Pastoral - to be available to offer general advice and information and ensure that students who are experiencing difficulties are supported through referral to the appropriate professional service(s).

This can be achieved through:

- providing basic pastoral support to students;
- maintaining awareness of other sources of support within School/University/DUSA and referring students as appropriate.

5.5 The relationship between the School and external bodies involved in the delivery of the programme is subject to the formal approval and quality assurance mechanisms of the School. External bodies are involved in the assessment of practice, Boards of Examiners, and the provision of external lectures.

## BDS PROGRAMME REGULATIONS

1. For Final Year 20-21, the Degree may be awarded without qualification of “with Honours” or “with Commendation” as specified in the Honours and Commendation criteria documentation and upon ratification by the Clinical Dentistry BDS Examinations Board. Outstanding performance in any year may result in the award of pass “with Merit” or passes “with distinction”.
2. Subject to any exemptions granted under the terms of Regulation 8, a candidate for the Degree shall be required to pursue the studies detailed in course documentation for a period of not less than five academic years.
3. The curriculum for the Degree shall consist of Years 1-5, as detailed in the module handbooks.
4. Except where exemptions have been granted in terms of these Regulations, a candidate will be examined in the contents of the curriculum as specified in course and examination documentation for the Degree.
5. There will be Degree Examination(s) at the end of each module for students commencing 2018-19 onwards, and at the end of each academic year for students commencing before 2018-19.
6. Subject to Regulation 12(1) below there will be two diets of examination for each set of the Degree Examinations referred to in the preceding Regulation. Each examination subject will be allocated to an appropriate period of examination as determined by the University.
7. Before being permitted to study for the BDS Degree, an intending candidate must have satisfied the general requirements for entrance to the University and should normally possess the qualifications as detailed in the University Undergraduate Prospectus.
8. Subject to Regulation 10 below, an intending candidate for the Degree with additional qualifications may be granted exemption from study or examination, or both, to such extent as the School may determine.
9. **In the case of a student whose ability, conduct or knowledge** gives rise to concerns that patient safety could be compromised, the Dean of Dentistry, following consultation with relevant clinical staff, may temporarily debar the student from all or any clinical work on the course. Such instances will be dealt with by the Professionalism and Capability Committee, in accordance with the University Fitness to Practice Guidelines, at the earliest reasonable opportunity.
10. Candidates’ knowledge shall be assessed at such times and by such means as the School Board determines:  
Provided:  
First, that except where exemption has been granted under the terms of these Regulations, the appropriate degree examination must be taken in each Year  
  
and  
Second, that in order to be eligible to sit all or part of a Degree Examination at any diet, candidates must demonstrate that their work and attendance at classes, clinics and examinations has been satisfactory and that they fulfil the requirements for eligibility contained within the Regulations for each Degree Examination.
11. Every candidate must take, at the first diet, the Degree Examination appropriate to the year/module of the course being studied unless granted exemption under the terms of Regulation 8, or debarred from sitting the examination under Regulation 9 or Regulation 10, or permitted by the Dean of Dentistry (who will take

the necessary advice) to withdraw from that diet of the examination.

12. Unless otherwise specified in Regulation 11 above:

(1) Where a candidate has failed by the end of the final diet (two sittings or debarments) of the year to satisfy the examiners in a Degree Examination or Examinations, he or she will either be required to withdraw from the BDS course, subject to a right of appeal to the School and thereafter Senate, or permitted to continue in accordance with Regulation 12(2) below and under such conditions as the Dean of Dentistry, acting on the advice of the Dental Termination of Studies Committee, may prescribe.

(2) A candidate who has failed to satisfy the Examiners after the final diet of the year will (a) not be allowed to carry passes in individual subjects or exam components into the next year and (b) be required to retake all of the degree examinations and courses relevant to the year notwithstanding any passes already obtained in the previous year, with the exception of a pass in the "Principles of Radiography & Radiation protection" examination which may be carried for one repeat year.

#### BDS Programme Credits

Section 1.04 (Years 1, 2 & 3)

(Years 4-5)

DS21001 - 1BDS	60 Credits		DS10001 - 1BDS	120 Credits
DS22001 - 1BDS	60 Credits			
	1BDS total = 120			

DS31001 - 2BDS	72 Credits		DS20006 - 2BDS	120 Credits
DS32001 - 2BDS	72 Credits		DS22007 - ICS	25 Credits
	2BDS total = 144			2BDS total = 145

DS41001 - 3BDS	84 Credits		DS30001 - 3BDS	143 Credits
DS41002 - 3BDS	88 Credits		DS30002 - CMS	25 Credits
	3BDS total = 172			3BDS total = 168

DS42001 - 4BDS	88 Credits		DS40002 - 4BDS	140 Credits
DS42002 - 4BDS	88 Credits			
	4BDS total = 176			

DS50020 - 5BDS	144 Credits		DS50002 - 5BDS	165 Credits
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Total for BDS Programme = 756 Credits

Total for BDS Programme = 738 Credits

## HONOURS DEGREE OF BACHELOR OF MEDICAL SCIENCE (BMSC HONOURS) PROGRAMME REGULATIONS

The following regulations for Degree of Bachelor of medical (BMSc) with honours have been revised to bring them into harmony with the new MBChB regulations.

1. The Degree of Bachelor of Medical Science may be conferred as an Honours Degree or without classification.
2. There shall be three grades of Honours, to be called First, Second and Third Class. The Second Class shall be divided into an upper and lower division.
3. Every candidate for the Degree, unless granted a concession or exemption under these Regulations must attend in the University, or another University approved by the School Board, during not less than nine academic months, courses of instruction in subjects prescribed in these Regulations, and must pass the Degree examinations similarly prescribed.
4. Before being admitted to any course for the Honours Degree of Bachelor of Medical Science, a candidate must, depending on his/her background, fulfil either item (a) or (b):
  - a)
    - i) Have completed successfully the First 3 years Professional Examinations for the Degree of MBChB in the University or the equivalent;
    - ii) Satisfy the respective Course Leader(s) in consultation with Head(s) of Departments/ Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and
    - iii) Have the permission of the Dean of School of Medicine or his/her nominee.
  - b)
    - i) Have completed successfully the First and Second Professional Examinations for the Degree of BDS in the University or the equivalent;
    - ii) Satisfy the respective Course Leader(s) in consultation with the Head(s) of the Departments/ Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and
    - iii) Have the permission of the Dean (or his/her nominee) of Dentistry.
5. A candidate for the Honours Degree shall be required to pursue, for at least two semesters and to the satisfaction of the respective Course Leader(s) in consultation with the Head(s) of Departments/ Divisions/Centres concerned, a course of advanced study, hereinafter referred to as the Honours Year, in one or more of the subjects listed in the Schedule to these Regulations provided below.
6. Subject to the approval of the School Board a candidate who has been registered as a dental or medical student of the University for at least two and three years respectively, may pursue the studies for the Honours degree in another University or institution with the permission of the Dean of School of Medicine or Dean of the School of Dentistry (or his/her nominee respectively).

### ASSESSMENT

7. A candidate shall be required to complete successfully the examinations described in Regulation 10.
8. Before being admitted to the written and oral parts of the Degree examination a candidate must have duly performed the work of the Honours year.
9. Degree examinations in all BMSc Honours courses shall be held during the academic year and at a time that is specified by the respective Course Leader(s) in consultation with the Head(s) of

Departments/Divisions/Centres concerned over the two semesters; the entire examination may be attempted at a single period of examination.

10. The Degree examination in each BSc Honours course shall consist of: (a) written examination, (b) oral examination, and (c) assessment of the work of a candidate either by practical examination or by such other means, which may include a dissertation and viva, as the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned may determine.
11. A candidate whose results in examination do not, in the opinion of the examiners, justify the award of Honours may, if the examiners so recommend, be awarded the Degree of BSc without classification.
12. A candidate, prevented by illness or other sufficient cause, from beginning or completing the Honours Degree examination, may, if the examiners so recommend: (a) be awarded Honours within one of the classes described in Regulation 2 above, or (b) be awarded unclassified Honours, or (c) be awarded the Degree without classification, or (d) be permitted to apply to the School Board for permission to take the examination at a later diet of examination.
13. The list of candidates from each course who have successfully completed the Honours Degree examination must be signed by not less than three examiners of whom at least one shall be an external examiner.

#### **Withdrawal & Progression**

14. Students may withdraw from the Intercalated BSc programme after consulting with the Dean of the School of Medicine or Dean of the School of Dentistry (or his/her nominee respectively) without this affecting their return to their respective medical or dental degrees.
15. Students, who do not complete the requirements to be awarded the Intercalated BSc Honours Degree, are still allowed to return to their respective medical or dental degrees.

#### **Attendance**

16. Students are expected to attend all lectures, seminars, workshops and other related activities as per the respective course timetable unless given special permission by the respective course leader(s) and in line with the general MBChB regulations.

#### **Schedule**

The subjects referred to in Regulation [5] are Anatomy; Applied Orthopaedic Technology\*; Cardiovascular and Diabetes Medicine; Health Improvement\*; Forensic Medicine; Genetics, Cancer and Personalised Medicine; Human Reproduction, Assisted Conception and Embryonic Stem Cells; International Health; Neuropharmacology and Behaviour\*; Medical Education.

[Please note that items with an \* are only applicable to medical students]



## CLINICAL DENTISTRY PART 3 (5<sup>TH</sup> BDS) REGULATIONS

### ELIGIBILITY

In deciding eligibility to sit the Clinical Dentistry Part 3 (finals) examination the following criteria will be considered by the Dental School Progress Committee (Sign-up meeting w/c April 2023):

Satisfactory performance in the Continuous Assessment Components of the Examination

#### (i) Continuous Assessment - Knowledge

The knowledge component of the continuous assessment (40% of the final assessment) will be derived by the combined marks of the following 3 or 4 assessments:

- |   |       |
|---|-------|
| • Written paper class exam (Dec 2022)                       | 10%   |
| • [Healthcare, Law & Professionalism Evaluation (Date TBC)  | 10%]* |
| • GDC standards (online exam and presentations) (Jan 2023)  | 10%   |
| • Evidence Based Treatment Plan (10 <sup>th</sup> Mar 2023) | 10%   |

*\*Note: GDC standards and Evidence Based TxPlan will each be worth 15% if Healthcare Law and Professionalism evaluation is delayed*

Attainment of 20% of the final assessment would be deemed satisfactory for the knowledge continuous assessment component.

#### (ii) Continuous Assessment - Clinical

The clinical component of the continuous assessment (40% of the final assessment) will be derived by the combined marks of the following 4 assessments:

- |  |     |
|--|-----|
| • Structured Clinical Reasoning (SCRs) exams (December 2022) | 10% |
| • Logbook & PDP Assess 1&2 (Nov 2022 and Feb 2023)           | 20% |
| • Online Decontamination assessment (Jan 2023)               | 10% |

Attainment of 20% of the final assessment would be deemed satisfactory for the clinical continuous assessment component.

### Attendance

Attendance at less than 90% of the timetabled Outreach, IOC and Paediatric Dentistry clinical sessions would normally lead to debarment from the examination.

#### Structured Clinical Operative Tests (SCOTs)

The following three SCOTs must be successfully completed in 5<sup>th</sup> BDS by 10 March 2023:

- History, examination and diagnosis in primary care (14<sup>th</sup> Dec 2022)
- Treatment Planning (10<sup>th</sup> March 2023)
- Local Decontamination Unit (10<sup>th</sup> March 2023)

An overall Developmental Indicator of 4 or above must be achieved in each of these SCOTs

#### Breadth, Depth and Quality of Clinical Experience

Clinical data derived from the LIFTUPP database will be used to assess the breadth, depth and quality of the clinical experience for each student during their three/four clinical years. In order for each student to be deemed to be at the level of a "safe beginner" all of the minimum clinical recommendations (Appendix 1) must be achieved with more than 50% of the procedures being at the LIFTUPP development indicator 4, 5 or 6 or in the case of surgical extractions 3 or above. In addition, in the six months prior to the sign up meeting (ie Oct '22 to March '23) concerns must not have been expressed on two or more occasions by two or more evaluators.

## Professionalism: Notification of Lapses in Professionalism (NLP)

More than 6 lapse in professionalism points would normally lead to debarment from the examination.

### Possible outcomes of the Sign-up Progress Committee meeting

The Progress Committee, in conjunction with an external examiner, will consider performance against the above criteria in making the decision on students' readiness to proceed to the Clinical Dentistry Part 3 examination (finals). The Committee has the right to exercise discretion where it is felt appropriate in the application of these criteria. The committee will use the following three outcomes to determine each students' readiness to proceed to the Clinical Dentistry Part 3 examination:

- **Full sign up:** Students can proceed to sit the Clinical Dentistry Part 3 examination.
- **Conditional sign up:** The outstanding work must be completed within a specified period.
- **Not signed up.**

### **First Prescribed Outcome for Students not signed up to Finals examination**

The student must continue to attend undergraduate clinics prescribed by the dental school.

These clinics will continue until the final BDS examination period but there will be a hiatus from the week of the written paper and until the results of the final examination are announced. Clinics will then resume around the end of May or beginning of June until the University-agreed end of the Semester. A summer break will last until the return of the 4<sup>th</sup> year students for Outreach (usually first or 2<sup>nd</sup> week in August) when any student who has not been signed up-to finals must return to continue clinical and academic work, initially as a bespoke timetable and then integrated into the following final year timetable. This will include adhering to the nine principles described in the GDC document entitled, "Standards for the Dental Team"

LiftUPP data must continue to be available until a further, Second Sign-up Progress Committee, meeting to be held the week before the date of the written paper.

The criteria for the Second Sign-up Progress Committee meeting will be the same as those required for the previous May diet of the examination. The committee will use the following three outcomes to determine each students' readiness to proceed to the Clinical Dentistry Part 3 examination:

- **Full sign up:** Students can proceed to sit the Clinical Dentistry Part 3 examination.
- **Conditional sign up:** The outstanding work must be completed within a specified period.
- **Not signed up:** The student must follow the second prescribed outcome for those who are not signed up.

### **Second Prescribed Outcome for Students not signed up to Finals examination**

The student must continue to attend undergraduate clinics prescribed by the dental school which will essentially comprise integration into the current final year timetable following the regulations of that final year. This will include adhering to the nine principles described in the GDC document entitled, "Standards for the Dental Team"

LiftUPP data must continue to be available until the Third Sign-up Progress Committee meeting held concurrent with the April Sign-up Progress Committee meeting for the current final year.

The criteria for the Third Sign-up Progress Committee meeting up will be the same as those required for the current final year May diet of the examination. For any student discussed at this Third Sign-up Progress Committee meeting, the committee will use the following three outcomes to determine each students' readiness to proceed to the Clinical Dentistry Part 3 examination:

- **Full sign up:** Students can proceed to sit the Clinical Dentistry Part 3 examination.
- **Conditional sign up:** The outstanding work must be completed within a specified period.
- **Not signed up:** The student is referred to Termination of Studies as they are deemed unready to sit the final examination in Dentistry.

## What is the format of the Finals examination at Dundee Dental School?

The Finals examination at Dundee Dental School comprises two parts:

- Evaluation of Knowledge.
- Evaluation of Clinical Skills.

Each part comprises a Continuous Assessment component and a May Examination component, with a 40:60 ratio split respectively of the available marks.

### Evaluation of Knowledge

#### Continuous Assessment (40%)

During the final year, students are required to submit work for the following:

1. [Healthcare, Law & Professionalism Exam (Date TBC)]\* (10%)
2. A written examination based on a previous finals paper (16/12/22) (10%)
3. A presentation and on-line exam based around GDC standards  
(4&5/01/23) (10%)\*
4. An evidence-based treatment plan (10/3/23) (10%)\*

*\*in the advent of the Healthcare Law and professionalism Exam being delayed then items 3. and 4. above will each be worth 15%*

#### May examination (60%)

A blue-printed, standard-set written paper comprising five questions each worth 20 marks. Generally, each question integrates three clinical subject areas in addition to Dental Public Health and the possible inclusion of Healthcare Law / Professionalism providing the subject is not delayed. From 16 subjects, the finals paper covers 14 subjects within the five questions developed. Each finals paper always contains part of a question relating to the management of a medical emergency incorporated into one of the questions.

### Evaluation of clinical skills

#### Continuous Assessment (40%)

During the final year, students are required to submit themselves for the following:

1. Logbook assessment 1&2 evaluations (20%)
2. A structured clinical reasoning examination (10%)
3. An online examination on decontamination (10%)

#### May examination (60%)

1. Two structured clinical reasoning examinations:
  - a. Oral Surgery Oral Medicine, Oral Pathology and Oral Radiology (15%)
  - b. Paediatric Dentistry and Orthodontics (15%)
2. Presentation of 4 cases completed throughout the clinical phase of the course (30%) (Appendix 2)

## **Passing marks for the final examination**

### **Continuous Assessment for Evaluation of Knowledge and Clinical Skills**

Students are required to achieve a minimum of 20% for each component of continuous assessment for sign up to the May examination.

### **May examination**

#### ***Evaluation of Knowledge***

A standard set-passing mark will be determined.

#### ***Evaluation of Clinical Skills***

#### **SCRs**

A standard set passing mark will be determined.

#### **Case presentation**

A criterion-based passing mark is defined (*Appendix 2*).

### **Borderline marks for the final examination and compensation**

Limited compensation is possible within each part of the finals examination (ie Evaluation of Knowledge and Evaluation of Clinical Skills), as described below, but there is no cross compensation between the two.

#### **Compensation for Evaluation of Knowledge**

To pass the Evaluation of Knowledge, the candidate must achieve an overall percentage equivalent to the proportional combination of the passing mark for Knowledge Continuous Assessment and the standard set pass mark for the May written paper. Compensation for a marginal fail in the May written paper is possible under the following circumstances.

Where a candidate has failed to achieve the standard-set passing mark but has scored  $\geq 90\%$  of this mark in the May written paper, compensation from the Knowledge Continuous Assessment mark is permissible.

Where a candidate has scored less than 90% of the standard set passing mark in the May written paper, this cannot be compensated, even if the combined total of Knowledge Continuous Assessment and written paper marks exceeds the overall passing mark.

#### **Compensation for the Evaluation of Clinical Skills**

Compensation for a fail in one element also is possible within the evaluation of Clinical Skills. A fail where the candidate has achieved a mark of  $\geq 90\%$  of the standard set passing mark in either SCR1, SCR2 or the case presentation can be compensated by the Clinical Skills Continuous Assessment mark. Where a candidate has scored less than 90% of the standard set passing mark in any component, or has achieved  $\geq 90\%$  of the standard set passing mark in more than one component, this cannot be compensated, even if the combined total of Clinical Skills Continuous Assessment and May examination marks exceeds the overall passing mark.

#### **Determination of the result of 5<sup>th</sup> BDS Examination**

In order to achieve an overall pass in the Clinical Dentistry Part 3, 5<sup>th</sup> BDS Degree examination both the assessment of knowledge and the assessment of clinical skills must be passed independently.

### **Merit and distinction marks for the final examination**

Merit and distinction marks will be awarded for the final examination.

A merit mark will be defined as between 40 and 49% above the passing mark.

- For example, if the passing mark is 50/100 then the merit mark will be 70-74.5/100

For a merit to be awarded in the Finals examination (Clinical Dentistry part III) both parts of the May Examination (Knowledge and Clinical Skills) must have a final mark of between 30 - 39% above the passing mark, with no section of the examination scoring below the passing mark.

A distinction mark will be defined as 50% or more above the passing mark.

- For example, if the passing mark is 50/100 then the distinction mark will be  $\geq 75/100$

For a distinction to be awarded in the Finals examination (Clinical Dentistry part III) both parts of the May Examination (Knowledge and Clinical Skills) must have a final mark  $\geq 40\%$  above the passing mark with no section of the examination scoring below the passing mark.

#### Re-sit Examination Arrangements

The re-sit examination will normally take place in the December following the May diet and will take the same form as the May examination.

A pass with a grade 5 or higher in one component of the examination (Knowledge or Clinical Skills) can be carried forward for one sitting. If a student passes the Clinical skills component then they may be allowed to re-sit the Knowledge component in July at the discretion of the Dean and Associate Dean for Learning and Teaching. The same conditions will apply to be eligible to enter the examination, but there will be no continuous assessment components. The assessment of knowledge will be based solely on the written paper and the assessment of clinical skills on the two components of the resit examination.

To pass the resit examination a pass must be achieved (or carried forwards) in both components of the examination.

# Appendix 1: Minimum Clinical Requirements 2022-2023

LIQUID OFFICE						LIFTUPP										
Patient No	Transferable skills that could be taken in compensation	Advised goals for end of 2022	Recommendations for signpost to final April 2023	Advised requirements for clinical audit (April Final Year)	CLASS AVERAGE 2013-2014	CLASS AVERAGE 2014-2015	CLASS AVERAGE 2015-2016	Revised categories for LIFTUPP	Minimum recommended totals	CLASS AVERAGE 2016-2017	CLASS AVERAGE 2017-2018	CLASS AVERAGE 2018-2019	CLASS AVERAGE 2019-2020	CLASS AVERAGE 2020-2022	Class Average 2013 - 2022	
										2016-2017	2017-2018	2018-2019	2019-2020	2020-2022		
								History (DI 4+)	70	187	249	226	210	252	210.2	
								Examination (DI 4+)	70	153	203	187	159	205	175.6	
								Ortho Hx/Examination (DI 4+)	3	6	7	7	7	5	6.5	
								Impressions (DI 4+)	8	23	27	26	18	30	39.7	
								Radiographs - taking (DI 4+)	30	60	78	77	73	108	71.2	
								Radiographs - reporting (DI 4+)	20	50	70	71	69	102	68.2	
								Diagnosis (DI 4+)	50	77	101	84	76	88	97.6	
								Treatment Plan (DI 4+)	50	93	130	111	96	117	115.8	
								Periodontal Charting/Clinical periodontal ex	10	17	22	19	16	15	17.6	
								BPE (DI 4+)	10	53	65	61	56	67	48.7	
								Behaviour change (DI 4+)	10	33	38	29	26	26	33.7	
								Scaling & polishing (DI 4+)	10	57	70	61	53	53	59.6	
								Root surface debridement (DI 4+)	4	9	11	12	14	22	11.6	
								Permanent tooth restoration - amalgam (DI 4+)	10	14	15	13	12	13	16.9	
								Permanent tooth restoration - composite (DI 4+)	20	59	85	70	54	68	75.0	
								Indirect restoration - preparation (DI 4+)	3	6	10	8	5	6	7.3	
								Indirect restoration - fit (DI 4+)	3	8	12	9	6	8	7.8	
								RCT Stage and Canal Preparation (DI 4+)	3	7	7	7	6	6	13.7	
								RCT obturation (DI 4+)	3	4	5	4	4	4	4.7	
								Removable prosthodontics stage (DI 4+)	10	31	42	43	29	48	40.8	
								Jaw relationship (DI 4+)	3	17	22	19	15	24	16.7	
								Complete denture fit (DI 4+)	2	22	27	23	17	27	17.0	
								Partial denture fit (DI 4+)	2	12	17	14	10	16	12.3	
								Fissure sealant (DI 4+)	5	28	34	31	31	23	26.0	
								Primary tooth - Management of Dental Car	1	4	5	4	5	4	3.6	
								Management of dental trauma (DI 4+)	1	2	2	2	2	2	1.6	
								Orthodontic appliance fitted/adjusted (DI 4+)	3	7	10	9	8	8	9.1	
								Extraction permanent tooth (DI 4+)	25	36	39	34	32	41	39.8	
								Extraction deciduous tooth (DI 4+)	1	7	8	7	6	8	7.4	
								Extraction surgical (DI 3+)	2	4	4	4	3	5	5.0	
								Provision of occlusal	4.0							
								Management of soft tissue conditions, & facial pain	7.7							
								Prescription	3.8							
								Referral/other correspondence	2.2							
								GA/Sedation assessment	0.7							
								Inhalation sedation	2.1							
								IV sedation	2.8							
								Treatment planned Cognitive	2.6							
								Treatment under GA	1.1							
								Treatment under LA	104.2							
								Infection control	355.7	84	101	103	87	100	95.7	
								Communication with patient (inc. explanation of treatment)	50	204	241	222	200	237	280.1	
								Consenting for treatment	50	144	165	138	135	148	235.4	
								Clinical record keeping	50	110	120	101	84	103	202.3	
								GLOBAL PATIENT CARE	50	185	230	202	179	209	263.8	

# Appendix 2 - Marking criteria for Case Presentation Examination

Candidature	Matriculation Number	MARK SHEET											Examiner 1	Examiner 2	Agreed Mark		
			Area of examination		Excellent		Good Pass		Clear Pass		Borderline					Insufficient	
			Exceptional	Very good	Generally good	Solid performance	Satisfactory	Pass	Fail	Poor in places	Serious concerns						
Pre-Viva evaluation (10 mins)	Published cases	<p>Clear succinct and ordered cases. Overall a wide variety of cases and all GDC domains covered. All clinical work completed. <b>200</b> candidates</p>	16	15	13	11	10	8	6	5	3	2					
			<p>Well ordered and reasonable amount most of clinical work completed by candidate</p>														
Viva with examiners only (20 mins)	Primary care and provided (scope and standard)	<p>Suggested Qs:</p> <ol style="list-style-type: none"> <li>Briefly tell us about your patient, the diagnosis and where your Tx fits into the overall plan.</li> <li>What long term difference(s) could you have made for your patient's care or oral health?</li> <li>What aspects of care worked well and why?</li> <li>What aspects of care were you less happy with and why?</li> <li>What would you do differently if you had to treat the patient again?</li> </ol>	34	30	27	24	20	17	14	10	7	3					
			<p>While aspects of care carried out appear to be undertaken long term provision. Makes a real difference. Confident presentation</p>														
			<p>Patient not obviously better after treatment but benefit of care is difficult to define without good reason</p>														
Viva with examiners only (20 mins)	Reflection on care	<p>1. What aspects of care worked well and why? 2. What aspects of care were you less happy with and why? 3. What would you do differently if you had to treat the patient again?</p>	16	15	13	11	10	8	6	5	3	2					
			<p>Mature approach, excellent reflection, informed, aware of different Tx options. Examinees would like candidate as their dentist</p>														
			<p>Significant prompting results in reflection</p>														
Viva with examiners only (20 mins)	Supporting knowledge	<p>1. Tell me about... 2. What evidence do you have for...?</p>	34	30	27	24	20	17	14	10	7	3					
			<p>Easily and confidently discussed evidence back up all care provided</p>														
			<p>Struggles with evidence in dental areas</p>														
			100	90	80	70	60	50	45-49	40	30	20	10				
			AGREED FINAL MARK as sum of above										Agreed Mark				

Examiner 1 signature .....

Examiner 2 signature .....

### Appendix 3: University Reporting Grades

University Grade	Descriptor
A1 A2 A3 A4 A5	Excellent
B1 B2 B3	Very good
C1 C2 C3	Good
D1 D2 D3	Sufficient
M1 M2 M3	Marginal fail
CF	Clear fail
BF	Bad fail
*QF	-
**	0

\*QF indicates that a student has not met the conditions required to have obtained an overall pass.

\*\* Relevant descriptor selected from: CA (Certified Absence); AB (Unauthorised Absence); MC (Medical Certificate); WD (Withdrawn); DC (Discounted); ST (Stopped); NM (Not Marked - generally used where penalties have been applied for plagiarism).

### Appendix 1: Minimum Clinical Requirements 2022-2023



## BSc DEGREE PROGRAMME REGULATIONS

### 1(1) ENTRY

Before entering a programme of study for the degree of BSc or BSc (Honours) or the Certificate/Diploma in Higher Education, you must satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School of Social Sciences.

### 1(2) Advanced Entry

If on entry you hold qualifications approved by School Board, you may be granted Advanced Entry. The following table defines the total accumulated credits that you will be awarded on entry:

Advanced Entry to	Total Accumulated Credits Awarded on Entry
Year 2	120 at Level 1
Year 3	120 at Level 1 and 120 at Level 2

Any other qualifications you hold at Level 1 or above from other Higher Education Institutions may earn you the corresponding number of credits on the BSc (at the discretion of the Senior Admissions Tutor).

### 1(3) Credit Rating of Degrees and other Awards

You may receive an award only upon graduating and leaving the School of Social Sciences. The award will be the highest level qualification to which your Total Accumulated Credit entitles you - see below.

<b>BSc HONOURS:</b>	
<b>Single Honours</b>	Minimum of 480 credits including 240 across Levels 3 and 4; at least 90 must be at Level 3 and 90 at Level 4. 180 credits at Levels 3/4 must be in one subject area.
<b>Joint Honours</b>	Minimum of 480 credits including 240 across Levels 3 and 4; at least 90 must be at Level 3 and 90 at Level 4. The 240 credits at Levels 3/4 must be in two subject areas with no fewer than 90 (including 30 at Level 4) in each of the two subject areas.
<b>BSc:</b>	
<b>Named Degree</b>	Minimum of 360 credits including 90 at Level 3 in one subject area.
<b>Un-named Degree</b>	Minimum of 360 credits including a minimum of 60 credits at Level 3.
<b>OTHER AWARDS:</b>	
<b>Dip.HE</b>	Minimum of 240 credits including a minimum of 90 at Level 2.
<b>Cert.HE</b>	Minimum of 120 credits at Level 1.

### 1(4) Minimum Periods of Study (in academic years)

Qualification	Without Advanced Entry	Advanced Entry to Year 2	Advanced Entry to Year 3
BSc with Honours	Four	Three	Two
BSc	Three	Two	One
Dip HE	Two	One	N/A
Cert HE	One	N/A	N/A

#### 1(5) Degree Programmes BSc and BSc (Hons)

The following Degree Programmes are offered in the School:

##### Section 1.05 Single Honours:

- Business Economics with Marketing
- Economics
- Environmental Science
- Financial Economics
- Geography
- Psychology
- International Business
- International Business with French
- International Business with German
- International Business with Spanish
- International Business with Marketing

##### Section 1.06 Joint Honours:

- Environmental Science and Geography

#### 1(6) Compulsory Modules for Degree Programmes

For each Degree Programme there are compulsory modules at each Level. These are detailed in the Programme Specifications attached to these Regulations. Where these Compulsory Modules total less than 120 credits, additional module(s) must be selected to bring the total up to the number required by the Programme by the end of that year. The Compulsory Modules are the same for BSc and BSc (Honours) Degrees at Levels 1 and 2.

#### 1(7) Optional Modules for Degree Programmes

The modules available in each of the BSc Degree Programmes are listed in the relevant Programme Specifications. Some of the combinations of modules otherwise permitted by the Regulations, may, nevertheless, be rendered impossible by timetable constraints in a particular year.

#### 1(8) Programme of Study

If you are registered as a Full Time student you will normally take 120 credits in each academic session. In particular, you will normally be expected in both First and Second Year to take three modules in Semester 1 and three in Semester 2. If you are registered as a Part Time student, you may not accumulate more than 80 credits in any one academic session.

##### (a) First Year

You will normally take 6 modules at Level 1, amounting to 120 credits. For degree programmes other than International Business, you must normally take a range of modules which permit progression to at least two subject areas in the second year. You must gain at least 80 credits in order to progress into Second Year. Additionally, you must normally have met the pathway requirements for at least one degree programme to remain on track for a named degree.

If you do not meet the progression requirement after one academic session if registered as a Full Time student or repeating the year, or after three academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination.
- If permitted to continue your studies then you will be required to repeat the year.

##### (b) Second Year

You will normally take 6 modules at Level 1 or Level 2, amounting to 120 credits. At least 80 credits must be at Level 2. You must have gained a total of at least 200 credits (of which 80 must normally be at Level 2) in order to progress into Third Year. Additionally, you must normally have met the pathway requirements for at least one degree programme to remain on track for a named degree.

If you do not meet the normal progression requirement after one academic session if registered as a Full-Time student or repeating the year, or after three academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination if you have previously had to repeat a year or have less than 200 credits.
- If permitted to continue your studies then you will normally be required to repeat the year but may be allowed to proceed to Third Year at the discretion of the Progression and Termination of Studies Committee.

#### **(c) Third Year**

You will normally take such modules that will enable you to achieve 360 credits (370 credits for BSc International Business with Financial Management) and be eligible for the award of the BSc.

To be eligible for progression into Honours, you must have obtained the full number of credits required by your Programme, which must total at least 360, including at least 80 at Level 2 and 120 at Level 3.

Additionally, you must normally have met the pathway requirements for at least one degree programme to remain on the Honours track.

If you do not meet the progression requirement after one academic session if registered as a Full-Time student or repeating the year, or after two academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination if you have previously had to repeat a year or have less than 300 credits.
- If permitted to continue your studies then you will be required to repeat the year and may, if you have previously had to repeat Third Year, be required to undertake a programme of studies that will allow you to graduate with a BSc degree but not to progress to the Honours Year.

#### **(d) Honours Year**

You will normally take such modules that will enable you to achieve 480 credits and be eligible for the award of the BSc (Honours). You must graduate after one academic session if registered as a Full-Time student or two academic sessions if registered as a Part Time students.

#### **1(9) Termination of Studies**

If you fail to achieve the minimum standards shown in Regulation 1(8) you may be required to discontinue your studies, in which event you will have the right to appeal to the BSc Progression and Termination of Studies (Appeals) Committee. If your appeal is successful, you will be permitted to continue your studies subject to such conditions as the aforementioned committee may determine in accordance with Regulation 1(8). If your appeal is rejected by the aforementioned committee it will be reconsidered by the Senate Termination of Studies (Appeals) Committee. BSc students who have had their studies terminated may not be readmitted to the BSc programme at a later date.

#### **1(10) Studying Modules outside the BSc Degree Programme**

Attendance at module(s) in another University of equivalent institution may be permitted as part of a scheme recognised by the College Board. You may gain no more than 120 credits in this way.

#### **1(11) Taking a Year Out**

If you have passed all your Degree Examinations to date you may, with the permission of the School Manager, take one academic year out from your studies in order to enter appropriate employment or training. The year(s) of non-attendance will not be counted as Year(s) of Attendance for the purposes of meeting Progression Requirements.

## **2. ASSESSMENT**

### **2(1) Form of Module Assessments**

For any module the nature of the component assessments and the manner in which your performance in these counts towards your overall grade for the module will be explained to you in the written information given out or

otherwise made accessible to you at the outset. Only if you are awarded an overall pass grade will you be awarded the credits for the module

## 2(2) Grading of Module Assessments

For each module the Board of Examiners will decide on your overall grade according to the following University Marking Scheme:

Reporting Scale	Descriptor	Honours class (where appropriate)	Associated aggregation scale
A1	Excellent	1 <sup>st</sup>	23
A2			22
A3			21
A4			20
A5			19
B1	Very Good	2(i)	18
B2			17
B3			16
C1	Good	2(ii)	15
C2			14
C3			13
D1	Satisfactory	3	12
D2			11
D3			10
M1	Marginal Fail	Marginal Fail	9
M2			8
M3			7
CF	Clear Fail	Clear Fail	5
BF	Bad Fail	Bad Fail	2
<b>QF</b>	Qualified Fail	see below	

**\*Note:** relevant descriptor selected from CA (Certified Absence), AB (Unauthorised Absence), MC (Medical Certificate), WD (Withdrawn), DC (Discounted), ST (Stopped)

## 2(3) Eligibility to take Degree Examinations

Each year:

(iii) Your Programme of Study must be approved by an Adviser. Changes to your programme will not be permitted after the end of Teaching Week 2 of either semester unless there are extenuating circumstances.

(iv) You may not take any Degree Examination, and your studies will be stopped, if you have been absent from classes in all modules for which you are registered for a continuous period of six weeks, excluding vacation.

## 2(4) Degree Examination Diets

(vi) For any module you may attend the Degree Examination Diets only within the same academic year that you attended the module.

(vii) Semester Long modules are examined at the end of the Semester. Year Long modules are examined at the end of the year (May). There is one resit Examination diet in August.

(viii) There are no resit examinations for modules taken in your final Honours Year (4<sup>th</sup> year).

(ix) For any module you may attend the resit diet only if you either attended the first Degree Examination Diet, and failed, or were absent from the first diet.

(x) Your Honours Classification will be based on all modules that comprise the 240 credits at Level 3 and Level 4. Any resits or re-submissions at Level 3 will be capped at D3 unless you suffered illness or extenuating circumstances and these were approved by the Examination Board for your subject during the first diet. Full medical certification or corroborating documentation will be required.

#### 2(5) Results of Final Degree Examinations

After you successfully complete your final Degree Examinations at Levels 3/4 you will be recommended for one of the following by the relevant Board of Examiners:

<b>Title of Award</b>	<b>Honours Degree Classification</b>
BSc with Honours	I, II.1, II.2, III
BSc	With or Without Distinction

#### 2(6) Failure to Complete Degree Examinations

If you are prevented by illness or other good cause from beginning or completing part or all of the Degree Examinations which count directly towards your Honours Degree Classification, the Examiners may at their discretion award you a classified or unclassified Honours degree (Aegrotat). If the Examiners do not consider that they have enough evidence to enable them to exercise such discretion you might be permitted by the School Board to take the examination(s) at a later period of examination.

#### 2(7) Failure at Resit Diet

If you fail a module(s) at the resit diet you may be permitted to re-attend the module(s) or a different module(s) during the following academic year.

## ENGINEERING, PHYSICS AND MATHEMATICS DEGREE REGULATIONS

These Degree Regulations govern all Undergraduate awards withing the Science and Engineering taught on campus in Dundee.

It does not include degrees taught in partnership with Central South University of Northeastern University

### INTRODUCTION

The Degree Regulations provide a set of rules which govern the process leading to the award of a Certificate, Diploma or a Degree.

These regulations are built upon a foundation derived from the Scottish Qualification Framework (SCQF). Awards are achieved by gaining credits at different levels during your period of study. The SCQF stipulates the number and level of credits that must be obtained to receive each possible award. Further explanation of the framework can be found at: [scqf.org.uk/](http://scqf.org.uk/)

Undergraduate degrees or any lesser awards are gained by studying compulsory and optional modules, passing the associated assessments, acquiring the credits assigned to the modules and accumulating the number of credits required for the award.

Undergraduate degree programmes typically take between 2 and 5 years, depending upon entry and exit points. The usual route for a full-time student enrolled on a degree programme is to take modules totalling 120 credits each year at the appropriate level.

These regulations are established in accordance with the [University of Dundee Assessment Policy for Taught Provision](#), which takes precedence over the requirements set out in this document.

### AWARDS

#### 2.1. Credit Rating of an Award

You may receive an award only by (i) withdrawing from study in the case of the certificate and diploma award and (ii) graduating in the case of a degree award. The award will be at the highest level of qualification to which your Total Credit Awarded (TCA) entitles you. The award you will receive will be determined by the programme that you are registered on.

#### 2.2. Certificate of Higher Education

*Credits required: 120 credits with a minimum of 90 credits at Level 1 (SCQF level 7)*

The following certificates are awarded by the School of Science and Engineering:

- Science
- Engineering
- Civil Engineering (Graduate Apprenticeship)
- Business Management (Graduate Apprenticeship)
- IT Management for Business (Graduate Apprenticeship)
- IT Software Development (Graduate Apprenticeship)
- Engineering, Design and Manufacturing (Graduate Apprenticeship)

#### 2.3. Diploma of Higher Education

*Credits required: 240 credits with a minimum of 90 credits at Level 2 (SCQF level 8)*

The following diplomas are awarded by the School of Science and Engineering:

- Science
- Engineering
- Civil Engineering (Graduate Apprenticeship)
- Business Management with Industrial Experience
- IT Management for Business with Industrial Experience
- IT Software Development with Industrial Experience
- Engineering, Design and Manufacturing with industrial Experience

#### 2.4. Bachelor Degrees (Un-named)

Credits required: 360 credits with a minimum of 60 credits at Level 3 (SCQF level 9)

The following degrees are awarded by the School of Science and Engineering:

- BSc Un-named
- BEng Un-named

#### 2.5. Bachelor Degrees (Named)

Credits required for **Ordinary** degree: 360 credits with a minimum of 120 credits at Level 3 (SCQF level 9)

Credits required for **Honours** degree: 480 credits with a minimum of 120 credits at Level 3 (SCQF level 9) and 90 credits at Level 4 (SCQF level 10)

Degree programmes in more than one subject can be studied as either (a) a joint degree (denoted using 'and' in the title, for example, Mathematics and Physics in which the weighting is normally approximately 50% in each subject), or (b) a 'with' degree (for example, Physics with Psychology in which the academic weighting is approximately 75% in favour of Physics).

#### BEng Degrees:

- Biomedical Engineering
- Civil and Structural Engineering (from 2024/5)
- Civil Engineering
- Civil Engineering (Graduate Apprenticeship)
- Engineering, Design and Manufacturing (with Industrial Experience)
- Mechanical Engineering
- Mechanical Engineering with Renewables

#### BSc Degrees:

- Anatomical Sciences
- Business Management (with Industrial Experience)
- Computer Science
- Forensic Anthropology (Honours degree only, students graduating with an Ordinary degree will graduate in *Anatomical Sciences*)
- IT Management for Business (with Industrial Experience)
- IT Software Development (with Industrial Experience)
- Mathematics (single or joint degrees, e.g. Mathematics and Physics)
- Mathematical Biology
- Physics
- Physics with Astrophysics
- Physics with Renewable Energy Science

Mathematics Joint BSc Degrees: May be awarded for completion of 120 credits at Level 3 in any permitted combinations (i.e. where a corresponding joint honours programme exists within the School) from the following list.

- Accountancy
- Astrophysics
- Economics
- Financial Economics
- Physics
- Psychology

#### 2.6. Integrated Master Degrees (Named)

Credits required: 600 credits with a minimum of 120 credits at Level 5 (SCQF level 11)

#### MEng Degrees:

- Civil Engineering
- Civil and Structural Engineering (from 25/26)
- Structural Engineering with Architecture (from 25/26)

### MSci Degrees:

- Mathematical Biology
- Mathematics and Physics
- Physics
- Physics with Renewable Energy Science

### MMath Degrees:

- Mathematics

### Degree Programmes

#### 3.1. Programme of Study

Each year, you must have your Programme of Study approved by your Adviser of Studies no later than the end of the second week of Semester 1. Changes to your programme for Semester 1 will not be permitted after this deadline.

Changes to your programme involving modules which begin in Semester 2 can be made only with the permission of your Adviser of Studies and then no later than the end of the second week of Semester 2.

Changes beyond these deadlines can be made only with the consent of the Associate Dean for Learning and Teaching and then only in exceptional circumstances.

#### 3.2. Core Modules for Degree Programmes

For each Degree Programme, the core modules which must be taken at Levels 1 to 5 are listed on the School My Dundee site. Where core modules total less than 120 credits at a given level and you are a full-time student, you should select additional elective modules to bring your total up to 120 credits, which constitutes the expected workload in an academic year for a full-time student.

#### 3.3. Module Pre-Requisites

Prerequisites for each essential module are listed on the School My Dundee site. The requirement for pre-requisites for any module may only be waived by special permission of the Programme Lead and Associate Dean for Learning & Teaching.

#### 3.4. Transfer between Programmes

Transfers may be permitted between programmes (see *Section 10: Possible Transfers Between Programmes*).

#### 3.5. Minimum and Maximum Credits per Academic Year

The typical full-time undergraduate student load is 120 credits, with a minimum of 80 credits.

Students are permitted to take in any one academic year:

- A minimum of one module which may be as low as 10 credits
- A maximum of 160 credits

#### 3.6. Satisfactory Attendance

The University is committed to supporting students to complete their programmes of study and attain the best possible academic outcome. Student engagement with all aspects of their programme is encouraged and monitored so that any difficulties can be identified and supported. Please refer to the [Student Attendance and Engagement Policy](#) for further information.

Some modules in the school have requirement for attendance at certain activities to demonstrate learning outcomes. Where this is the case the module assessment will state such. If the specific attendance requirements are not met a Qualified Fail (QF) may be awarded for the module.

#### 3.7. Advanced Entry

If you have accredited prior learning you may be awarded credits in recognition of your prior learning as per [dundee.ac.uk/governance/policies/apl/](http://dundee.ac.uk/governance/policies/apl/). The following table defines the maximum total credits that you will be awarded on entry to a particular Level as a full-time student:



**TABLE 1: CREDITS AWARDED FOR ADVANCED ENTRY**

Advanced Entry to :	Total Credits Awarded on Entry:
Level 2	120 credits at Level 1 (equivalent to SCQF level 7)
Level 3	120 credits at each of Levels 1 and 2 (equivalent to SCQF levels 7 and 8)
Level 4	120 credits at each of Levels 1, 2 and 3 (equivalent to SCQF levels 7, 8 and 9)

If your previous qualifications entitle you to accumulated credits other than multiples of 120, you may enter as a part-time student for your first year of attendance and take sufficient credits to bring your TCA up to 120, 240 or 360 credits if studying at Level 1, Level 2 or Level 3 respectively.

### 3.8. Carrying Modules

There are limitations on which modules can be carried, depending on the degree programme being completed. The general rules are outlined here:

**TABLE 2: RULES ON CARRYING MODULES**

From Level 1 to 2	Permitted to carry up to 40 credits, but not permitted to carry a pre-requisite for Level 2.
From Level 2 to 3	Permitted to carry up to 40 credits from Level 2, but not permitted to carry a module from Level 1 and not permitted to carry a pre-requisite for Level 3
From Level 3 to 4	Must pass all core modules on a programme and a minimum of 360 credits in total to progress to Level 4
From Level 4 to 5	Must pass all modules to progress

For Anatomical Science and Forensic Anthropology, no modules may be carried between any level of study. Students must pass all modules in each level before progressing.

### 3.9. Progression into Level 4

Progression into Level 4 is dependent on accumulating 360 credits with a minimum of 120 credits at Level 3 and having passed all core modules.

### 3.10. Progression into Level 5

Progression into Level 5 is dependent on accumulating 480 credits with a minimum of 120 credits from Level 4 of the programme, having passed all core modules with all modules passed at the first attempt with an overall average of at least C2.

Progression from Level 4 to 5 may be allowed, at the discretion of the Board of Examiners, and if permitted within the requirements of Professional, Statutory and Regulatory Bodies (PSRBs) by applying condonement to a failed module or modules taken at Level 4. See section 9: Professional, Statutory and Regulatory Bodies (PSRBs) Requirements.

### 3.11. Temporary Withdrawal

You may, with the permission of the Programme Leader, take up to one academic year from your studies to enter appropriate employment or training, or for personal or health reasons. Extension of this absence beyond one academic year requires the permission of the Associate Dean for Learning & Teaching and Programme Leader.

A full year of temporary withdrawal will not be counted as a year of attendance for the purpose of meeting progression requirements.

## Module Assessment

### 4.1. Component Assessments

For every module, the nature of the component assessments (e.g., coursework assignments, laboratory reports, class examinations, final examinations, etc.) and the way your performance in these counts towards your overall grade for the module will be contained in the Assessment Area for each module on My Dundee. If there are any

minimum requirements for each element of the module assessment, failure of these minimum requirements would result in a Qualifying Fail (QF) for the module even if the overall module grade is a pass.

#### 4.2. Attendance at Degree Examinations

Normally for any module, you may attend the Degree Examination Diets only within the same academic year that you attend the module.

#### 4.3. Degree Examination Diets

In Level 1 there is typically one examination diet at the end of Semester 2 and one resit diet after semester 2. Some modules will have degree examinations in semester 1 and this will be communicated by Module Leads and information made available in the Assessment Area for the module on My Dundee.

In Levels 2 and 3 there are Degree Examination Diets at the end of each semester and one resit diet after semester 2.

In Levels 4 and 5 there are Degree Examination Diets but no resit diet.

#### 4.4. Use of Calculators in Degree Examinations

Only an approved calculator may be used in degree examinations. The detail of approved calculators is available in School Handbook.

#### 4.5. Provisional Results

Any assessment results given are provisional and will not be approved until after the Board of Examiners' meeting that takes place at the end of each academic year, typically in May / June.

#### 4.6. Resits

In Levels 1-3, you will be required to take the method(s) of assessment deemed appropriate by the module leader to redeem the failed component. Any pass achieved at resit will be capped at D3.

Typically, no resits are available for modules in levels 4-5.

#### 4.7. Grading of Modules

For each module, the Board of Examiners will decide on your overall module grade according to the [University Marking Assessment Scales](#).

#### 4.8. Award of Module Credits

On achievement of an overall pass grade in a module, full credits will be awarded. Partial credits are not awarded for part completion of a module. In exceptional circumstances the Board of Examiners may at their discretion allow grades to be compensated or condoned, if permitted within Professional, Statutory and Regulatory Bodies (PSRBs) requirements.

### Degree Assessment

#### 5.1. Degree Classifications

The proportion of marks allocated towards degree classification are detailed in the table below:

**TABLE 3: DEGREE CLASSIFICATION PROPORTIONS**

Degree	Level 3	Level 4	Level 5
All BEng Degrees	40%	60%	-
All MEng Degrees	15%	42.5%	42.5%
MSci Physics / Physics with Renewable Energy Science	30%	30%	40%
MSci Mathematical Biology / Mathematics & Physics / MMath	30%	30%	40%
BSc Single and Joint Honours Degrees*	40%	60%	-

You will be awarded one of the following degree classifications:

**TABLE 4: DEGREE CLASSIFICATIONS**

Title of Award	Degree Classification
MSci or MEng or MMath with Honours	1 <sup>st</sup> , 2.1, 2.2
BSc or BEng with Honours	1 <sup>st</sup> , 2.1, 2.2, 3 <sup>rd</sup>
BSc or BEng	Ordinary, with Distinction, or with Merit

For general principles for Honours Classifications, please refer to the [University of Dundee Assessment Policy for Taught Provision](#).

#### 5.2. Degree Classifications - Professional, Statutory and Regulatory Bodies (PSRBs)

In cases where programmes are aligned with PSRB requirements, a pass may be required at first attempt in the Project Module, and compensation or condonement recommendations may not be permitted depending upon the nature of the requirements of the PSRB.

#### 5.3. Failure in Final Degree Assessment at Level 4 and 5

The Board of Examiners may, at their discretion, and if permitted within the requirements of Professional, Statutory and Regulatory Bodies (PSRBs), award a degree by applying compensation or condonement to a failed module or modules (see 3.12 of Assessment Policy for Taught Provision).

#### 5.4. Failure at Level 5

If you fail to achieve a 2.2 Honours classification in the final examinations for the MEng/MSci/MMath Honours degree, you may, at the discretion of the Board of Examiners, normally be awarded a classified BEng/BSc Honours degree.

#### 5.5. Branches of Honours

On completion of the final examinations for the award of an Honours Degree, you are not permitted to be re-examined in the same branch of Honours, unless under mitigating circumstances, re-examination is deemed appropriate.

#### Termination of Studies

##### 6.1. Minimum Requirements to Avoid Termination of Studies

Minimum requirements for full-time students at the end of a given year of attendance are:

**TABLE 5: MINIMUM CREDIT REQUIREMENTS**

Entry Level 1	Advanced Entry Level 2	Advanced Entry Level 3	Advanced Entry Level 4
Completed Year of Attendance Minimum Required TCA			
First 60			
Second 120	First 180		
Third 240	Second 240	First 300	
Fourth 360	Third 360	Second 360	
Fifth 480	Fourth 480	Third 480	First 480
Sixth 600	Fifth 600	Fourth 600	Second 600

## 6.2. Appealing Termination of Studies

If you fail to achieve the minimum standards shown in the table in section 6.1 (above), you may be liable for termination of your studies, in which event you will have the right to appeal to the School Termination of Studies (Appeals) Committee.

If your appeal is rejected by this Committee, you have the right for your appeal to be submitted to the Senate Termination of Studies (Appeals) Committee. Students should refer to the Undergraduate Appeal Guidelines on the University of Dundee website for specific details.

## 6.3. Transferring after Termination

If your studies for a degree are terminated, you will not be permitted to transfer to another degree programme in the same School without the written permission of the Associate Dean for Learning & Teaching and relevant Programme Leader.

## Mitigating and Recurring Circumstances

### 7.1. Student Guidance

Students can request information from the Enquiry Centre or find guidance on Mitigating and Recurring Circumstances at: <https://www.dundee.ac.uk/guides/student-guide-mitigating-circumstances>

### 7.2. Reporting Recurring Circumstances

It is your responsibility to report ongoing recurring circumstances that may have an impact on your studies so that appropriate individual support adjustments can be put in place.

### 7.3. Reporting Mitigating Circumstances

It is your responsibility to report unforeseen and unavoidable circumstances that may have or have had a serious impact on your performance in assessment or examination in advance of the meeting of the Board of Examiners, by applying for Mitigating Circumstances. Mitigating Circumstances which are disclosed only after poor performance or failure in your degree examinations will not normally be considered as a reason for reconsidering your performance.

### 7.4. Discounted Year for Good Cause

If you are prevented from completing a programme of study at any level through Mitigating Circumstances, you may have the academic year discounted with the permission of the Mitigating Circumstances Committee. The discounted year will not be counted as a year of attendance for the purpose of meeting progression requirements.

### 7.5. Resitting as a First Attempt

Only in the case where Mitigating Circumstances were recognised through the Mitigating Circumstances committee would a student be permitted to take an assessment as a first attempt during the resit period.

### 7.6. Additional Attempt

Only in the case where Mitigating Circumstances were recognised through the Mitigating Circumstances committee would a student be permitted an additional attempt for an assessment.

## Disability Support

### 8.1. Student Guidance

Students can request information from the Enquiry Centre or find guidance on Disability Services support at: <https://www.dundee.ac.uk/disability-services>

### 8.2. Requesting Disability Support

It is your responsibility to register with Disability Services so that appropriate individual support adjustments can be put in place.

## Professional, Statutory and Regulatory Bodies (PSRBs) Requirements

PSRB	Accredited Programmes	Requirement(s)
Joint Board of Moderators (JBM)	BEng (Hons) Civil Engineering  BEng (Hons) Civil Engineering (Graduate Apprenticeship)	For students who began their programme before 2022/23:

PSRB	Accredited Programmes	Requirement(s)
	<p>MEng (Hons) Civil Engineering, Design and Management</p> <p>MEng (Hons) Civil Engineering</p>	<ul style="list-style-type: none"> <li>• Compensation should not be allowed if it undermines achievement of the overall learning outcomes of the programme(s).</li> <li>• Major projects should not be compensated.</li> <li>• Only 20 out of the 120 credits per level can be compensated.</li> </ul> <p>For students who began their programme in or after 2022/23:</p> <p>The Engineering Council defines compensation as: <i>“The practice of allowing marginal failure (ie not more than 10% below the nominal pass mark) of one or more modules and awarding credit for them, often on the basis of good overall academic performance.”</i></p> <p>The Engineering Council defines condonement as: <i>“The practice of allowing students to fail and not receive credit for one or more modules within a degree programme, yet still qualify for the award of the degree.”</i></p> <p>In the consideration of the accreditation of undergraduate and postgraduate engineering degree programmes:</p> <ol style="list-style-type: none"> <li>1. Evidence that all AHEP learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.</li> <li>2. No condonement of modules delivering AHEP learning outcomes is allowed.</li> <li>3. A maximum of 30 credits in a Bachelors or integrated Masters degree programme can be compensated, and a maximum of 20 credits in a Masters degree other than the integrated Masters degree.</li> <li>4. Major individual and group-based project modules must not be compensated.</li> <li>5. The minimum module mark for which compensation is allowed is 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used). Where modules include two assessment modes (more than one module assessment block or MAB) (coursework and examination) that assess different Learning Outcomes a pass threshold should be adopted for each mode that contributes more than 30% to the overall module mark, with this pass threshold no more than 10% below the normal module pass mark.</li> </ol>

PSRB	Accredited Programmes	Requirement(s)
British Computing Society (BCS)	BSc (Hons) Applied Computing  BSc (Hons) Computing Science	<p>Where compensation is permitted under HEI regulations, BCS must be assured that the overall learning outcomes of the programme are not undermined.</p> <p>In the final year of the programme normally only 20 out of 120 credits may be compensated; however, this is a guideline and will be considered in the context of the delivery of the programme learning outcomes.</p> <p>Undergraduate individual project requirements: For accreditation for CIP or CEng, the individual project should be worth at least 30 credit points at level 6 (SCQF Level 10) or above. The project must be passed without compensation.</p> <p>For accreditation for IEng the individual project should be worth at least 20 credit points at level 5 (SCQF Level 8) or above. The project must be passed without compensation.</p>
The Institution of Engineering and Technology (IET)	BEng (Hons) Biomedical Engineering	<p>The Engineering Council defines compensation as: <i>“The practice of allowing marginal failure (ie not more than 10% below the nominal pass mark) of one or more modules and awarding credit for them, often on the basis of good overall academic performance.”</i></p> <p>The Engineering Council defines condonement as: <i>“The practice of allowing students to fail and not receive credit for one or more modules within a degree programme, yet still qualify for the award of the degree.”</i></p> <p>In the consideration of the accreditation of undergraduate and postgraduate engineering degree programmes:</p> <ol style="list-style-type: none"> <li>1. Evidence that all AHEP learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.</li> <li>2. No condonement of modules delivering AHEP learning outcomes is allowed.</li> <li>3. A maximum of 30 credits in a Bachelors or integrated Masters degree programme can be compensated, and a maximum of 20 credits in a Masters degree other than the integrated Masters degree.</li> <li>4. Major individual and group-based project modules must not be compensated.</li> </ol>

PSRB	Accredited Programmes	Requirement(s)
		<p>5. The minimum module mark for which compensation is allowed is 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used).</p> <p>Where modules include two or more assessment modes (more than one module assessment block or MAB) (coursework and examination) that assess different Learning Outcomes a pass threshold should be adopted for each mode that contributes more than 30% to the overall module mark, with this pass threshold no more than 10% below the normal module pass mark.</p>
<p>Institution of Mechanical Engineers (IMechE)</p>	<p>BEng (Hons) Mechanical Engineering</p> <p>BEng (Hons) Mechanical Engineering with Renewables</p>	<p>For students who began their programme before 2022/23:</p> <ul style="list-style-type: none"> <li>• Compensation should not be allowed if it undermines achievement of the overall learning outcomes of the programme(s).</li> <li>• Major projects should not be compensated.</li> <li>• Only 20 out of the 120 credits per level can be compensated.</li> </ul> <p>For students who began their programme in or after 2023/24:</p> <p>The Engineering Council defines compensation as: <i>“The practice of allowing marginal failure (ie not more than 10% below the nominal pass mark) of one or more modules and awarding credit for them, often on the basis of good overall academic performance.”</i></p> <p>The Engineering Council defines condonement as: <i>“The practice of allowing students to fail and not receive credit for one or more modules within a degree programme, yet still qualify for the award of the degree.”</i></p> <p>In the consideration of the accreditation of undergraduate and postgraduate engineering degree programmes:</p> <ol style="list-style-type: none"> <li>1. Evidence that all AHEP learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.</li> <li>2. No condonement of modules delivering AHEP learning outcomes is allowed.</li> <li>3. A maximum of 30 credits in a Bachelors or integrated Masters degree programme can be compensated, and a maximum of 20 credits in a Masters degree other than the integrated Masters degree.</li> </ol>

PSRB	Accredited Programmes	Requirement(s)
		<p>4. Major individual and group-based project modules must not be compensated.</p> <p>5. The minimum module mark for which compensation is allowed is 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used).</p> <p>Where modules include two or more assessment modes (more than one module assessment block or MAB) (coursework and examination) that assess different Learning Outcomes a pass threshold should be adopted for each mode that contributes more than 30% to the overall module mark, with this pass threshold no more than 10% below the normal module pass mark.</p>
Institute of Physics (IOP)	MSci (Hons) Physics BSc (Hons) Physics MSci (Hons) Physics with Renewable Energy Science BSc (Hons) Physics with Renewable Energy Science MSci (Hons) Mathematics and Physics BSc (Hons) Mathematics and Physics BSc (Hons) Physics with Astrophysics BSc (Hons) Mathematics and Astrophysics	MSci project components must be at M-Level and should be at least 30 SCOTCAT credits or 15 ECTS credits and must be passed.

#### Possible Transfers Between Programmes

Transfers are permitted between programmes within the School, and there may be opportunities to transfer to other Programmes within the wider University. Students wishing to transfer should seek approval from the Programme Lead of the Programme they wish to transfer to. Normally, the following requirements apply to transfers within Science and Engineering.

Transfers should be confirmed by the Programme Lead of the new programme by 31<sup>st</sup> August to be actioned for the next academic year.



### 9.1. CAHID

Time during degree programme	Possible Transfers
Up to end of Level 1	Transfer into the Anatomical Sciences or Forensic Anthropology BSc programmes from Life Sciences at Level 1 and 2 is competitive and requires a minimum of a continuing B3 average at first attempt in all core modules.  You can transfer from Anatomical Sciences or Forensic Anthropology to some programmes in Life Sciences, depending on capacity of the programmes.
Up to end of Level 2	Transfer into the Anatomical Sciences or Forensic Anthropology BSc programmes from Life Sciences at Level 1 and 2 is competitive and requires a minimum of a continuing B3 average at first attempt in all core modules.  You can transfer from Anatomical Sciences or Forensic Anthropology to some programmes in Life Sciences, depending on capacity of the programmes.
Up to end of Level 3	From Anatomical Sciences to Forensic Anthropology From Forensic Anthropology to Anatomical Sciences
Up to end of Level 4	

### 9.2. Biomedical Engineering

Time during degree programme	Possible Transfers
Up to end of Level 1	Transfers are possible between Mechanical (and with Renewables), Biomedical and Civil Engineering BEng Programmes and progress providing passed all year 1 modules.
Up to end of Level 2	Transfers are possible between Mechanical (and with Renewables) and Biomedical Engineering BEng Programmes if all year 1 and 2 modules passed. This requires review by Programme Lead or Admissions Lead to check if advisable.
Up to end of Level 3	
Up to end of Level 4	

### 9.3. Civil Engineering

Time during degree programme	Possible Transfers
Up to end of Level 1	Transfers are possible between Mechanical (and with Renewables), Biomedical and Civil Engineering BEng Programmes and progress providing passed all year 1 modules.
Up to end of Level 2	
Up to end of Level 3	Transfer from BEng to MEng may be permitted during Level 3 on achievement of a pass in all modules at first attempt, with an overall average of at least C2.  Transfer from MEng to BEng will be based on failure to achieve a pass in all modules at first attempt and/or failure to obtain an overall average of at least C2 during Level 3.
Up to end of Level 4	On completion of the final assessment at Level 4 and failure to achieve an average of C2 or better those taking MEng may, subject to the approval of the Board of Examiners, be required to graduate with a BEng Honours Degree.
Up to end of Level 5	

### 9.4. Computing

Time during degree programme	Possible Transfers
Up to end of Level 1	From Applied Computing to Computing Science.
Up to end of Level 2	From Applied Computing to Computing Science. Students cannot progress to Level 3 until completion of MA11001, MA12001 and MA12002.
Up to end of Level 3	
Up to end of Level 4	

### 9.5. Graduate Apprenticeships

Time during degree programme	Possible Transfers
Up to end of Level 1	From IT Software Development to IT Management for Business From IT Management for Business to IT Software Development
Up to end of Level 2	
Up to end of Level 3	
Up to end of Level 4	

### 9.6. Mathematics

Time during degree programme	Possible Transfers
Up to end of Level 1	
Up to end of Level 2	
Up to end of Level 3	
Up to end of Level 4	Transfer from BSc to MMath may be permitted on achievement of a pass in all modules at first attempt, with an overall average of at least C2.  On completion of the final assessment at Level 4 and failure to achieve an average of C2 or better you may, subject to the approval of the Board of Examiners, be required to graduate with a BSc Honours Degree.
Up to end of Level 5	

### 9.7. Mechanical Engineering

Time during degree programme	Possible Transfers
Up to end of Level 1	Transfers are possible between Mechanical (and with Renewables), Biomedical and Civil Engineering BEng Programmes and progress providing passed all year 1 modules.
Up to end of Level 2	Transfers are possible between Mechanical (and with Renewables) and Biomedical Engineering BEng Programmes if all year 1 and 2 modules passed. This requires review by Programme Lead or Admissions Lead to check if advisable.
Up to end of Level 3	
Up to end of Level 4	

### 9.8. Physics

Time during degree programme	Possible Transfers
Up to end of Level 1	
Up to end of Level 2	
Up to end of Level 3	From BSc to MSci may be permitted on achievement of a pass in all modules at first attempt, with an overall average of at least B3.
Up to end of Level 4	
Up to end of Level 5	

## BENG (HONS) BIOMEDICAL ENGINEERING JOINT EDUCATION PARTNERSHIP

These Degree Regulations govern the following award only.

BEng (Hons) Biomedical Engineering, when taught as part of the Joint Engineering Partnership with Northern Eastern (NEU)

### 1. Introduction

The Degree Regulations provide a set of rules which govern the process leading to the award of a Certificate, Diploma or a Degree. For BEng (Hons) Biomedical Engineering, when taught as part of the Joint Education Partnership (JEP) with Northeastern University (NEU), Certificate and Diploma are not awarded because attendance in Dundee is in 4<sup>th</sup> stage (or normally 4<sup>th</sup> year) and all previous years are based in NEU, Shenyang, China.

These regulations are built upon a foundation derived from the Scottish Qualification Framework (SCQF). Awards are achieved by gaining credits at different levels during your period of study. The SCQF stipulates the number and level of credits that must be obtained to receive each possible award. Further explanation of the framework can be found at: [scqf.org.uk/](http://scqf.org.uk/)

Undergraduate degrees or any lesser awards are gained by studying compulsory and optional modules, passing the associated assessments, acquiring the credits assigned to the modules and accumulating the number of credits required for the award.

Undergraduate degree programmes typically take between 2 and 5 years, depending upon entry and exit points. The usual route for a full-time student enrolled on a degree programme is to take modules totalling 120 credits each year at the appropriate level.

These regulations are established in accordance with the [University of Dundee Assessment Policy for Taught Provision](#), which takes precedence over the requirements set out in this document.

### 2. Awards

Awards are only awarded after study in Level 4 at the University of Dundee.

**BEng Biomedical Engineering** is awarded to students who fail to achieve the required 120 credits at Level 4 (SCQF level 10) but have completed Levels 1-3 of the programme.

**BEng (Hons) Biomedical Engineering** is awarded to students achieve 120 credits at Level 4 (SCQF level 10) and have completed Levels 1-3 of the programme.

### 3 Degree Programme

#### Programme of Study

At Levels 1-3, the programme of studies is a combination of NEU and University of Dundee modules.

At Level 4, you must have your Programme of Study approved by your Adviser of Studies no later than the end of the second week of Semester 1. Changes to your programme for Semester 1 will not be permitted after this deadline. Changes to your programme involving modules which begin in Semester 2 can be made only with the permission of your Adviser of Studies and then no later than the end of the second week of Semester 2.

Changes beyond these deadlines can be made only with the consent of the Associate Dean for Learning and Teaching and then only in exceptional circumstances.

#### Core Modules

The core modules which must be taken at Levels 1 to 4 are listed in the JEP student handbook.

#### Elective Modules

The elective modules which must be taken at Levels 1 to 4 are listed in the JEP student handbook. It is the responsibility of students to ensure that they are registered on appropriate elective modules at NEU.

### 3.4 Module Pre-Requisites

Prerequisites for each NEU module are discussed with module leads in NEU. Prerequisites for each University of Dundee module are discussed with Adviser of Studies, Programme leads, and module leads. As the progression during stages 1-3 at NEU is managed by NEU, this means pre-requisites at these stages are managed by NEU. Progression from stage 3 to stage 4 is managed by University of Dundee and pre-requisites are embedded in progression rules. See progression rules in this section below (Carrying modules).

The requirement for pre-requisites for any module during stage 4 may only be waived by special permission of the Programme Lead.

### 3.5 Transfer between Programmes

Transfers are not permitted from the JEP to any other programme at the University of Dundee or any other UK university. For transfers within NEU, contact the Student Affairs Office at NEU).

### 3.6 Minimum and Maximum Credits per Academic Year

At Levels 1-3, the minimum and maximum credits is determined by NEU.

At Level 4, the typical full-time undergraduate student load is 120 CSQF credits.

#### o Satisfactory Attendance

The University is committed to supporting students to complete their programmes of study and attain the best possible academic outcome. Student engagement with all aspects of their programme is encouraged and monitored so that any difficulties can be identified and supported. Please refer to the [Student Attendance and Engagement Policy](#) for further information.

Some modules in the school have requirement for attendance at certain activities to demonstrate learning outcomes. Where this is the case the module assessment will state such. If the specific attendance requirements are not met a Qualified Fail (QF) may be awarded for the module.

### 3.7 Advanced Entry

Advanced Entry is not typically permitted as part of JEP. All recruitment is completed by NEU.

### 3.8 Carrying Modules

There are limitations on which modules can be carried. The rules for JEP are outlined here:

Table 6: Carrying Modules

From Level 1 to 3	Permitted to carry up to 21 Chinese credits during the years of studying at the NEU, stage 1 to stage 2 and stage 2 to stage 3.
From Level 3 to 4	Progression into Level 4 is dependent on satisfactorily completing stages 1-3 of the BEng (Hons) Biomedical Engineering programme.

### 3.9 Temporary Withdrawal

You may, with the permission of the Programme Leader, take up to one academic year from your studies to enter appropriate employment or training, or for personal or health reasons. Extension of this absence beyond one academic year requires the permission of the Associate Dean for Learning & Teaching and Programme Leader.

## 4 Module Assessment

### 4.1 Component Assessments

For every module, the nature of the component assessments (e.g., coursework assignments, laboratory reports, class examinations, final examinations, etc.) and the way your performance in these counts towards your overall grade for the module will be contained in the Assessment Area for each module on My Dundee. If there are any minimum requirements for each element of the module assessment, failure of these minimum requirements would result in a Qualifying Fail (QF) for the module even if the overall module grade is a pass.

#### 4.2 Attendance at Degree Examinations

Normally for any module, you may attend the Degree Examination Diets only within the same academic year that you attend the module.

#### 4.3 Use of Calculators in Degree Examinations

Only an approved calculator may be used in degree examinations. The detail of approved calculators is available in School Handbook.

#### 4.4 Provisional Results

Any assessment results given are provisional and will not be approved until after the Board of Examiners' meeting.

#### 4.5 Resits at Level 1-3

In Levels 1-3, you will be required to take the method(s) of assessment deemed appropriate by the module leader to redeem the failed component. Any pass achieved at resit will be capped at D3. NEU modules during Levels 1 to 3 follow resit/retake rules from NEU.

It is expected that you will prioritise resitting any core modules over taking additional elective modules.

#### 4.6 Resits at Level 4

Typically, no resits are available for modules in level 4 for the University of Dundee degree.

However, a resit for Level 4 University of Dundee modules will be permitted for the sole purpose of the NEU degree. This resit mark will be recorded only on NEU systems of assessment and will not amend or change the original assessment grade obtained and recorded in University of Dundee systems.

#### 4.7 Grading of Modules

For each module, the Board of Examiners will decide on your overall module grade according to the [University Marking Assessment Scales](#).

#### 4.8 Award of Module Credits

On achievement of an overall pass grade in a module, full credits will be awarded. Partial credits are not awarded for part completion of a module. In exceptional circumstances the Board of Examiners may at their discretion allow grades to be compensated or condoned, if permitted within Professional, Statutory and Regulatory Bodies (PSRBs) requirements.

Only University of Dundee modules can be compensated or condoned. In doing so, confirmation is given that the student has satisfied the requirements of the module(s).

Modules delivered by NEU during Levels 1-3 cannot be compensated or condoned.

### 5 Degree Assessment

#### 5.1 Degree Classifications

The proportion of marks allocated towards degree classification are detailed in the table below:

**TABLE 7: DEGREE CLASSIFICATION PROPORTIONS**

Degree	Level 3	Level 4
All BEng Degrees	40%	60%

Only University of Dundee modules in Level 3 and Level 4 contribute to the degree classification.

Upon completion of your final degree examinations/assessments at Level 4 you will be awarded one of the following degree classifications by the relevant Board of Examiners:

**TABLE 8: DEGREE CLASSIFICATIONS**

Title of Award	Degree Classification
BEng with Honours	1 <sup>st</sup> , 2.1, 2.2, 3 <sup>rd</sup>

BEng	Ordinary, with Distinction, or with Merit
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For general principles for Honours Classifications, please refer to the [University of Dundee Assessment Policy for Taught Provision](#).

#### Degree Classifications - Professional, Statutory and Regulatory Bodies (PSRBs)

The programme is seeking accreditation by IET. Therefore, additional restrictions are applied in calculating the degree classification (see section on Professional, Statutory and Regulatory Bodies (PSRBs) Requirements)

##### a. Branches of Honours

On completion of the final examinations for the award of an Honours Degree, you are not permitted to be re-examined in the same branch of Honours, unless under mitigating circumstances, re-examination is deemed appropriate.

#### Termination of Studies

The requirements for termination of studies are determined by NEU during stages 1-3. During stage 4 University of Dundee would typically do all it can to award a minimum of BEng Biomedical Engineering (i.e. BEng Ordinary degree) if conditions are satisfied (see Awards section) and therefore this completes the studies and avoids any requirement for termination from the University of Dundee.

#### 7 Mitigating and Recurring Circumstances

The following applies to modules taught by the University of Dundee only. For the procedure for modules taught by NEU, refer to the JEP student handbook.

##### 7.1 Student Guidance

Students can request information from the Enquiry Centre or find guidance on Mitigating and Recurring Circumstances at: <https://www.dundee.ac.uk/guides/student-guide-mitigating-circumstances>

##### 7.2 Reporting Recurring Circumstances

It is your responsibility to report ongoing recurring circumstances that may have an impact on your studies so that appropriate individual support adjustments can be put in place.

##### 7.3 Reporting Mitigating Circumstances

It is your responsibility to report unforeseen and unavoidable circumstances that may have or have had a serious impact on your performance in assessment or examination in advance of the meeting of the Board of Examiners, by applying for Mitigating Circumstances. Mitigating Circumstances which are disclosed only after poor performance or failure in your degree examinations will not normally be considered as a reason for reconsidering your performance.

##### 7.4 Resitting as a First Attempt

Only in the case where Mitigating Circumstances were recognised through the Mitigating Circumstances committee would a student be permitted to take an assessment as a first attempt during the resit period.

##### 7.5 Additional Attempt

Only in the case where Mitigating Circumstances were recognised through the Mitigating Circumstances committee would a student be permitted an additional attempt for an assessment.

#### 8 Disability Support

##### 8.1 Student Guidance

Students can request information from the Enquiry Centre or find guidance on Disability Services support at: <https://www.dundee.ac.uk/disability-services>

##### 8.2 Requesting Disability Support

It is your responsibility to register with Disability Services so that appropriate individual support adjustments can be put in place.

9 Professional, Statutory and Regulatory Bodies (PSRBs) Requirements

PSRB	Accredited Programmes	Requirement(s)
The Institution of Engineering and Technology (IET)	BEng (Hons) Biomedical Engineering	<p>The Engineering Council defines compensation as: <i>“The practice of allowing marginal failure (i.e. not more than 10% below the nominal pass mark) of one or more modules and awarding credit for them, often on the basis of good overall academic performance.”</i></p> <p>The Engineering Council defines condonement as: <i>“The practice of allowing students to fail and not receive credit for one or more modules within a degree programme, yet still qualify for the award of the degree.”</i></p> <p>In the consideration of the accreditation of undergraduate and postgraduate engineering degree programmes:</p> <ol style="list-style-type: none"> <li>1. Evidence that all AHEP learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.</li> <li>2. No condonement of modules delivering AHEP learning outcomes is allowed.</li> <li>3. A maximum of 30 credits in a Bachelors or integrated Masters degree programme can be compensated, and a maximum of 20 credits in a Masters degree other than the integrated Masters degree.</li> <li>4. Major individual and group-based project modules must not be compensated.</li> <li>5. The minimum module mark for which compensation is allowed is 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used).</li> </ol> <p>Where modules include two or more assessment modes (more than one module assessment block or MAB) (coursework and examination) that assess different Learning Outcomes a pass threshold should be adopted for each mode that contributes more than 30% to the overall module mark, with this pass threshold no more than 10% below the normal module pass mark.</p>

## 1. Introduction and Applicability

**The Degree Regulations provide a set of rules which govern the process leading to the award of a Certificate, Diploma or a Degree from the University of Dundee.**

These regulations are built upon a foundation derived from the Scottish Qualification Framework (SCQF). Awards are achieved by gaining credits at different levels during your period of study. The SCQF stipulates the number and level of credits that must be obtained to receive each possible award. Further explanation of the framework can be found at: [scqf.org.uk/](http://scqf.org.uk/)

Undergraduate degrees or any lesser awards are gained by studying compulsory and optional modules, passing the associated assessments, acquiring the credits assigned to the modules and accumulating the number of credits required for the award.

These regulations are established in accordance with the [University of Dundee Assessment Policy for Taught Provision](#), which takes precedence over the requirements set out in this document.

## 2. Awards

### 2.1 Credit Rating of an Award

You may receive an award only by (i) withdrawing from study in the case of the certificate and diploma award and (ii) graduating in the case of a degree award. The award will be at the highest level of qualification to which your Total Credit Awarded (TCA) entitles you. The award you will receive will be determined by the programme that you are registered on.

### 2.2 Certificate of Higher Education

*Credits required: 120 SCQF credits with minimum of 90 SCQF credits at Level 1 (SCQF level 7)*

The following certificates are awarded by the School of Science and Engineering:

- Science
- Engineering

### 2.3 Diploma of Higher Education

*Credits required: 240 SCQF credits with minimum of 90 SCQF credits at Level 2 (SCQF level 8)*

The following diplomas are awarded by the School of Science and Engineering:

- Science
- Engineering

### 2.4 Bachelor Degrees (Named)

*Credits required for **Ordinary** degree: 360 SCQF credits with a minimum of 120 SCQF credits at Level 3 (SCQF level 9)*

*Credits required for **Honours** degree: 480 SCQF credits with a minimum of 120 credits at Level 3 (SCQF level 9) and 90 SCQF credits at Level 4 (SCQF level 10)*

#### BEng Degrees:

- Civil Engineering
- Mechanical Engineering
- Mechanical Engineering with Transportation

#### BSc Degrees:

- Computing Science
- Mathematics



### 3 Degree Programmes

#### 3.1 Programme of Study

Where the programme contains optional modules, you must have your Programme of Study approved by your Adviser of Studies no later than the end of the second week of each semester. Changes to your programme will not be permitted after this deadline.

Changes beyond these deadlines can be made only with the consent of the Associate Dean for Learning and Teaching and then only in exceptional circumstances.

#### 3.2 Core Modules for Degree Programmes

For each Degree Programme, the core modules which must be taken at Levels 1 to 4 are listed on the DIICSU Sharepoint site. Where core modules total less than 120 credits at a given level and you are a full-time student, you should select additional elective modules to bring your total up to 120 credits, which constitutes the expected workload in an academic year for a full-time student.

#### 3.3 Module Pre-Requisites

Prerequisites for each essential module are listed on the DIICSU Sharepoint site. The requirement for pre-requisites for any module may only be waived by special permission of the Programme Lead and Associate Dean for Learning & Teaching.

#### 3.4 Transfer between Programmes

Transfers may be permitted between programmes. The rules for students wishing to transfer between programmes are:

- a) Transfer between programmes will take place in the beginning of the second academic year.
- b) Students need to meet the following requirements to be qualified to apply for transfers:

- i. Students who rank in the top 25%, including all the modules for the first year of the CSU and UoD degrees.
- ii. Students have no failed modules.

- c) Students can only choose one programme for transfer and the student numbers in each programme after transfer cannot exceed the maximum numbers as planned.
- d) Students who are approved to transfer between programmes need to make up the modules they miss according to the curriculum. Students may be required to repeat the year at the discretion of the Executive Vice Dean of DIICSU.

#### 3.5 Minimum and Maximum Credits per Academic Year

The typical full-time student load for the UoD degree is 120 SCQF credits, with a minimum of 80 SCQF credits. This does not include any additional modules required by CSU.

Students are permitted to take in any one academic year:

- A minimum of one module which may be as low as 10 SCQF credits
- A maximum of 160 SCQF credits

#### 3.6 Satisfactory Attendance

The University is committed to supporting students to complete their programmes of study and attain the best possible academic outcome. Student engagement with all aspects of their programme is encouraged and monitored so that any difficulties can be identified and supported. Please refer to CSU student handbook for further information.

Some modules in the school have requirement for attendance at certain activities to demonstrate learning outcomes. Where this is the case the module assessment will state such. If the specific attendance requirements are not met a Qualified Fail (QF) may be awarded for the module.

#### 3.7 Carrying Modules

Normally students are not permitted to carry modules between years of study. Students must pass all modules in each level before progressing.

The only exception to this is when it is recommended the by Board of Examiners.

### 3.8 Temporary Withdrawal

You may take up to one academic year from your studies to enter appropriate employment or training, or for personal or health reasons. A full year of temporary withdrawal will not be counted as a year of attendance for the purpose of meeting progression requirements.

## 4 Module Assessment

### 4.1 Component Assessments

For every module, the nature of the component assessments (e.g., coursework assignments, laboratory reports, class examinations, final examinations, etc.) and the way your performance in these counts towards your overall grade for the module will be contained in the Assessment Area for each module on My Dundee. If there are any minimum requirements for each element of the module assessment, failure of these minimum requirements would result in a Qualifying Fail (QF) for the module even if the overall module grade is a pass.

### 4.2 Attendance at Degree Examinations

Normally for any module, you may attend the Degree Examination Diets only within the same academic year that you attend the module.

### 4.3 Degree Examination Diets

In Levels 1 to 3 there are Degree Examination Diets at the end of each semester. The dates for resit examinations will be sent to students by email after the Board of Examiners has met.

In Level 4 there are Degree Examination Diets but no resit diet.

### 4.4 Use of Calculators in Degree Examinations

Only an approved calculator may be used in degree examinations. The detail of approved calculators is available in School Handbook.

### 4.5 Provisional Results

Any assessment results given are provisional and will not be approved until after the final Board of Examiners' meeting that takes place at the end of each academic year, typically in June/July.

### 4.6 Resits

In Levels 1-3, you will be required to take the method(s) of assessment deemed appropriate by the module leader to redeem the failed component. Any pass achieved at resit will be capped at D3. Typically, no resits are available for modules in Level 4.

### 4.7 Grading of Modules

For each module, the Board of Examiners will decide on your overall module grade according to the [University Marking Assessment Scales](#).

### 4.8 Award of Module Credits

On achievement of an overall pass grade in a module, full credits will be awarded. Partial credits are not awarded for part completion of a module. In exceptional circumstances the Board of Examiners may at their discretion allow grades to be compensated or condoned, if permitted within Professional, Statutory and Regulatory Bodies (PSRBs) requirements.

## 5 Degree Assessment

### 5.1 Degree Classifications

The proportion of marks allocated towards degree classification are detailed in the table below:

Table 9: Degree Classification Proportions

Degree	Level 3	Level 4
BEng Degrees	40%	60%
BSc Degrees	40%	60%

Upon completion of your final degree examinations/assessments at Level 4 you will be awarded one of the following degree classifications by the relevant Board of Examiners:

**TABLE 10: DEGREE CLASSIFICATIONS**

Level of Award	Degree Classification
1st or BEng with Honours	1st, 2.2, 3 <sup>rd</sup>
2nd or BEng	2 <sup>nd</sup> Class, with Distinction, or with Merit

For general principles for Honours Classifications, please refer to the [University of Dundee Assessment Policy for Taught Provision](#).

### 5.2 Degree Classifications - Professional, Statutory and Regulatory Bodies (PSRBs)

In cases where programmes are aligned with PSRB requirements, a pass may be required at first attempt in the Project Module, and compensation or condonement recommendations may not be permitted depending upon the nature of the requirements of the PSRB.

### 5.3 Failure in Final Degree Assessment at Level 4

The Board of Examiners may, at their discretion, and if permitted within the requirements of Professional, Statutory and Regulatory Bodies (PSRBs), award a degree by applying compensation or condonement to a failed module or modules (see 3.12 of Assessment Policy for Taught Provision).

### 5.4 Branches of Honours

On completion of the final examinations for the award of an Honours Degree, you are not permitted to be re-examined in the same branch of Honours, unless under mitigating circumstances, re-examination is deemed appropriate.

## 6 Termination of Studies

Termination of studies is based on the CSU rules outlined in the CSU student handbook.

## 7 Mitigating and Recurring Circumstances

### 7.1 Student Guidance

Students can request information from the Enquiry Centre or find guidance on Mitigating and Recurring Circumstances at: <https://www.dundee.ac.uk/guides/student-guide-mitigating-circumstances>

### 7.2 Reporting Recurring Circumstances

It is your responsibility to report ongoing recurring circumstances that may have an impact on your studies so that appropriate individual support adjustments can be put in place.

### 7.3 Reporting Mitigating Circumstances

It is your responsibility to report unforeseen and unavoidable circumstances that may have or have had a serious impact on your performance in assessment or examination in advance of the meeting of the Board of Examiners, by applying for Mitigating Circumstances. Mitigating Circumstances which are disclosed only after poor performance or failure in your degree examinations will not normally be considered as a reason for reconsidering your performance.

### 7.4 Resitting as a First Attempt

Only in the case where Mitigating Circumstances were recognised through the Mitigating Circumstances committee would a student be permitted to take an assessment as a first attempt during the resit period.

### 7.5 Additional Attempt

Only in the case where Mitigating Circumstances were recognised through the Mitigating Circumstances committee would a student be permitted an additional attempt for an assessment.

## 8 Disability Support

### 8.1 Student Guidance

Students can request information from the Enquiry Centre or find guidance on Disability Services support at:

<https://www.dundee.ac.uk/disability-services>

### 8.2 Requesting Disability Support

It is your responsibility to register with Disability Services so that appropriate individual support adjustments can be put in place.

## 9 Professional, Statutory and Regulatory Bodies (PSRBs) Requirements

The following accreditations are in place for programmes taught in Dundee. Accreditation for DIICSU programmes can be confirmed after the first graduating cohort. In preparation for this, the following rules will apply for DIICSU programmes.

	Accredited Programmes	Requirement(s)
Joint Board of Moderators (JBM)	BEng (Hons) Civil Engineering	<p>The Engineering Council defines compensation as: <i>“The practice of allowing marginal failure (ie not more than 10% below the nominal pass mark) of one or more modules and awarding credit for them, often on the basis of good overall academic performance.”</i></p> <p>The Engineering Council defines condonement as: <i>“The practice of allowing students to fail and not receive credit for one or more modules within a degree programme, yet still qualify for the award of the degree.”</i></p> <p>In the consideration of the accreditation of undergraduate and postgraduate engineering degree programmes:</p> <ol style="list-style-type: none"> <li>1. Evidence that all AHEP learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.</li> <li>2. No condonement of modules delivering AHEP learning outcomes is allowed.</li> <li>3. A maximum of 30 credits in a Bachelors or integrated Masters degree programme can be compensated, and a maximum of 20 credits in a Masters degree other than the integrated Masters degree.</li> <li>4. Major individual and group-based project modules must not be compensated.</li> <li>5. The minimum module mark for which compensation is allowed is 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used). Where modules include two assessment modes (more than one module assessment block or MAB) (coursework and examination) that assess different Learning Outcomes a pass threshold should be adopted for each mode that contributes more than 30% to the overall module mark, with this pass threshold no more than 10% below the normal module pass mark.</li> </ol>

British Computing Society (BCS)	BSc (Hons) Computing Science	<p>Where compensation is permitted under HEI regulations, BCS must be assured that the overall learning outcomes of the programme are not undermined.</p> <p>In the final year of the programme normally only 20 out of 120 credits may be compensated; however, this is a guideline and will be considered in the context of the delivery of the programme learning outcomes.</p> <p>Undergraduate individual project requirements: For accreditation for CITP or CEng, the individual project should be worth at least 30 credit points at level 6 (SCQF Level 10) or above. The project must be passed without compensation.</p> <p>For accreditation for IEng the individual project should be worth at least 20 credit points at level 5 (SCQF Level 8) or above. The project must be passed without compensation.</p>
Institution of Mechanical Engineers (IMechE)	BEng (Hons) Mechanical Engineering	<p>For students who began their programme before 2022/23:</p> <ul style="list-style-type: none"> <li>• Compensation should not be allowed if it undermines achievement of the overall learning outcomes of the programme(s).</li> <li>• Major projects should not be compensated.</li> <li>• Only 20 out of the 120 credits per level can be compensated.</li> </ul> <p>For students who began their programme in or after 2023/24:</p> <p>The Engineering Council defines compensation as: <i>“The practice of allowing marginal failure (ie not more than 10% below the nominal pass mark) of one or more modules and awarding credit for them, often on the basis of good overall academic performance.”</i></p> <p>The Engineering Council defines condonement as: <i>“The practice of allowing students to fail and not receive credit for one or more modules within a degree programme, yet still qualify for the award of the degree.”</i></p> <p>In the consideration of the accreditation of undergraduate and postgraduate engineering degree programmes:</p> <ol style="list-style-type: none"> <li>1. Evidence that all AHEP learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.</li> <li>2. No condonement of modules delivering AHEP learning outcomes is allowed.</li> <li>3. A maximum of 30 credits in a Bachelors or integrated Masters degree programme can be compensated, and a maximum of 20 credits in a Masters degree other than the integrated Masters degree.</li> </ol>

		<p>4. Major individual and group-based project modules must not be compensated.</p> <p>5. The minimum module mark for which compensation is allowed is 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used).</p> <p>Where modules include two or more assessment modes (more than one module assessment block or MAB) (coursework and examination) that assess different Learning Outcomes a pass threshold should be adopted for each mode that contributes more than 30% to the overall module mark, with this pass threshold no more than 10% below the normal module pass mark.</p>
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## IN PRACTICE PROGRAMME AND ASSESSMENT REGULATIONS

### PREAMBLE

These Regulations are built upon a foundation derived from the Scottish Qualification Framework (SCQF). Awards are achieved by gaining credits at different stages during your period of study. The SCQF stipulates the number and stage (or level) of credits that must be obtained to receive each possible award.

Further explanation of the framework can be found at: <https://scqf.org.uk/about-the-framework/>

These regulations specify minimum requirements in terms of admission, matriculation, credit definitions, programme of study and assessment for the BSc (Honours) 'In Practice' degrees offered by the University of Dundee School of Business (UDSB), and should be read in conjunction with the relevant Programme Specifications which can be found on the My Dundee site.

These regulations are established in accordance with the University of Dundee Assessment Policy, which takes precedence over the requirements set out in this document.

### 1. GENERAL

#### **Degree Programmes**

#### **The following 'In Practice' Degree Programmes are offered in the School:**

- BSc (Hons) Applied Finance in Practice
- BSc (Hons) International Business in Practice
- BSc (Hons) Business Management in Practice
- BSc (Hons) Economics in Practice

### 2. ENTRY

#### 2(1) Entry

Before entering a programme of study for the degree of BSc (Honours), you must satisfy the general entrance requirements of the University of Dundee and any additional conditions deemed necessary by the UDSB.

#### 2(2) Advanced Entry

These programmes are only defined for Levels 9 and 10. There are no Levels 7 and 8. As the programmes have been designed as direct entry into Level 9, there are no other advanced entry options. Entry into Level 9 is through approved routes of recognition of prior learning at equivalent of Level 8.

### 3. GENERAL PROGRESSION REQUIREMENTS

#### 3(1) Credit Rating of Degrees and other Awards

The award will be the highest Stage qualification to which your Total Accumulated Credit entitles you - see below.

<b>Honours</b>	Minimum of 480 credits including at 120 credits at Stage 3/SCQF Level 9 and 90 at Stage 4 / SCQF Level 10.
<b>Non-Honours</b>	Minimum of 360 credits including at least 120 credits at Stage 3/SCQF Level 9 and total of 180 credits combined between Stage 3 / SCQF Level 9 and Stage 4 / SCQF Level 10.
<b>Other Award: Exit Only</b>	
<b>Cert.HE ('In Practice')</b>	Minimum of 120 credits at Level 9.

### Level 9 ('Third Year')

You will normally take 6 modules at Stage 3/Level 9, amounting to 120 credits in order to progress into Level 10 / Honours Year (and be eligible for the degree award).

If you do not meet the progression requirement after one academic session if registered as a Full Time student, or after two academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination if you have less than 80 credits.
- If permitted to continue your studies, then you will be required to repeat the year.

### Honours Year

You will normally take such modules that will enable you to achieve 480 credits of which (i) at least 90 must be at Stage 4/Level 10 to be eligible for the award of Honours and (ii) of which 240 credits will be from accredited prior learning (APL). You must graduate after one academic session if registered as a Full Time student or two academic sessions if registered as a Part Time student.

#### 3(2) Duration of Study

A non-Honours degree should be completed within two academic years from the date of first matriculation, and an Honours degree should be completed within three academic years from the date of first matriculation, or you are registered as a part-time student in which case non-Honours should be completed within four years, and Honours within six years from the date of first matriculation.

## 4. PROGRAMME OF STUDY

#### 4(1) Compulsory Modules for Degree Programmes

For each Degree Programme there are compulsory modules at each Stage. These are detailed in the Programme Specifications and Schedule of Modules. Where these Compulsory Modules total less than 120 credits, additional module(s) must be selected to bring the total up to the number required by the Programme by the end of that year.

#### 4(2) Optional Modules for Degree Programmes

The modules available in each of the Degree Programmes are listed in the relevant Programme Specifications. Some of the combinations of modules otherwise permitted by the Regulations, may, nevertheless, be rendered impossible by timetable constraints in a particular year.

#### 4(2) Programme of Study

If you are registered as a Full Time student you will normally take 120 credits in each academic session.

If you are registered as a Part Time student, you may not accumulate more than 80 credits in any one academic session.

#### 4(4) Termination of Studies

If you fail to achieve the minimum standards shown in Regulation 3 you may be required to discontinue your studies, in which event you will have the right to appeal to the Progression Committee. If your appeal is successful, you will be permitted to continue your studies subject to such conditions as the aforementioned committee may determine in accordance with Regulation 3. If your appeal is rejected by the aforementioned committee it will be reconsidered by the Senate Termination of Studies (Appeals) Committee. Students who have had their studies terminated may not be readmitted to the programme at a later date.

## 5. ASSESSMENT

#### 5(1) Form of Module Assessments

For any module the nature of the component assessments and the manner in which your performance in these counts towards your overall grade for the module will be explained to you in the written information given out or otherwise



made accessible to you at the outset. Only if you are awarded an overall pass grade will you be awarded the credits for the module.

#### 5(2) Grading of Module Assessments

For each module the Board of Examiners will decide on your overall grade according to the University Marking Scheme which can be found in the University of Dundee Assessment Policy

#### 5(3) Mitigating Circumstances

It is your responsibility to report unforeseen and unavoidable circumstances that may have or have had a serious impact on your performance in assessment or examination in advance of the meeting of the Board of Examiners, by applying for Mitigating Circumstances.

Further guidance may be found at:

<https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/mitigating-circumstances/>

#### 5(4) Eligibility to take Degree Examinations

Each year:

(xi) Your approved programme of study in any academic year will normally comprise the requirements set out in Programme Specification for the degree, which can be found on the My Dundee webpages for UDSB. UDSB reserves the right to modify the module requirements for the degree subject to the approval of the School Learning and Teaching/ Quality Assurance Committee and the Quality Assurance Senate Committee.

(xii) You may not take any Degree Examination, and your studies will be stopped, if you have been absent from classes in all modules for which you are registered for a continuous period of six weeks, excluding vacation.

#### 5(5) Degree Examination Diets

(i) For any module you may attend the Degree Examination Diets only within the same academic year that you attended the module.

(ii) There is one resit Examination diet in July.

(xiii) There are no resit examinations for modules taken in your final Honours Year (4th year).

(xiv) For any module you may attend the resit diet only if you either attended the first Degree Examination Diet, and failed, or were absent from the first diet.

(xv) Your Honours Classification will be based on all modules that comprise the 240 credits at Stage 3 and Stage 4. Any resits or re-submissions at Stage 3 will be capped at a D3 Grade unless you suffered mitigating circumstances which were recognised through the Mitigating Circumstance committee and approved by the Examination Board for your subject during the first diet. Full medical certification or corroborating documentation will be required.

#### 5(6) Results of Final Degree Examinations

After you successfully complete your final Degree Examinations at Stage 4 you will be recommended for one of the following by the relevant Board of Examiners:

At Stage 4 - Degree with Honours of the First, Upper Second, Lower Second, or Third class.

If you have entered assessment(s) for the Honours Degree and have failed to be placed in any Honours class, the relevant Board of Examiners may recommend to the Senatus that you be permitted to count the assessment(s) taken, and the time spent in the study for the Honours Degree, for the purpose of graduating with the Degree without Honours (with or without Distinction, or Merit). The relevant Board of Examiners will only do this if the examiners are satisfied that the modules taken and the standard attained in the assessment(s) are the same as, or equivalent to, those required for the Degree without Honours.

#### 5(7) Failure to Complete Degree Examinations

If you are prevented by illness or other good cause from beginning or completing part or all of the Degree Examinations which count directly towards your Honours Degree Classification, the Examiners may at their discretion, following advice from the Mitigating Circumstances committee, award you a classified or unclassified Honours degree (Aegrotat). If the Examiners do not consider that they have enough evidence to enable them to exercise such discretion you might be permitted by the School Board to take the examination(s) at a later period of examination.

#### 5(8) Failure at Resit Diet

If you fail a module(s) at the resit diet, and are not eligible for termination, you may be permitted to re-attend the module(s) during the following academic year.

#### 6. ACADEMIC INTEGRITY

Please see the University of Dundee Policy on Plagiarism and Academic Dishonesty, found at

<https://www.dundee.ac.uk/governance/dca/discipline/plagiarism/>

Any Regulations not specifically set out in this document will be as laid out in the University of Dundee Regulations.

## BACHELOR OF MEDICINE AND BACHELOR OF SURGERY MBChB REGULATIONS

### 1. INTRODUCTION

1.1 The purpose of this document is to detail the regulations to MBChB, a 5-year Bachelor of Medicine and Bachelor of Surgery medical degree. This regulation is additional to, and should be read in conjunction with, the University of Dundee Senate Regulations, which apply to all undergraduate programmes, unless otherwise stated:

<https://www.dundee.ac.uk/governance/governance/senate/>

1.2 MBChB students in the School of Medicine must comply with these regulations. Regulations are reviewed every academic year and pertain to the current year of study. In exceptional circumstances a concession to allow relaxation of a specific regulation may be granted by the Dean of Medicine or their nominee.

1.3 In line with other degree programmes at the University of Dundee, the MBChB programme may be impacted by coronavirus (Covid-19). Guidance on the coronavirus pandemic can be found at:

<https://www.dundee.ac.uk/coronavirus>

1.4 Students are also directed, via the students Virtual Learning Environment (VLE), to:

- The appropriate **Course Handbook** for detailed structure of their programme
- The **Study Guides** for information on timetable, assessment
- The Medical School Student Charter

### INFORMATION AND COMMUNICATION

2.1 The University makes every effort to ensure that the information it provides on the website is accurate at the time of publication. All information that is subject to change after publication, such as course content, selection criteria, university process and financial matters, is available and kept up to date on our website and communicated appropriately: <https://www.dundee.ac.uk/undergraduate/medicine>

2.2 The security of all information held at the University of Dundee is covered by Data Protection legislation, a guide to which can be found at: <https://www.dundee.ac.uk/information-governance/data-protection>

Your personal details are never shared with a third party with the exception of approved organisations who are carrying out work on behalf of the University of Dundee such as Occupational Health. We also pass information about you to the General Medical Council (GMC) that is required for the identification check that is carried out early in fifth year. The GMC will also receive personal information about you upon graduation to support completion of your GMC provisional registration.

2.3 The Degrees of Bachelor of Medicine and Bachelor of Surgery may only be awarded conjointly

2.4 The MBChB programme is studied over a period of five academic years. Years 1-5 of the MBChB programme all commence and/or extend beyond the length of the standard University academic year and vary in length from 30 weeks to 44 weeks. Details are shared annually.

2.5 The programme is unable to support students applying for an MRes, or other degree alongside the MBChB. University Credit Loading Policy for undergraduate programmes notes a maximum credit load will normally be 160 credits, when in full time attendance. (<https://www.dundee.ac.uk/corporate-information/university-credit-loading-policy>). Students may, however, take a year out of MBChB between Years 3 and 4 to undertake a full-time intercalated degree. Students will recommence their MBChB studies the following academic year.

2.6 The Programme is accredited by the General Medical Council. There is an annual quality assurance review completed. The document '*Promoting excellence: standards for medical education and training*' sets out ten standards that organisations responsible for educating medical students in the UK are expected to meet. [Promoting excellence - GMC \(gmc-uk.org\)](https://www.gmc-uk.org/promoting-excellence)

2.7 In special circumstances students may be permitted to interrupt studies or repeat a year of study because of, for example, ill-health, service or sporting commitments or an episode of academic failure. Only in highly exceptional circumstances will students be permitted more than two such years of interrupted progress, whether taken consecutively or at intervals throughout the programme. Students will not normally be permitted to repeat more than one year of the programme following academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

2.8 Except where exemptions have been granted under the terms of these Regulations, a student will be examined on the contents of the programme in accordance with the School's approved assessment procedures.

2.9 Before entering the programme, applicants must either (a) successfully complete the Gateway Programme or (b) satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board, as published in the University Prospectus.

2.10 Subject to any exemptions granted under the terms of these Regulations, a student who has been accepted for entry to the MBChB programme shall normally be expected to pursue the course for not less than five academic years.

2.11 Students are expected to familiarise themselves with the MBChB regulations and University policies and to ensure they comply with the detailed requirements of the curriculum and must pass all the requisite assessments meeting the standard set for summative examinations (including portfolio examinations) to progress to the next year of study.

2.12 The MBChB Regulations will apply to students throughout the Programme. The most up to date regulations will apply, rather than the Programme Regulations in place at time of matriculation, each year, without detriment to students.

### 3. ATTENDANCE AT CLASSES, PLACEMENTS, EXAMINATIONS, AND SUBMISSION OF COURSEWORK

3.1 Students are expected to attend all the classes, placements, and clinical teaching sessions appropriate to their programme. Students must inform the Medical School Undergraduate Office immediately if they are unable to attend any part of the programme or any of its assessments. In the case of illness, students must produce a self-certificate for any period of absence. If a period of absence due to illness is more than seven days, they must provide a certificate from their doctor. In addition, students must inform the Year Lead.

3.2 Any student who was absent from any assessment procedure and has failed to provide the school with sufficient evidence of mitigating circumstances will be deemed to have failed that assessment.

3.3 Absences from required teaching activities are recorded. Attendance on the course is a requirement of completion of the year. In Years 1-3, attendance is measured through SEAtS, and as a guiding principle, students need to have attended over 80% of compulsory teaching sessions to be eligible to sit the end of year examinations. In Years 4 and 5 attendance is measured by staff on placement, and students must normally attend over 80% of placements to be eligible to sit the end of year assessments.

3.4 Where an entire system or clinical block has been missed specific arrangements will be required to compensate.

3.5 Clinical placements are compulsory and may take place in primary, secondary or community healthcare, social care settings or third-sector services. They are provided by healthcare services across Scotland and students are expected to travel to them and where necessary use local living accommodation. Year 4 & 5 students are offered a degree of choice about the location of their placement, however allocation to their chosen location cannot be guaranteed. Students should be aware that placements may take place outside "office hours", including evenings, weekends, and night shifts. These are an integral part of the course and limited adjustments can be made to account for individual circumstances. Missing such sessions is also counted as absence.

3.6 While on clinical attachment (placement) students are expected to meet the same standards and expectations as employees to experience the working life of a doctor.

3.7 Absence from a student selected component (SSC) could result in failure of the SSC, consequent failure of the overall year-end assessment and a bar to progression to the next stage of the course.

3.8 Students can report to the School if there are circumstances beyond their control which are negatively affecting their studies. The mitigating and recurring circumstances guidelines provide further information about temporary or long-term adverse circumstances: <https://www.dundee.ac.uk/guides/student-guide-mitigating-circumstances>

3.8.1 If the circumstances temporarily prevents a student taking an assessment or significantly impacts their performance in an assessment or examination, then a mitigating circumstances application form must be submitted by the relevant deadline set by the School.

3.8.2 If the circumstances are likely to have a long-term impact on a student's ability to fully engage with their studies, it is recommended the student makes the school aware as soon as possible so that appropriate

support can be provided. Such cases may be referred to the Support and Progress Case Management Group to monitor student progression and review student support plans.

3.9 Unless approval has been obtained for health or other mitigating circumstances, any student who fails to submit the Year course work (Portfolio/Record of Clinical Experience and any other set tasks) by the due date or complete course work satisfactorily may be debarred from the degree assessments and will be deemed to have failed the academic year.

3.10 Students may be referred to the Support and Progress Case Management Group if there are thought to be any academic, health, social or other factors which may impact on their ability to progress through the programme in a standard way.

#### 4. STUDENT SELECTED COMPONENTS

4.1 Students are required to participate in the Student Selected Component (SSC) selection process, either by selecting SSCs from the menu of organised SSCs, or by submitting a self-proposed SSC (SPSSC). Students who do not engage with the SSC selection process will be allocated to SSCs.

4.2 Self-proposed SSCs (SPSSCs) must be approved in advance by the SSC Convenor. Where appropriate, e.g., for study overseas, the proposal must be discussed in detail before approval may be granted. Upon completion of the SPSSC it is the personal responsibility of the student to ensure that the assessment form is returned to the Medical School Undergraduate Office in a timely manner, normally within two weeks of the completion of the SPSSC. Failure to meet this deadline may result in the student being awarded a fail mark and consequently not progressing to the following year.

4.3 Students whose attendance at, or engagement with, an SSC is judged by their SSC supervisor to be insufficient to permit satisfactory completion will be deemed to have failed their SSC. Minimum attendance levels for SSCs and SPSSCs are the same as for other requirements of the year. If allowed, students will be required to self-propose a replacement SPSSC of the same duration to be completed at a suitable time agreed with the school, usually over the summer vacation. This must be completed to a satisfactory standard to permit progression to the next year.

4.4 If it is not possible to complete a replacement SPSSC in advance of the following academic year, students will be required to complete coursework of an acceptable standard before they will be permitted to progress to the next academic year.

4.5 If a student is absent from a summative SSC (Years 1, 2, 3 & 5) due to exceptional personal circumstances, students must follow the mitigating circumstances application process and grading of the incomplete SSC may be deferred.

If a student's coursework for an SSC is assessed as below an acceptable standard, the student will not be permitted to progress to the next year until coursework of an acceptable standard has been submitted.

#### 5. ASSESSMENT AND PROGRESS

5.1 Students' skills, knowledge and professionalism are assessed against the outcomes set by the GMC in the Promoting Excellence document (<https://www.gmc-uk.org/education/standards-guidance-and-curricula/standards-and-outcomes/promoting-excellence>) and Outcomes for Graduates (<https://www.gmc-uk.org/education/standards-guidance-and-curricula/standards-and-outcomes/outcomes-for-graduates/outcomes-for-graduates>). Details of these outcomes can also be found in the MBChB programme handbooks.

5.2 These requirements are in addition to the University policies on Academic misconduct [<https://www.dundee.ac.uk/corporate-information/code-practice-academic-misconduct-students>]. It should be noted that use of any form of Artificial Intelligence without prior discussion and authorisation in any submitted work will be considered academic misconduct.

5.3 Professionalism is continually assessed and where lapses in professionalism (LIP) occur, 'LIP' points may be awarded. Accumulation of three LIP points in a twelve-month period will lead to enhanced supervision, with the expectation that students will reflect on behaviour and demonstrate insight and subsequent improvement in professionalism. Accumulation of more than three LIP points in a twelve-month period will result in referral to the School of Medicine's Professionalism Committee where the student's professionalism will be considered and fitness to practise proceedings may follow. Failure to

engage with the system or failure to show improvement may result in debarment from the exams and/or referral into formal fitness to practice proceedings. Further information on LIP points can be found here: [Course: Doctor as a Professional \(dundee.ac.uk\)](http://dundee.ac.uk)

5.4 A student shall be assessed at such times and by such means as the Board of the School of Medicine may from time to time determine. Core summative assessments may include written, online, clinical, practical and portfolio elements. Students will be required to meet the standard required in each assessment to progress to the next stage of the programme. Details of the assessments are published in the programme information.

5.5 During all academic years, students will be required to resit only the component of the examination in which they are incomplete. The exception to this is when the next resit opportunity is greater than six months from the initial assessment date. To ensure that both clinical and academic knowledge are of a high enough level to proceed in the programme, students in this situation will be required to re-sit all assessment components at the next available opportunity. The facility to resit components of the assessment will be offered according to the resit diet timetable for each year group. All students who fail the examinations at the resit will be referred to the Academic Review Committee.

5.6 All students are admitted to the programme with the expectation that they will graduate with the Degree of Bachelor of Medicine, Bachelor of Surgery (MBChB). If a student wishes to leave the course or is prevented from progressing and completing the course, the student will be eligible for the appropriate exit award:

5.6.1 After successful completion of Year One, a student would be eligible for the award of Certificate in Higher Education.

5.6.2 After successful completion of Year One and Year Two, a student would be eligible for the award of Diploma of Higher Education.

5.6.3 After successful completion of Year One, Two and Three, a student would be eligible for the award of Bachelor of Science in Medical Science (General Degree)

5.6.4 After successful completion of Year One, Two, Three and Four, a student would be eligible for the award of Bachelor of Science in Medical Science with Honours.

*\*Exit awards relating to 5.6.1 and 5.6.2 will only be eligible for those students who matriculate from 2022/23 on to the new curriculum.*

5.7 A student shall be eligible for the award of the Degree of MBChB after satisfying the examiners in the Examinations, in- programme assessments and portfolio assessments for MBChB and from 2025 students will need to have satisfied all the requirements of the GMC's Medical Licensing Assessment.

5.8 The Degrees may be awarded without qualification or 'with Honours' or 'with Commendation' on the recommendation of the MBChB Examining Board:

5.8.1 The classification is primarily determined using a year-weighted grade average based on performance across all years of the MBChB programme the student has completed at Dundee. A secondary measure of end-of-year distinctions, attained by the student during the course, supports the MBChB Examining Board determine the appropriate award.

5.8.2 Students are allocated a weighted grade average at the end of each year of study.

5.8.3 Students who attain a weighted A-grade average are normally awarded distinction for the respective year of study.

5.8.4 Where an assessment component is passed at reassessment, the capped (pass) reassessment mark is used to calculate the overall MBChB grade (not the original fail grade).

5.8.5 Students must achieve a weighted A-grade average for MBChB to be considered for the qualification 'with Honours' or 'with Commendation'. Additionally:

5.8.5.1 To be awarded 'with Honours', students must obtain a distinction in at least three years of study (over 5 years), including years 4 and 5.

5.8.5.2 To be awarded 'with Commendation', students must obtain a distinction in at least three years of study (over 5 years), irrespective of year of study.

5.8.5.3 Penalty measures apply where a student has been required to retake a year they failed upon reassessment. In this case, to calculate the score for consideration of Honours or Commendation, the median between a minimum pass grade (D3) and the student's weighted grade average for the retake year will be taken.

5.8.6 Variations apply to the number of end-of-year distinctions used to determine classifications apply depending on the number of years completed by the student at Dundee.

5.8.7 Under exceptional circumstances, other students may be considered by the MBChB Examining Board for the award of 'with Honours' or 'with Commendation' at its discretion.

5.9 The Programme requirements are that all summative assessments must be passed, at the required standard. Compensation, mark adjustments and condonements are not normally permitted. This corresponds to the requirements of the GMC R3.15 *Learners must not progress if they fail to meet the required learning outcomes for graduates or approved postgraduate curricula. (Promoting Excellence)*

## 6. TERMINATION OF STUDIES

6.1 A student who has unsatisfactory attendance at classes, including student selected components, or who has otherwise failed to perform required work or submit the necessary assessment report with reasonable diligence in the case of SPSSCs, may be deemed to have failed to complete satisfactorily that part of the course and as a consequence be debarred from the respective examination diet or progression to the subsequent year of the programme.

6.2 A student who has not, by the end of a Year of the course, successfully completed all the assessments may be required to discontinue studies by the School of Medicine's Academic Review Committee (Termination of Studies), subject to a right of appeal to the University Senate, or be permitted to continue under such conditions as the Board of the School of Medicine may prescribe.

## 7. PROFESSIONALISM AND FITNESS TO PRACTISE

7.1 The GMC mandate that, in addition to academic performance, a student's graduation and qualification is dependent on being fit to practise.

7.2 In the undergraduate curriculum, outcomes related to professional values and behaviours are a part of the core curriculum and satisfactory standards must be achieved and are monitored in formative and assessed in summative assessments.

7.3 Additional factors which could affect the ability of an individual to practise medicine safely are not included in the academic assessment process. Such factors include criminal conviction, psychiatric illness, disabling physical illness, drug dependency or the development of an infectious illness that may put patients at risk.

7.4 The School of Medicine has a Professionalism Committee which considers such cases and may refer an individual to a formally constituted Fitness to Practise Committee which operates under separate Regulations. Fitness to Practise procedures can be accessed [here](#): - The Committee may also be involved if there is doubt about any aspects of a student's professional values and behaviours or to investigate substantial (normally not anonymous) allegations made about a particular student's conduct. Findings of the Fitness to Practise Committee may be:

- a. No further action
- b. Student receives a formal warning about misconduct
- c. Student fitness to practise is judged to be impaired and they receive a sanction - conditions or undertakings, suspension from medical studies for a specific period, prevention from graduating or termination of medical studies.

A student's attendance at the Professionalism Committee or a Fitness to Practise hearing may be shared with the General Medical Council.

7.5 In the case of a student whose conduct, clinical ability, knowledge or health gives rise to concerns that patient safety or the student's personal well-being could be compromised, the Dean of Medicine, following consultation with relevant medical school staff, may temporarily debar the student from all or

any work on the course. As soon as circumstances permit, the student may either be reinstated or be subject to procedures in accordance with the Fitness to Practise Regulations.

7.6 Students are referred to: <https://www.gmc-uk.org/education/undergraduate/studentftp.asp>

## 8 SUSPENSION OF STUDIES AND RE-ENTRY

8.1 A student may be permitted to withdraw temporarily from the Medical Course due to unforeseen health or personal circumstances with the permission of the Year Lead. This will involve a financial assessment being completed with the Professional Services Student Support Team, to ensure that the financial impact of any withdrawal is evaluated and made clear to the student. Students are also encouraged to meet with an Education and Guidance Support Tutor to discuss their reasons for withdrawal, so that support can be offered at the time of withdrawal and on return.

8.2 Where the reason for the withdrawal is health-related a return to the course will require a medical report that confirms not only that they are fit to return to studies but that the issue has been resolved satisfactorily. This will include an assessment from Occupational Health. Particular study may be prescribed on the student's return to enable them to resume the course. A meeting will also be arranged with the Year Lead to ensure educational needs are in place to aid in progression. Students who require a visa to study in the UK will need to provide evidence of their fitness to resume studies before their visa will be issued.

8.3 A student who has been temporarily withdrawn from the course for a period of greater than one academic year will normally be required on return to enter an earlier year of the programme, even if the year(s) had previously been successfully completed. Such decisions are made by the Dean informed by recommendations made by the Support and Progress Case Management Group.

8.4 Where students have been absent from their studies for a significant period of time (minimum 1 full academic year), the school will require students to sit a re-entry exam. The purpose of such an exam is to assess the student's knowledge and clinical skills to ensure that they are still relevant and up to date with the current curriculum and standards.

It is important for the school to ensure that the students' skills have not significantly deteriorated during the absence. This is crucial to maintain the quality and safety of patient care. By requiring a re-entry exam, the school can evaluate the student's proficiency and identify any gaps in their knowledge or skills that may have occurred during the absence. It helps ensure that the returning student is adequately prepared to continue their studies and perform the necessary clinical tasks. Such decisions are made by the Dean informed by recommendations made by the Support and Progress Case Management Group. Where a student does not demonstrate the appropriate level of knowledge and skills in all assessments, they will be offered readmission into an earlier stage of the course.

## DEGREE OF BACHELOR OF MEDICAL (BMSc) REGULATIONS

The following regulations for Degree of Bachelor of Medical (BMSc) with Honours have been revised to bring them into harmony with the new MBChB regulations

- [1] The Degree of Bachelor of Medical Science may be conferred as an Honours Degree or without classification.
- [2] There shall be three grades of Honours, to be called First, Second and Third Class. The Second Class shall be divided into an upper and lower division.
- [3] Every candidate for the Degree, unless granted a concession or exemption under these Regulations must attend in the University, or another University approved by the School Board, during not less than nine academic months, courses of instruction in subjects prescribed in these Regulations, and must pass the Degree examinations similarly prescribed.
- [4] Intercalation will only be permitted between years 3 & 4 of MBChB, or Years 2 & 3 of BDS
- [5] Before being admitted to any course for the Honours Degree of Bachelor of Medical Science, a candidate must, depending on their background, fulfil either item (A) or item (B):



[A] (i) have completed successfully the First 3 Years Professional Examinations for the Degree of MBChB in the University or completed an agreed number of years at another medical school;

(ii) satisfy the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and

(iii) have the permission of the Dean of School of Medicine or his/her nominee.

[B] (i) have completed successfully the First and Second Professional Examinations for the Degree of BDS in the University or the equivalent;

(ii) satisfy the respective Course Leader(s) in consultation with the Head(s) of the Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and

(iii) have the permission of the Dean (or his/her nominee) of Dentistry.

[6] A candidate for the Honours Degree shall be required to pursue, for at least two semesters and to the satisfaction of the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned, a course of advanced study, hereinafter referred to as the Honours Year, in one or more of the subjects listed in the Schedule to these Regulations provided below.

[7] Subject to the approval of the School Board a candidate who has been registered as a dental or medical student of the University of Dundee for at least two and three years respectively, may pursue the studies for the Honours degree in another university or institution with the permission of the Dean of School of Medicine or Dean of the Dentistry (or his/her nominee respectively).

#### ASSESSMENT

[8] A candidate shall be required to complete successfully the examinations described in Regulation 10.

[9] Before being admitted to the written and oral parts of the Degree examination a candidate must have duly performed the work of the Honours year.

[10] Degree examinations in all BSc Honours courses shall be held during the academic year and at a time that is specified by the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned over the two semesters; the entire examination may be attempted at a single period of examination.

[11] In those BSc Honours course where the Degree examination is used this may consist of: (a) written examination, (b) oral examination, (c) assessment of the work of a candidate either by practical examination or by such other means, which may include a dissertation and viva, as the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned may determine.

[12] A candidate whose results in examination do not, in the opinion of the examiners, justify the award of Honours may, if the examiners so recommend, be awarded the Degree of BSc without classification.

[13] A candidate, prevented by illness or other sufficient cause, from beginning or completing the Honours Degree examination may, if the examiners so recommend: (a) be awarded Honours within one of the classes described in Regulation 2 above, or (b) be awarded unclassified Honours, or (c) be awarded the Degree without classification, or (d) be permitted to apply to the School Board for permission to take the examination at a later diet of examination. Any student who was absent from any assessment procedure and has failed to provide the school with sufficient evidence of mitigating circumstances will be deemed to have failed that assessment.

[14] The list of candidates from each course who have successfully completed the Honours Degree examination must be signed by not less than three examiners of whom at least one shall be an external examiner.

#### WITHDRAWAL & PROGRESSION

[15] Students may withdraw from the Intercalated BSc programme after consulting with the Dean of the School of Medicine or Dean of Dentistry (or his/her nominee respectively) without this affecting their return to their respective medical or dental degrees

[16] Students, who do not complete the requirements to be awarded the Intercalated BSc Honours Degree, are still allowed to return to their respective medical or dental degrees;

## ATTENDANCE

[17] Students are expected to attend all lectures, seminars, workshops and other related activities as per the respective course timetable unless given special permission by the respective course leader(s) and in line with the general MBChB regulations.

## SCHEDULE

The subjects referred to in Regulation [5] are Anatomy; Applied Orthopaedic Technology\*; Cardiovascular and Diabetes Medicine; Healthcare Improvement\*; Forensic Medicine; Genetics, Cancer and Personalised Medicine; Human Reproduction, Assisted Conception and Embryonic Stem Cells; International Health; Neuropharmacology and Behaviour\*.

[Please note that Items with an \* are only applicable to medical students]

## GATEWAY TO MEDICINE REGULATIONS

### 1. Introduction

1.1 The purpose of this document is to detail the regulations for the Gateway to Medicine programme. These regulations are additional to and should be read in conjunction with the University of Dundee, Senate Regulations, which apply to all undergraduate programmes, unless otherwise stated.

<https://www.dundee.ac.uk/governance/governance/senate/>

1.2 Gateway to Medicine students in the School of Medicine must comply with these regulations. Regulations are reviewed every academic year and pertain to the current year of study. In exceptional circumstances a concession to allow relaxation of a specific regulation may be granted by the Dean of Medicine or their nominee.

Students are also directed to:

- The appropriate **Course Handbook** for detailed structure of their programme
- The individual Module **Study Guides** for information on timetable, assessment

### 2. The Gateway Programme Information and Communication

2.1 Before entering the programme candidates must satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board, as published in the University Prospectus.

2.2 Every candidate, unless granted exemption under the terms of these Regulations, must undertake study in subjects outlined in the relevant programme specification and satisfy the examiners in these modules. Assessment requirements for each module are determined by the individual University of Dundee School offering the modules.

2.3 Students who have satisfied all of the Gateway to Medicine Programme progression requirements and have, in addition, passed (grade D3 or above) module MS10100 (Student Selected Component: minimum 10 credits at SCQF level 8), may be permitted exemption from repeating MS10100 (or equivalent) during the first year of the Medicine Programme where the SSC undertaken during the Gateway Programme is considered to be appropriate for RPL. In such circumstances the grade awarded for the module during the Gateway Programme will be carried forward unless the student opts to undertake a second level 8 SSC in another subject area during the 1MBChB academic year. In the latter case the new grade will stand.

2.4 Satisfactory performance requires an average of B3 or above across a minimum of 120 credits at SCQF Level 7 minimum during a single academic year unless alternative requirements have been agreed by the Dean. Students who pass a resit/retrieval of a previously failed module will receive a capped grade of D3 for that module. The D3 grade will count toward the B3 average grade required for progression.

2.5 The security of all information held at University of Dundee is covered by Data Protection legislation, a guide to which can be found at: <https://www.dundee.ac.uk/information-governance/data-protection>

### **3. Attendance and Student Progression**

3.1 Progression from the Gateway Programme onto the Medicine Programme requires satisfactory academic performance in the qualifying assessments during a single academic year unless granted exemption or postponement by the Dean and/or the Board of Examiners. Satisfactory academic performance is defined as follows:

- a) An attendance of 85% or above at all timetabled classes
- b) An overall module grade average of B3 or above for a minimum of 120 credits of study at a minimum of SCQF level 7. Students who pass a resit/retrieval of a previously failed module will receive a capped grade of D3 for that module. The capped D3 grade will count towards the B3 average required for progression
- c) No unresolved professionalism (Fitness to Practise) concerns

3.2 Students are expected to attend all the teaching sessions appropriate to their programme. Students must inform the Medical School Undergraduate Office immediately if they are unable to attend any part of the programme or any of its assessments. In case of illness, they must produce a self-certificate for any period of absence. If a period of absence due to illness is more than seven days, they must provide a certificate from their doctor. In addition, students must inform the Programme Lead and the Medical School Undergraduate Office.

3.3 Students may be referred to the Support and Progress Case Management Group if there are academic, health, social or other factors which may impact on their ability to progress through the programme in a standard way.

3.4 A student may be permitted to withdraw temporarily from the Gateway Course due to unforeseen health or personal circumstances with the permission of the Programme Lead in discussion with the Dean and Head of the Undergraduate Division. Formal evidence such as a medical certificate may be required.

3.5 Where the reason for the withdrawal is health-related a return to the course will require a medical report that confirms not only that the student is fit to return to studies but that the issue has been resolved satisfactorily. This may include an assessment from University Occupational Health or a letter from the student's General Practitioner. Particular study may be prescribed on their return to enable them to resume the course.

### **4. Assessment of Professionalism**

It is Medical School policy to record lapses in the professional behaviour of undergraduate students. Students are informed of any lapses as soon as possible after they are recorded. Six Lapse in Professionalism points are normally the threshold for referral to the Student Support and Progress Case Management Group/Professionalism Committee and consideration of debarment from the overall assessment. Debarment normally counts as examination/assessment failure and automatic failure to progress from the Gateway Programme onto the Medicine Programme. Concerns may be raised by other routes regarding a student's professional values and behaviours which will also result in these considerations being made. For example, attendance, behaviour or academic integrity concerns raised by other Schools that are providing module teaching and learning to the student concerned. Such concerns and any lapse in professional implications associated with these. Such concerns and any lapses in professionalism implications will be considered on a case-by-case basis.

### **5. Pass with Merit or Distinction**

5.1 The current University of Dundee Assessment Policy does not apply award classifications for sub-ordinary qualifications.

## **6. Class Medal**

At the discretion of the School of Medicine and the Gateway Programme Examination Board a class medal or alternative may be awarded annually.

## **7. Mitigating Circumstances**

3. Where students consider themselves to have experienced circumstances beyond their control that have adversely affected their performance in, or ability to undertake, summative assessment they are referred to the University and School Policies on Mitigating Circumstances. Module Level impacts should be directed to the School offering the module. Programme-wide impacts should be directed to the Medical School.

## **8. Appeals**

Appeals are managed in accordance with the University's appeal procedures.

## **9. Award of the Certificate of Higher Education (CertHE):**

9.1 The award of Certificate of Higher Education in Life Sciences (for Medicine) requires satisfactory academic performance in the qualifying assessments for each module unless granted exemption or postponement by the Dean and/or the Board of Examiners. Satisfactory academic performance is defined as follows:

- An attendance of 85% or above at all timetabled classes.
- An overall module grade average of D3 or above (the "pass" grade) for a minimum of 90 credits of study at a minimum of SCQF level 7 unless alternative requirements have been agreed by the Dean and/or the Board of Examiners. Students who pass a resit/retrieval of a previously failed module (i.e. attain a grade of D3 or above) will receive a capped grade of D3 for that module. The capped D3 grade will count towards the D3 average required for award of the Cert HE. To be eligible for transfer onto level 2 of a Life Sciences or Anatomical Sciences BSc programme or Psychology degree programme students normally require having passed (D3 grade) 120 credits of study at SCQF level 7 or above.

## **10. Termination of Studies**

A candidate who has failed to perform required work, failed to complete the programme satisfactorily in any other regard or has unresolved issues regarding professional values and behaviours will not be able to progress on to study the MBChB Medicine degree subject to a right of appeal to the University Senate or be permitted to continue under such conditions

## PRE-REGISTRATION PROGRAMME REGULATIONS

- BSc Nursing (Hons) (Adult/Child/Mental Health)
- MSc Nursing (Adult/Child/Mental Health)
- BSc (Hons) Nursing (Child/Mental Health Dual Award)
- MSc Nursing (Child/Mental Health Dual Award)

Note: the powers and duties conferred upon the Senatus Academicus (Senate) under these regulations have been delegated to the School Board of Health Sciences. Unless otherwise stated, reference to School Board means the School Board of Health Sciences.

## ADMISSION

1. Before entering a programme of study for the Bachelor of Science (Nursing), a candidate shall satisfy the University of Dundee entrance requirements, including suitability for their intended field of practice, along with additional professional requirements specified by the NMC and School Board. [Standards for pre-registration nursing programmes \(nmc.org.uk\)](https://www.nmc.org.uk)

1.1 Before entering a programme of study for the Bachelor of Science (Hons) Nursing, a candidate shall be required to demonstrate learning at least equivalent to 120 SCQF credits at level 7, which would meet the requirement for entry into Year 2 of a University of Dundee programme. This will be managed through the School's RPL process.\*

1.2 Before entering a programme of study for the MSc Nursing, a candidate shall be required to possess a first degree.

1.3 There will be no opportunity for students to step up. That is, to move from the Ordinary degree to the Honours degree or from Honours to Masters degree. This is due to the different entry tariffs that apply to each route.

## DURATION OF STUDY

2. Having matriculated for the Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing or the MSc Nursing, a candidate's programme of study shall be pursued in consecutive academic years except with the special permission of the Senate.

2.1 All matriculated students must complete the Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing or the MSc Nursing programme within 5 years of the initial matriculation date.

2.2 Students for the Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing or the MSc Nursing must

- attend the University during not less than three academic years and meet the NMC requirement of 4600 hours of both theory and practice
- Dual Award: attend the University during not less than four academic years for a dual registration award and meet the programme requirement for 5996 hours over theory and practice
- undertake all modules prescribed in the programme schedule and
- pass all the assessments similarly prescribed.

## ATTENDANCE AND ENGAGEMENT MONITORING REQUIREMENTS

3 [Student attendance and engagement policy | University of Dundee](#)

3.1 Students are required to attend all centrally timetabled scheduled teaching events (where this is a feature of the study programme) in all years of study unless flexibility in attendance has been approved for an individual student as part of their individual learning plan by their School.

3.2 Attendance on campus and engagement online will be monitored for all centrally timetabled teaching events across all years of study.

3.3 Schools with programmes accredited by professional bodies (e.g. Dentistry, Education, Engineering, Medicine, Nursing\*) will align the approach with their regulatory requirements, e.g. this may require additional monitoring of learning, teaching and assessment activities.

3.4 The threshold for intervention is when a student's attendance at centrally timetabled scheduled teaching events drops below 80%. For accredited programmes this may be higher\*.

**\*Nursing programmes:**

*The expectation is 100% engagement in theory (face-to-face/online) and practice elements of the programme.* However, a student who for any reason does not meet 80% attendance in theory for each module (face-to-face/online) and 80% in practice may be required to take a period of temporary withdrawal or have their studies terminated through decision at Board of Examiners. For those in receipt of SAAS bursary, this will have implications.

A student whose attendance, conduct and work in any class or placement in any academic year has been unsatisfactory may not be entitled to proceed to the assessment for that subject. The viability of the continuation on the programme may be questioned if there is evidence of lower than expected levels of attendance or engagement.

3.5 Where a student's attendance or engagement falls below the threshold within a 7-day period, the student will be alerted. If the student's attendance or engagement continues to fall below the threshold after 14 days, there will be a further alert. After 21 days, a member of academic staff will make contact to offer support. Such intervention will include directing students to appropriate sources of support, including that available through the Support Hub, Academic Skills Centre and DUSA.

3.6 For students who hold a Student visa (formerly Tier 4), poor attendance and engagement can have potentially serious implications because the UK Government attach conditions to the visa which must be fulfilled. These conditions include the requirement for regular attendance and engagement in all aspects of learning and study. The University has a legal responsibility to record and report attendance and engagement to the Home Office. [Immigration Compliance | University of Dundee](#)

## CURRICULUM

4 The programme shall normally consist of 36 months study and a student will specialise in one of the following fields of nursing: Adult, Mental Health or Child Nursing.

4.1 The programme for the **dual award** shall normally consist of 4 academic years study and a student will specialise in two fields of nursing: Mental Health and Child Nursing.

4.2 Each year of the programme of study for the Bachelor of Science Nursing, Bachelor of Science (Hons) Nursing or the MSc Nursing shall consist of 45 weeks.

4.3 Programmes of study (modules) leading to the award of the Bachelor of Science (Nursing) are offered at three levels: Scottish Credit and Qualification Framework (SCQF) levels 7, 8 and 9.

4.3.1 Programmes of study (modules) leading to the award of the Bachelor of Science (Hons) Nursing are offered at four levels: Scottish Credit and Qualification Framework (SCQF) levels 7, 8, 9 and 10.

4.3.2 Programmes of study (modules) leading to the award of the MSc Nursing Degree are offered at five levels: Scottish Credit and Qualification Framework (SCQF) levels 7, 8, 9, 10 and 11.

- 4.4 The SCQF level and points for per year:  
 4.4.1 the Bachelor of Science (Nursing) programme consists of:

	Year 1	Year 2	Year 3	Total for BSc 360
SCQF Level 7	120 points 1 x 10/ 2 x 20/1 x 30 /1 x 40			
SCQF Level 8		120 points 2 x 10 / 3 x 20 1 x 40		
SCQF Level 9			120 points 2 x 10 / 1 x 20/ 2 x 40	
Total per year	120	120	120	

- 4.4.2 the Bachelor of Science (Hons) Nursing programme consists of:

	Year 1	Year 2	Year 3	Total for BSc (Hons) 480
SCQF Level 7	40 points 1 x 40			
SCQF Level 8	80 points 1 x 10/2 x 20/1 x 30	40 points 1 x 40		
SCQF Level 9		50 points 1 x 10 / 2 x 20	40 points 1 x 40	
SCQF Level 10		20 points 1 x 20	90 points 1 x 10 /2 x 40	
Total per year	120 +120 RPL	110	130	

- 4.4.3 the Bachelor of Science (Hons) Nursing *dual award* programme consists of:

	Year 1	Year 2	Year 3	Year 4	Total for BS
SCQF Level 7	100 points 1 x 10/1 x 20/ 1x30 /1 x 40				
SCQF Level 8	20 points 1 x 20	110 points 1 x 10 / 3 x 20 / 1 x 40			

<b>SCQF Level 9</b>		20 points 1 x 20	60 points 1 x 20 / 1 x 40	40 points 1 x 40	<b>(Hons) (Dual) 520</b>
<b>SCQF Level 10</b>			100 points 1 x 20 / 2 x 40	50 points 1 x 10 / 1 x 40	
<b>Total per year</b>	120	130	180	90	

4.4.4 the MSc Nursing programme consists of:

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total for MSc 380</b>
<b>SCQF Level 7</b>	40 points 1 x 40			
<b>SCQF Level 8</b>	50 points 1 x 20 / 1 x 30	40 points 1 x 40		
<b>SCQF Level 9</b>	10 points 1 x 10	20 points 1 x 20	40 points 1 x 40	
<b>SCQF Level 10</b>	20 points 1 x 20	10 points 1 x 10		
<b>SCQF Level 11</b>		40 points 2 x 20	110 points 1 x 10 / 1 x 40 / 1 x 60	
<b>Total per year</b>	120	110	150	

4.4.5 the MSc Nursing programme **dual award** consists of:

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total for MSc (Dual) 520</b>
<b>SCQF Level 7</b>	40 points 1 x 40				
<b>SCQF Level 8</b>	50 points 1 x 20 / 1 x 30	60 points 1 x 20 / 1 x 40			
<b>SCQF Level 9</b>	10 points 1 x 10	20 points 1 x 20	60 points 1 x 20 / 1 x 40	40 points 1 x 40	
<b>SCQF Level 10</b>	20 points 1 x 20	10 points 1 x 10			
<b>SCQF Level 11</b>		40 points 2 x 20	120 points 1 x 20 / 1 x 40 / 1 x 60	50 points 1 x 10 / 1 x 40	



<b>Total per year</b>	120	130	180	90	
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4.5 The form and content of the modules, assessments and examinations for the Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing and MSc Nursing shall be as prescribed by Senate from time to time and as detailed on the module site.

#### ASSESSMENT (THEORY AND PRACTICE (INCLUDING SIMULATED PRACTICE))

5 The method of examining the performance of students shall be such as may be determined by the examiners, approved by the University Quality and Academic Standards processes and published on the module site.

5.1 In order to complete the requirements for the award of Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing and MSc Nursing, students must satisfy the examiners in all elements of the theoretical and practice assessments for the award.

5.2 Mitigation should be presented where a candidate is experiencing personal difficulties which they consider may affect academic or practice performance. Any candidate presenting mitigating circumstances must do so using the mitigating application form and this should normally be submitted prior to the assessment submission date. [Mitigating circumstances application form and deadlines | University of Dundee](#)

#### BOARD OF EXAMINERS

6 Senate has delegated the following authority and powers to Boards of Examiners:

- to determine that degrees, diplomas and certificates can be conferred;
- to determine the classification of degrees;
- to approve pass lists and the progression of candidates to the next stage of their programme of study; and
- to make decisions on outcomes for students who have not met the requirements to progress to the next stage of their programme of study.

The authority to confer awards lies with Senate.

6.1 Meetings to decide on progression and degree awards may be conducted separately if required. Where these are held separately, external examiners must be present at the Award Boards but are not required to attend the Progression Boards unless deemed necessary by the School/discipline or relevant Professional, Statutory and Regulatory Body (PSRB).

6.2 The main Board of Examiners for Progression and Completion will be held in September/October. However, the progress of students will be considered throughout the academic year.

#### PROGRESSION AND TERMINATION OF STUDIES

7 Each student must pass all the assessments required in each year (Part) of the programme. Progression between each level and each year is dependent upon successful completion of all modules in the preceding year and at the preceding level.

7.1 A student who fails to satisfy the examiners in any item of assessment will normally be given **one** further opportunity for re-submission.

7.2 Exceptionally, provided students have submitted an assessment for the first attempt and/or retrieval attempt, and there have been no double non submissions, students may be offered an additional attempt at ONE failed graded module (i.e. not Skills for Practice which is pass/fail only). Additional attempts will be scheduled and communicated accordingly.

7.3 Students who have failed up to, and including 40 credits (over more than one module), will have their studies terminated and will have the right of appeal: [Termination of studies \(appeals\) regulations | University of Dundee](#). Students will remain on the programme until the Appeal is considered. If the appeal is upheld, students will be given dates to complete outstanding assessment whilst remaining on programme.

- These assessments require to be passed before the end of semester 1 of the following academic year to ensure continuation on the programme
- If the assessments are failed then a student would be presented to a Board of Examiners for further consideration. Examples of possible outcomes may be discontinuation from the programme, or a period of temporary withdrawal to complete assessments off programme before returning to studies.

7.4 A student who has over 40 credits outstanding by the end of the academic year will have their studies terminated however students will normally have the right of appeal: [Termination of studies \(appeals\) regulations | University of Dundee](#). Students will NOT remain on the programme. If the TOS (Appeal) is upheld, then students may have the opportunity to complete outstanding assessments off programme and return to complete the programme at an appropriate point the following year if assessments are passed, or repeat a year if applicable.

Students who are returning to studies, following successful completion of outstanding work, will discuss with the Head of Studies/Year Lead an appropriate point to return.

Submission	Re-submission	Potential exceptional 3 <sup>rd</sup> attempt	TOS (Appeal)  Up to and including 40 credits  On programme: assessments should be passed before the end of semester 1 to remain on programme	TOS (Appeal)  Over 40 credits  Off programme: assessments to be passed before recommencing the programme at an appropriate time, or repeat a year
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7.5 If a student fails a practice learning experience (PLE) due to non-achievement of the required elements, they will have the opportunity to retrieve this assessment in the subsequent PLE. If there should be a second failed PLE assessment due to performance and/or ability, the student will have no further chance to retrieve and will be terminated from the programme with the right of appeal: [Termination of studies \(appeals\) regulations | University of Dundee](#)

7.6 A student may not fail more than one PLE assessment in any academic year (following retrieval) and must not fail any more than 3 PLEs over the programme or studies will be terminated with right of appeal.

7.7 If a student fails to complete a PLE due to absence or mitigating circumstances, then these cases will be reviewed on an individual basis

7.8 Two out of the three PLEs, including the progression PLE, should be successfully passed to allow progression into the next Part/Year of the programme.

**Note:** In order to be supported to undertake a PLE students must be demonstrating engagement in, and successful completion of the theoretical part of the programme. Any student who by virtue of either failing or non submission of theoretical work may be deemed not to have the required theoretical underpinning to progress to PLE. Students who fall into this category will be required to temporary withdraw

from the programme until such time as the Board of Examiners meets. For students in receipt of a bursary, such a period of withdrawal will be without bursary.

## COMPLETION OF STUDIES

### 8 Non-honours undergraduate degrees—definition of merit and distinction

The standard definitions for awards of all non-honours (ordinary) undergraduate degrees with merits or distinctions are as follows:

- An ordinary degree may be awarded 'with distinction' to candidates who have undertaken a programme of studies which consists of at least 120 credits at SHE level 3 (SCQF Level 9) where students have achieved a B3 or above for each of the graded modules that contribute to the stage 3 assessment. A minimum of **80** credits must be derived from graded modules in order for candidates to be eligible for a distinction. Students will not be eligible for an award 'with distinction' where there have been failed modules that have been retrieved through resubmissions or resits unless there are documented extenuating circumstances that have been considered and approved by the relevant Mitigating Circumstances Committee.
- An ordinary degree may be awarded 'with merit' to candidates who have undertaken a programme of studies which consists of at least 120 credits at SHE level 3 (SCQF Level 9) where students have achieved a C3 or above for each of the graded modules that contribute to the stage 3 assessment. A minimum of **80** credits must be derived from graded modules in order for candidates to be eligible for a merit. Students will not be eligible for an award 'with merit' where there have been failed modules that have been retrieved through resubmissions or resits unless there are documented extenuating circumstances that have been considered and approved by the relevant Mitigating Circumstances Committee

**Note:** Nursing Skills and Practice which is not graded is not included

8.1 For the honours programmes, the degree classification should be determined using a combined average of the module grades from stage 3 (Year 2) and stage 4 (Year 3) weighted 40:60. Note that the stage weighting is based on the year of study and not the SCQF level. For example, an SCQF level 10 module taken at stage 3 (Year 2) would be weighted as 40, and an SCQF level 9 module taken at stage 4 (Year 3) would be weighted as 60

8.2 Students will be permitted to resit modules at stage 4 (Year 3) for the purposes of Professional Registration. The honours degree classification will be determined using the module grades attained at the first attempt.

8.2.1 Students on honours degree programmes who exit with an ordinary degree are eligible for an award with distinction or merit using the criteria described in 8. In cases where candidates do not meet the minimum requirements for their intended standard honours degree (i.e. where students graduate after completion of SHE level 4), an ordinary degree may be awarded where at least 50% of the stage 3 and 4 modules (i.e. 120 credits) have been graded at D3 or above

8.3 The Masters Degree may be awarded "*with distinction*" to candidates who have achieved a grade of at least A5 or above for at least 50% of the assessed work at level 11 (ie **75** credits of a **150** credit programme) plus an overall average of B1 or better. The Masters Degree may be awarded '*with merit*' to candidates who have achieved a grade of B3 or above for at least 50% of the assessed work (ie **75** credits of a **150** credit programme) plus an overall average of C1 or better

8.3.1 Students shall not be eligible for an award with merit or distinction where there are failed modules that have been compensated or condoned, or retrieved through resubmissions or resits, unless there are documented extenuating circumstances that have been considered and approved by the relevant Mitigating Circumstances Committee.

**Note:** Nursing Skills and Practice is at SCQF Level 9 which is not graded and not included

8.4 Where a candidate has mitigation substantiated by appropriate documentary evidence, the Board of Examiners may use discretion in considering whether a distinction or merit award is made

8.5 For the purposes of registration with the Nursing and Midwifery Council, all assessments which make up the programme must be passed. Compensation and condonement are not supported by the Nursing and Midwifery Council

8.6 Candidates whose studies are terminated and have accrued sufficient points at the prescribed level and have satisfied all other assessment requirements as prescribed in the programme handbook may be submitted for the award of Certificate or Diploma of Higher Education in Health Studies or Post Graduate Certificate or Post Graduate Diploma of Higher Education as detailed in the programme handbook.

8.7 BSc candidates who have completed all theoretical assessment but have failed to satisfy the final practice component may undertake non-clinical modules equal to the SCQF level and credits of the practice component and exit with a BA general degree subject to approval of the Board of Examiners. Such candidates will not be presented for registration with the Nursing and Midwifery Council.

8.8 MSc candidates who have completed all theoretical assessment but have failed to satisfy the final practice component by virtue of exceptional circumstances e.g. significant health issues, will be presented for an MSc Health Studies providing the candidate has achieved all the programme requirements for the award. A general MSc degree requires 150 SCQF points at level 11, which would include RPL of 90 credits, PASK 3 (60 credits), Enhancing Healthcare Practice in Adult/Child/Mental Health (40 credits) and Enhancing Transition to Registration (10 credits) 40 credits at level 9, subject to approval by the Board of Examiners. Such candidates will not be presented for registration with the Nursing and Midwifery Council.

8.9 A candidate whose studies have been terminated under Regulation 3, Regulation 6 or Regulation 7 may appeal to the Senate for leave to continue studies.

8.10 A candidate whose appeal against termination of studies is successful may continue studies subject to such conditions as the Associate Dean Learning and Teaching or Head of Studies may determine.

#### STEP DOWN ARRANGEMENTS HONOURS/DUAL AWARD/MASTERS

9 Step down may be an appropriate course of action for a variety of reasons but is most likely to occur as a consequence of student choice and/or academic failure at the higher level.

##### 9.1 BSc Honours Programme to BSc

1 Modules and credits awarded to each module are the same in Years 1 and 2 therefore, there will be an opportunity for students to 'step down'

2 The final opportunity for 'step down' will be at the end of semester one in year 2

3 Exit awards for students who leave before the end of the programme will be as follows:

All theory and practice completed in year 1 Certificate in Health Studies

All theory and practice completed for year 1 and 2 Diploma in Health Studies

##### BSc Honours Programme dual award to BSc Hons (single award)

1 Modules and credits awarded to each module are the same in Years 1 and therefore, there will be an opportunity for students to 'step down' at this point.

2 The final opportunity for 'step down' will be at the end of year 2. At this point the students can progress to complete the hours and credits for a single award.

3 Exit awards for students who leave before the end of the programme will be as follows:

All theory and practice completed in year 1 Certificate in Health Studies

All theory and practice completed for year 1 and 2 Diploma in Health Studies

##### 9.2 Masters Programme to BSc Hons

1 Modules and credits awarded to each module are the same in Years 1 and 2 therefore, there will be an opportunity for students to 'step down'

2 The final opportunity for 'step down' will be at the end of year 2.

3 Exit awards for students who leave before the end of the programme will be as follows:

All theory and practice completed in year 1 - Certificate in Health Studies

All theory and practice completed for year 1 and 2 - Post Graduate Certificate in Health

Studies

Masters Programme dual award to MSc single award

1 Modules and credits awarded to each module are the same in Years 1 and therefore, there will be an opportunity for students to 'step down' at this point.

2 The final opportunity for 'step down' will be at the end of year 2. At this point the students can progress to complete the hours and credits for a single award.

3 Exit awards for students who leave before the end of the programme will be as follows:

All theory and practice completed in year 1 Certificate in Health Studies

All theory and practice completed for year 1 and 2 Post Graduate Certificate in Health

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#### FITNESS TO PRACTISE

10 Fitness to practise is about ensuring public protection and maintaining and upholding professional standards. It is also about maintaining trust and confidence in the relevant professions [Fitness to practise | University of Dundee](#)

10.1 A student's fitness to practise is called into question when their professional behaviour falls below expected levels or where their health raises a serious or persistent cause for concern about their ability to continue on their course, or to practise in their field after registration.

10.2 Outcomes including attitude, ethical stance, communication skills and professionalism are part of the core curriculum and satisfactory standards must be achieved as part of the academic assessment process. [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates - The Nursing and Midwifery Council \(nmc.org.uk\)](#)

10.3 Additional factors which could affect the fitness of a candidate to practice nursing are not included in the academic assessment process. Such factors include criminal conviction, mental health issues, disabling physical illness, substance dependency or the development during the programme of an infectious illness that may put patients at risk.

10.4 For such eventualities the School has formally constituted a Fitness to Practise Committee to review and determine any candidate's Fitness to Practise.

10.5 The Fitness to Practise Committee may also be called to determine if there is a genuine doubt about any aspects of a candidate's professionalism, attitude, and ethical stance or to investigate substantive (non-anonymous) allegations made about a particular candidate's conduct.

10.6 A finding by the Fitness to Practise Committee that any outcome is unsatisfactory will have an effect equal to failing an academic assessment.

10.7 This may result in a determination that the candidate has failed the programme and/or is required to repeat any element of the programme as the School Board may decide with all ensuing consequences including

## POST-REGISTRATION PROGRAMME REGULATIONS

- Bachelor of Science Nursing
- Bachelor of Science Midwifery
- Bachelor of Science Health Sciences
- Bachelor of Science Infection, Prevention and Control

The powers and duties conferred upon the Senatus Academicus (Senate) have been delegated to the School of Health Sciences.

Unless otherwise indicated, reference to School Board means the School Board of Health Sciences.

### 1.1 GENERAL

1.1.1 All awards will be made on the basis of the accumulation of SCQF (Level9) credits\*. The Bachelor of Science Nursing (BScN)/Bachelor of Science Midwifery (BScM)/Bachelor of Science Infection Prevention and Control (BScIPC) degree each require 120 SCQF credits at level 9. Students entering Bachelor of Science Health Sciences (BScHS) degree have to demonstrate that they have achieved Higher National Diploma (HND) qualification or equivalent.

1.1.2 Each award must include successful completion of all the modules and other assessed work required for the award and as specified in the programme specification.

1.1.3 A candidate must undertake a course of instruction approved by the School Board of Health Sciences comprised of subjects listed from time to time in the syllabus of modules for the programme.

1.1.4 Candidates will normally be expected to register for the full Bachelor Degree.

1.1.5 Students will normally only be allowed to take one module or double module on a stand-alone basis, after which if they wish to continue with their studies, they must register for a full programme. For the stand-alone module to be counted towards the degree, it must have been completed within the previous five years. In the case of students who would have otherwise required the full 120 credits for the award and who have one stand-alone module accredited towards their degree, they will normally have two and a half years from the point of entry to complete their studies. Where students have failed and been previously discontinued from a stand-alone module and thereafter enter the Degree programme, this fail will not be carried forward.

If a student already possesses a nursing, midwifery or health sciences degree they may undertake an unlimited number of modules on a stand-alone basis. Students will only receive module credit for these and will not be eligible for a further award unless they wish to register for a different programme than that already gained.

### 1.2 ADMISSION

1.2.1 Candidates entering a course of study referred to in these regulations will normally have accumulated 240 SCQF\* points including 120 at level 7 and 120 at level 8. For the BSc Health Sciences degree students should have a relevant HND qualification (or equivalent).

1.2.2 BSc Nursing and BSc Midwifery entrants must be registered with the Nursing and Midwifery Council or the equivalent professional regulatory body overseas. Entrants to the BSc Health Sciences programme must be able to apply their degree studies to their role.

1.2.3 Candidates whose first language is not English are required to successfully complete an IELTS test to demonstrate their proficiency in the English language at the start of the programme. The minimum overall band score is 6.5, with no less than 6.0 in each of the listening, speaking, reading and writing categories.

Note: English language tests should be no more than two years old on the start date of the course.

1.2.4 Every candidate will be required to matriculate as a student of the University and pay all outstanding fees before graduating.

## Note

As the entry level to these programmes of study is SCQF\* level 9, candidates who have successfully completed pre-registration courses at pre-diploma level and have not undertaken any other post registration modules may have a deficit of points at SCQF level 8. This will be dealt with as an RPL issue.

### 1.3 DURATION OF STUDY

1.3.1 A candidate may complete the course of study for an award on a part time or full time basis. Part time students may only take one module per semester and full time students will take two modules per semester.

1.3.2 Candidates studying full time will normally complete the award within one academic year. Where the minimum points required for completion of the award is the accumulation of 60 SCQF points\*, a candidate may complete the award over one semester.

1.3.3 Home/RUK Nursing and Midwifery students who have gained a DipHE with 300 credits will be required to undertake 60 credits having RPEL'd 60 credits from their 300 credits award. Students must undertake the core module for 30 credits and one other 30 credit module from the option choice. The Developing academic skills module is not part of the degree pathway for students requiring 60 credits.

1.3.4 Home/RUK Nursing and Midwifery who have gained a DipHE with 300 credits will be required to undertake 90 credits to undertake the BSc Infection Prevention and Control programme (60 credit IPC core modules + 30 credit BSc core module) for this award, having RPEL'd 30 credits from their 300 credit award.

1.3.5 All other students will be required to undertake 120 credits unless they have taken a stand alone module at level 9 or can submit evidence of RPEL gained within the last five years for credit towards their degree.

1.3.6 The maximum periods of study for candidates shall be as follows:

(i) Those requiring 60 credits - 18 months

(ii) Those requiring 90 credits - 24 months

Students may also temporarily withdraw for a period of up to 12 months.

### 1.4 CURRICULUM BACHELOR OF SCIENCE NURSING/MIDWIFERY/HEALTH SCIENCES/INFECTION PREVENTION AND CONTROL

1.4.1 The course of study for each of the awards is made up of the modules listed in the schedule to these regulations.

1.4.2 (i) All students must complete the core module, Developing Academic and Research Skills. With the exception of this module, any module may make up the award.

(ii) Each candidate's choice of modules must be approved by the Adviser of Studies (or Post Registration Programme Lead) or Head of Studies.

(iii) Modules may be withdrawn, amended or supplemented with the approval of the School Board.

(v) Attendance at other SCQF modules in the University and passes in the corresponding assessments may be accepted by the Dean of the School of Health Sciences as equivalent to the optional modules offered in the School of Health Sciences.

### 1.5 ASSESSMENT

1.5.1 Assessment of the work of the programme shall be such as required by the Board of Examiners and specified in the Student Handbook.

1.5.2 A candidate may also be examined orally on the work of the course if the Board of Examiners consider such an examination necessary.

1.5.3 In order to complete the requirements for an award, a candidate must satisfy the Board of Examiners in all elements of the assessment for that award.

1.5.4 Where students double fail the core module, they may \*\* retake that module in its entirety on one occasion, at their own cost

1.5.5 Where students fail an option module, they may undertake another (option) module once or alternatively retake the failed module in its entirety.

1.5.6 Students double failing two option modules will not be eligible to continue their studies and will exit the programme.

1.5.7 Students who are allowed to retake a module or take an alternative module will be charged the full fee for that module.

## 1.6 PROGRESSION

1.6.1 All modules are summatively assessed. Candidates are required to pass every element or combination of elements of each summative assessment. Candidates will normally be given one opportunity to retrieve any failed assessment.

1.6.2 The Degree may be awarded "*with distinction*" to candidates who have completed 120 credits at level 9 and who have achieved a grade of B3 or better in each of those level 9 modules at 1<sup>st</sup> attempt. The Degree may be awarded '*with merit*' to candidates who have completed 120 credits at level 9 and who have achieved a grade of C3 or better in each of those level 9 modules at 1<sup>st</sup> attempt.\*\*\*

1.6.3 Any candidate who has failed an assessment following the retrieval attempt will be referred to the Board of Examiners and may be required to discontinue studies from the programme.

1.6.4 All such candidates referred to at 1.6.3 will be notified that their studies are terminated unless there is due cause for a review under the Post graduate Appeals procedure and this must be based on one of the following:

(a) extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or

(b) procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred, or

(c) prejudice, bias or inadequate assessment on the part of one or more of the examiner.

## 1.7 BOARD OF EXAMINERS

1.7.1 The Board of Examiners shall consist of the academic staff giving instruction in the subjects of the programme together with an external examiner or examiners appointed by the Court on the recommendation of the Senate as advised by the School Board in consultation with the Head of Studies.

### Note:

\* or the equivalent credit tariff

\*\* Subject to approval of the Board of Examiners

\*\*\* Where a candidate has mitigation substantiated by appropriate documentary evidence, the Board of Examiners may use discretion in considering whether a distinction or merit award is made



## POST-REGISTRATION PROGRAMME REGULATIONS

- Bachelor of Science Nursing and Health

The powers and duties conferred upon the Senatus Academicus have been delegated to the School of Health Sciences.

Unless otherwise indicated, reference to School Board means the School Board of Health Sciences.

### 1.1 GENERAL

1.1.1.1 All awards will be made on the basis of the accumulation of SCQF (Level9) credits\*. The Bachelor of Science Nursing and Health (BScN&H) degree requires 120 SCQF credits at level 9.

1.1.2 Each award must include successful completion of all the modules and other assessed work required for the award and as specified in the programme specification.

1.1.3 A candidate must undertake a course of instruction approved by the School Board of Nursing and Health Sciences comprised of subjects listed from time to time in the syllabus of modules for the programme.

1.1.4 Candidates will normally be expected to register for the full Bachelor Degree.

### 1.2 ADMISSION

1.2.1 Registered nurses in Singapore with a valid practicing certificate (full and conditional registration only) from Singapore Nursing Board.

1.2.2 Candidates whose first language is not English are required to successfully complete an IELTS test to demonstrate their proficiency in the English language at the start of the programme. The minimum overall band score is 6.5, with no less than 6.0 in each of the listening, speaking, reading and writing categories.

**Note:** English language tests should be no more than two years old on the start date of the course.

1.2.3 Every candidate will be required to matriculate as a student of the University and pay all outstanding fees before graduating.

#### **Note**

The total credit requirement for the award is SCQF 360 credits but students can gain credit for up to 240 SCQF credits through completion of a programme leading to professional registration as a nurse\*.

### 1.3 DURATION OF STUDY

1.3.1 A candidate may complete the course of study for the award on a part time or full time basis.

1.3.2 The minimum period of study is 24 months\*\* and the maximum period of study is 36 months.

1.3.3 In exceptional circumstances, and with sufficient cause, the period of study may be extended by up to one additional year with the approval of the School Board on the recommendation of the Board of Examiners.

**Note:** \*\*To ensure PSRB requirements are met

### 1.4 CURRICULUM BACHELOR OF SCIENCE NURSING AND HEALTH

1.4.1 The course of study for the award is made up of the modules listed in paragraphs 1.4.2 (i) below.

1.4.2 (i) All students must complete the core modules; Health and Physical Assessment, Understanding Research and Statistics, Leadership in Practice, Healthcare Ethics and Law, Quality Improvement and Patient Safety, Learning and Teaching for Practice, Contemporary Practice in Palliative Care, Managing the Complexities of Older People's Healthcare.

## 1.5 ASSESSMENT

1.5.1 Assessment of the work of the programme shall be such as required by the Board of Examiners and specified in the Student Handbook.

1.5.2 A candidate may also be examined orally on the work of the course if the Board of Examiners consider such an examination necessary.

1.5.3 In order to complete the requirements for the award, a candidate must satisfy the Board of Examiners in all elements of the assessment for the award.

1.5.4 Where a student double fails a core module, they may\*\* retake that module in its entirety on one occasion, at their own cost

1.5.5 Students double failing more than two core modules will not be eligible to continue their studies and will exit the programme.

1.5.6 Students who are allowed to retake a module or take an alternative module will be charged a full fee for that module.

## 1.6 PROGRESSION\*\*\*

3.6.1 All modules are summatively assessed. Candidates are required to pass every element or combination of elements of each summative assessment. Candidates will normally be given one opportunity to retrieve any failed assessment.

3.6.2 The Degree may be awarded "*with distinction*" to candidates who have completed 120 credits at level 9 and who have achieved a grade of B3 or better in each of those level 9 modules at 1<sup>st</sup> attempt. The Degree may be awarded '*with merit*' to candidates who have completed 120 credits at level 9 and who have achieved a grade of C3 or better in each of those level 9 modules at 1<sup>st</sup> attempt.\*

1.6.3 Any candidate who has failed an assessment following the retrieval attempt will be referred to the Board of Examiners and may be subject to termination of studies.

1.6.4 All such candidates referred to at 1.6.3 will be notified that their studies are terminated unless there is due cause for a review under the Postqualifying Appeals procedure and this must be based on one of the following:

- (a) extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or
- (b) procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred, or
- (c) prejudice, bias or inadequate assessment on the part of one or more of the examiners

## 1.7 BOARD OF EXAMINERS

1.7.1 The Board of Examiners shall consist of the academic staff giving instruction in the subjects of the programme together with an external examiner or examiners appointed by the Court on the recommendation of the Senate as advised by the School Board in consultation with the BSc Nursing and Health Programme Lead and the Post Registration Programme Manager and Head of Studies.

### Note

\* or the equivalent credit tariff

\*\* Subject to approval of the Board of Examiners

\*\*\* Where a candidate has mitigation substantiated by appropriate documentary evidence, the Board of Examiners may use discretion in considering whether a distinction or merit award is made



## SCOTTISH GRADUATE ENTRY MEDICINE (SCOTGEM) MBCHB PROGRAMME REGULATIONS

### 1. INTRODUCTION

1.1 The purpose of this document is to detail the regulations unique to the Scottish Graduate Entry Medicine programme (ScotGEM). The new and innovative ScotGEM programme is a joint four-year Bachelor of Medicine and Bachelor of Surgery (MB ChB) studied full time at the University of St Andrews and the University of Dundee. The ScotGEM programme includes extended placements across four NHS Board areas (Dumfries & Galloway, Fife, Highland and Tayside) and is operated in partnership with the University of the Highlands and Islands.

1.2 ScotGEM is subject to approval by the General Medical Council and the process for accreditation has started. You should be aware that this process may not be complete before the first cohort of students is matriculated but is expected prior to graduation of the first cohort of students in June 2022.

### 2. GOVERNANCE

2.1 ScotGEM will utilise existing management and governance structures across both Universities and both Schools of Medicine. In addition, new cross-institutional structures have been established to aid partnership working:

2.1.1 ScotGEM Strategic Board: To provide a strategic overview of the programme and make decisions regards governance, in addition to providing guidance and direction regards NHS partnership.

2.1.2 ScotGEM Programme Board: To provide operational overview and direction regards operational partnership.

2.1.3 ScotGEM Joint Assessment Board: To oversee operation of the overall assessment strategy, oversee creation of formative and summative assessment and convene ScotGEM Joint Exam Boards.

2.1.4 ScotGEM Joint Exam Board: To review data from each examination in order to assure the quality of assessment content, delivery and performance; and to review special considerations and overall performance prior to determination of degree classification and graduation.

2.1.5 ScotGEM Joint Progress Committee: To review students re-engaging with studies following Leave of Absence and academic adjustments.

### 3. DEFINITION OF PRIMARY MATRICULATION

3.1 Students shall be registered at both the Universities of Dundee and St Andrews for the duration of the ScotGEM Programme. In this context, they will have access to the services offered by both Universities throughout their studies.

3.2 In addition, students will have an institution of Primary Matriculation for each year of the Programme. In Year 1 and Year 2, St Andrews will be the institution of Primary Matriculation, while in Year 3 and Year 4, Dundee will be the institution of Primary Matriculation. The rules and regulations of the Institution of Primary Matriculation apply to all students, except where ScotGEM MB ChB Programme Regulations supersede local rules.

3.3 The ScotGEM MB ChB Programme Regulations will apply to students throughout the Programme.

### 4. INFORMATION AND COMMUNICATION

4.1 The Universities makes every effort to ensure that the information it provides is accurate at the time of publication. All information that is subject to change after publication, such as course content, selection criteria, University processes and financial matters, is available and kept up-to-date on our website and communicated as appropriate: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

4.2 Students are expected to familiarise themselves with the regulations and policies at each institution, and to ensure that they follow the appropriate programme requirements.

4.3 ScotGEM applicants, entrants and students should note that information, communications and decisions will be shared between the Universities of St Andrews and Dundee, as well as with other partner organisations as appropriate to support the student's progress. This may include, but is not restricted to, information about an applicant's status, information about a student's hall of residence, contact details, academic progress and module results, any disciplinary or academic misconduct case involving the student.

4.4 The security of all information held at University of St Andrews is covered by Data Protection legislation, a guide to which can be found at: [www.st-andrews.ac.uk/students/rules/dataprotection/](http://www.st-andrews.ac.uk/students/rules/dataprotection/)

4.5 Security of all information at University of Dundee is also covered by Data Protection legislation, a guide to which can be found at: <https://www.dundee.ac.uk/information-governance/dataprotection/>

## 5. MONITORING AND REVIEW

5.1 The ScotGEM Programme Regulations and policies are reviewed annually to ensure any changes in legislation, University regulations, or partnership arrangements are reflected and communicated.

## 6. RELATED DOCUMENTS AND INFORMATION

6.1 Information about applying to the Programme: <https://www.st-andrews.ac.uk/subjects/medicine/scotgem-MB ChB/>

6.2 Information about ScotGEM: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

6.3 University of St Andrews Undergraduate Course Catalogue: [www.st-andrews.ac.uk/coursecatalogue/ug/](http://www.st-andrews.ac.uk/coursecatalogue/ug/)

6.4 University of Dundee Undergraduate Course Catalogue: <https://www.dundee.ac.uk/subjects>

6.5 Student are also directed to: The Programme Handbook for detailed structure of the ScotGEM programme, the schools and facilities; and The ScotGEM Student Contract

## 7. ADMISSION AND REGISTRATION

7.1 Applicants to the ScotGEM Programme apply to the University of St Andrews through the UCAS process. This programme is only open to applicants who are classed as Home/EU, RUK (rest of UK), or Islands (Channel Islands and Isle of Man) for fee purposes. Those who are classed as Overseas for fee purposes are not eligible to apply for this course. Transfer credits from other universities will not be accepted, nor will advanced standing credits be awarded. Applicants who are on, or have been on, a medicine degree course will not be considered, including any intercalating degree. Applications for deferred entry are not accepted. Candidates can make a maximum of 2 applications to ScotGEM.

7.2 Full detail of current entrance requirements are available here: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

7.3 The selection process for applicants to ScotGEM includes an assessment of all information on the application form including academic performance and predicted grades, completion of relevant medically related work experience, a reference and aptitude test results.

7.4 Based on the above information, applicants may be selected for interview. Interviews may be held in either Dundee or St Andrews.

7.5 Decisions to make offers will be based on the multiple mini interview system. Successful candidates may be given unconditional offers or conditional offers if they are still awaiting the outcomes for some entry requirements such as degree classification. Applicants will be notified of decisions via UCAS.

## 8. OCCUPATIONAL HEALTH

8.1 ScotGEM students may only access Occupational Health support through a single portal at their Institution of Primary Matriculation. These services include support to students requiring occupational advice, treatment or assessment and inoculations and tests for communicable diseases in order to protect students, staff and NHS patients. Students who have been made an offer will be sent a pre-entry

questionnaire to allow Occupational Health to prepare a health record prior to matriculation.

8.2 Students will be required to demonstrate written evidence of BCG and MMR immunisation, as well as evidence of a blood test showing immunity to Chickenpox.

8.3 Students are strongly encouraged to have the first, and if possible the second, Hepatitis B vaccination before starting first year, as all students require Hep B immunisation in order to fully participate in clinical placements.

8.4 Remedial inoculations will be given during the first part of year one, if required and further clearance will be required for Exposure Prone Procedures (EPP). Further details can be found in the Programme Handbook.

## 9. PROTECTING VULNERABLE GROUPS (PVG)

9.1 In addition to any statement made during the UCAS application process, all undergraduate Medical Students are required to join the Protecting Vulnerable Groups (PVG) Scheme, operated by Disclosure Scotland. Students are advised to have all required information and identity documents available during Orientation Week; a list of which can be found in the Programme Handbook.

## 10. REGISTRATION

10.1 All students must complete the matriculation process at the institution of Primary Matriculation in order to become registered students. This includes completion of the academic advising process, completion of Online Matriculation (including verification of personal details, confirmation of financial arrangements, and completion of the Matriculation Agreement) and attendance at the matriculation event during Orientation Week. Entrant students who fail to complete the matriculation process on time will be classed as “No show” and will be required to re-apply through the normal Admissions route. All students will be expected to follow the relevant matriculation procedures of the institution of Primary Matriculation in subsequent years of the Programme.

10.2 ScotGEM is a full-time degree programme only; it is not possible to enrol on a part-time basis.

10.3 Students have access to the same facilities and services that are available to other registered students at the Universities of St Andrews and Dundee throughout their degree programme, and are subject to the same rules and regulations as all other students.

## 11. TUTION FEES

11.1 Tuition fees for are available online at: <https://www.st-andrews.ac.uk/students/money/fees/feetable/>

11.2 Students will be liable for tuition fees at the University of St Andrews in Years 1 and 2 and at the University of Dundee in Years 3 and 4.

11.3 The ScotGEM programme is a graduate entry Medicine programme, which meets the criteria for tuition fee funding through the Student Awards Agency for Scotland (SAAS). This means that Home/EU Student tuition fees will be paid by the Scottish Government through (SAAS) providing students are eligible for Home/EU fee status, and that they progress through the programme satisfactorily. Details of how to apply, and the conditions applicable, are available from SAAS.

11.4 Aside from the tuition fees that are paid to the University, you will incur some additional costs in relation to your studies. Some of these costs are mandatory, others optional and you will be provided with a summary of additional costs associated with your degree programme. Such expenses include laboratory coat, stethoscope etc., photocopying costs, fines and other penalty fees. In addition, all students will be liable for the General Council and Graduation Fee or Completion Fee, payable at first matriculation.

## 12. LOCATION OF STUDY

12.1 Teaching will take place in both the Universities of St Andrews and Dundee and information will be provided in advance through handbooks and teaching timetables. The ScotGEM program is designed to allow

students to participate in the comprehensive care of patients over time. To achieve this they will be required to undertake clinical placements in both primary and secondary care settings. These will vary in duration and will require extended periods in placements out with Dundee and St Andrews. Careful consideration will be given to ensure that students with additional requirements undertake placements that maximise their experience.

### 13. LEAVE OF ABSENCE

13.1 Students who wish to take a Leave of Absence on medical and/or personal grounds must obtain permission from the institution they are attending at the time (University of St Andrews or University of Dundee), and that institution's regulations will apply. All relevant information will be shared with the other institution for the completeness of records

13.2 Normally, the institution which granted the Leave of Absence and to which the student is expected to return, will approve a student's request to return after a Leave of Absence. The regulations of that institution will apply, though the other institution will be consulted. Support is available to students throughout the Leave of Absence process (see also Appendix A: Student Support and Advice).

13.3 Due to the specific requirements of progression between the institutions, it will normally only be possible to take a Leave of Absence to the start of the following academic year.

### 14. RE-ENGAGING WITH STUDIES

14.1 In some circumstances, students may require to take Leave of Absence from the programme and return to their studies after a period of time away. The General Medical Council (GMC) mandates that students must keep their skills and knowledge up-to-date and that medical schools should not allow students to progress who cannot demonstrate this. Therefore if Leave of Absence extends beyond six months, evidence will be required that the student has retained both knowledge and competencies appropriate to their year of study. The specific requirement to demonstrate this will be considered on a case-by-case basis by the ScotGEM Joint Progress Committee. Outcomes may be:

14.1.1 Students returning from Leave of Absence due to personal reasons in years 2-4, who have therefore not attempted assessment for their current year of study, may be required to retake the end of year assessments (both written and practical) for the last year of study they fully completed. Failure to do so may result in the student being required to re-enter the programme at the year below where they left on leave of absence.

14.1.2 Students who have been required to take Leave of Absence due to the impact of academic adjustments must be able to demonstrate recent competency in both written and practical assessments. This may require a student to retake assessment for a component they had previously passed, should this have been more than six months ago.

14.1.3 Students returning from Leave of Absence on medical grounds may require an Occupational Health report.

14.1.4 A student who has been temporarily withdrawn from the course for a period of greater than one academic year may be required on return to enter an earlier year of the programme, even if this year(s) has previously been successfully completed.

### 15. TRANSFERS

15.1 Students admitted into ScotGEM may not normally transfer to a regular degree programme at either institution, though exceptional cases may be considered within the framework detailed below:

15.1.1 First year

15.1.1.1 Transfer to an alternative degree programme is not possible prior to completion of the first year of the ScotGEM programme.

15.1.2 Second year

15.1.2.1 Students who have completed year 1 and wish to apply to transfer to another degree programme at the University of St Andrews must apply for transfer by the published deadline (within 5 working days of the publication of Year 1 results).

15.1.2.2 Further opportunity to apply for transfer will be dependent on gaining credits in the reassessment diet. If no credits are gained in the reassessment diet there will be no opportunity for transfer.

15.1.2.3 Based on entry requirements for ScotGEM and credits obtained, relevant School(s) may choose to waive some, or all of the pre-requisites first year modules taken within their new programme. All applicants will be expected to demonstrate: Strong academic record in ScotGEM; Good reasons for seeking to transfer to their chosen degree programme; that they meet the Honours entry requirements for their intended degree programme.

15.1.2.4 Where a transfer application is successful, there is no guarantee that credit obtained in ScotGEM will transfer in full to an alternative degree programme. Students may require longer to complete programme requirements. Tuition fees for years completed in ScotGEM will not be refunded. Students in receipt of scholarships should also note that these may not be transferable.

15.1.3 Third year and fourth year

15.1.3.1 Transfer to an alternative degree programme is not possible upon completion of the second year of the ScotGEM programme.

## 16. PROGRAMME REQUIREMENTS

16.1 Programme requirements

16.1.1 The general requirements are 700 credits from an approved programme over four years of study, where 360 credits are from approved modules at the University of St Andrews (180 credits at SCQF level 8 and 180 credits at SCQF level 9) and 340 credits are from approved modules at the University of Dundee (180 credits at SCQF level 10 and 160 credits at SCQF level 11).

16.2 Progression Criteria

16.2.1 In order to progress to the next year of the programme, students must pass all assessed components (i.e. written exams, portfolio and skills (OSCE)) associated with their current year of study. Progression on the programme is also dependent on professionalism, and significant concerns may halt progression regardless of academic performance (see section 16.6 Professionalism and Fitness to Practise)

16.2.2 Students who fail a component (or components) on first attempt will be entitled to reassessment. Reassessment will place a cap upon the score a student can receive for that component. Students with outstanding reassessments may be allowed to engage with inductions for the next year of the programme. A fee will be incurred for requiring reassessment, which will be payable at the time of registration for the reassessment.

16.2.3 Students who do not pass a component (or components) upon reassessment may be entitled to repeat that academic year. Such students would be required to retake and pass all associated teaching and assessment, regardless of which component(s) they did not pass at reassessment. Students cannot normally retake more than one year of the programme.

16.2.4 Students who are required to repeat an academic year will be liable for tuition fees.

16.3 Academic adjustment

16.3.1 Academic adjustments refer to any adjustment made to mitigate for a student's personal circumstances that might otherwise impact on their ability to engage or best represent their academic ability. Any academic adjustment is not a right, and will be granted only when the relevant committee judges admissible grounds and evidence for adjustment exists. Reasonable adjustments on grounds of disability are dealt with by the Disabilities Team of the relevant institution.

16.3.2 Academic adjustments include extensions for assignments, deferral of written or practical exams or



special consideration of modules/assessment of the ScotGEM Joint Exam Board prior to graduation.

16.3.3 With the exception of minor extensions to coursework submissions (which must be requested via the Year Lead), all requests for academic adjustments must be formally submitted to the relevant committee. The Committee will consider all evidence (including previous adjustments) when reaching a decision. Once an academic adjustment has been applied, no further academic adjustments will be applied to the affected assessments without exceptional circumstances. All students must successfully pass all requirements to progress, regardless of academic adjustment.

#### 16.4 Deferred assessment.

16.4.1 Deferrals refer to the rescheduling of any aspect of an assessment beyond the normal reporting deadlines for the year. Awarding of deferred assessment is not a right, it must be requested and evidence to support the request provided. If requests for deferrals of any assessment are made and granted the assessment affected would normally be scheduled for the next available examination period for the programme:

16.4.1.1 Deferral of the mid-year assessment in Year 1 would result in the assessment being taken in the end of year programme diet.

16.4.1.2 Deferral of any end of year assessment(s) would result in the first attempt(s) being taken during the programme reassessment diet.

16.4.1.3 Deferral of any assessment(s) scheduled during the programme reassessment diet would result in the assessment(s) being taken during the main end of year programme diet for the next academic year. Such students would not be allowed to progress to the next year of study until all assessment was passed, and would therefore be required to take Leave of Absence and to resit all assessments for that year.

#### 16.5 Special consideration

16.5.1 Special consideration of a module may be applied if a student has been unable to fully engage with their studies due to their personal circumstances; for the purposes of ScotGEM a module is a full year of study. This may only be applied to a maximum of one year, requires substantial evidence of disruption and there must be good reason why other academic adjustments (such as deferrals) or leave of absence were not requested. Special consideration of a module must be applied for prior to the release of year results, and retrospective application will not be considered unless there is exceptional circumstances approved by both Deans of Medicine (Universities of Dundee and St Andrews).

#### 16.5.2 Upon special consideration of a year:

16.5.2.1 The performance of a student who passes all initial attempts at assessment will be reviewed prior to graduation by the ScotGEM Joint Exam Board. The Board will review the performance of the student both including and excluding the grade from the affected year and decide upon the appropriate recommendation for classification. Special circumstances will be taken into consideration for borderline students.

16.5.2.2 If a student who has special consideration for a year fails a component of assessment, they will be entitled to reassessment with no cap applied to their grade (i.e. their reassessment will be treated as if it is their first attempt). Their overall performance will be reviewed prior to graduation and a decision made upon classification by the ScotGEM Joint Exam Board.

16.5.2.3 If such a student subsequently does not pass reassessment, they will be entitled to retake assessment during the main end of year diet for the next academic year. The result of such further assessment will be capped at the equivalent to that of a pass (see Appendix B, Grade Conversion Table) and contribute to their degree classification as per normal. Such students would not be allowed to progress to the next year of study until all assessment was passed, and would therefore be required to take Leave of Absence.

#### 16.6 Professionalism and Fitness to Practise

16.6.1 The GMC mandate that, in addition to academic performance, a student's graduation and qualification is dependent on being fit to practise.

16.6.2 Each institution has separate, but complementary, regulations for Fitness to Practise proceedings based on guidance from the GMC. Findings of a Fitness to Practise panel may include warnings, undertakings, conditions, suspensions or expulsion.

16.6.3 In the case of a student whose conduct, clinical ability, knowledge or health gives rise to concerns that patient safety or the student's personal well-being could be compromised, the relevant Dean of Medicine, following consultation with relevant clinical staff, may temporarily debar the student from all or any work on the course. Formal Fitness to Practise processes will be the responsibility of the School in which the student is or was primarily matriculated when the situation commenced.

16.6.4 Students are referred to <https://www.gmc-uk.org/education/undergraduate/studentftp.asp>

## 16.7 Academic Intervention

16.7.1 The ScotGEM Programme operates an academic intervention process at an overall degree programme level. The principle is to help students recognise when their academic progress may be at risk, at a sufficiently early stage that they have opportunities to take action to address any underlying problems. Risks to studies include module results below those consistent with satisfactory academic progress; failure to progress and in the most severe cases, termination of studies. The early academic intervention process will be concordant with that in use at the institution of Primary Matriculation. <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/EarlyAcademicIntervention.pdf>

## 16.8 Placement supervision and support

16.8.1 Students will be expected to undertake clinical placements during their studies. Many of these placements will be of significant durations and will require re-location to undertake the placement. Placements may take place in primary, secondary or community healthcare or social care settings. Students will receive information prior to their placement that outlines the learning opportunities and required outcomes. Students will also have a named supervisor for each clinical placement and will continue to have access to student support services. Wherever feasible, students with additional support requirements will be assisted in ensuring a suitable placement is found that maximises their experience on placement.

## 16.9 Assessment and Feedback

16.9.1 Students' skills, knowledge and professionalism are assessed against the outcomes set by the GMC in the Outcomes for Graduates document ([https://www.gmc-uk.org/education/undergraduate/undergrad\\_outcomes.asp](https://www.gmc-uk.org/education/undergraduate/undergrad_outcomes.asp)). Details of these outcomes and the programme-specific outcomes can also be found in the ScotGEM handbook.

16.9.2 Professionalism is continually assessed via the Portfolio and lapses in professionalism may result in interview, enhanced supervision or other interventions designed to encourage reflection. Failure to engage with the system or failure to show improvement may result in debarment from the exams and/or Fitness to Practise proceedings.

16.9.3 A candidate shall be assessed at such times and by such means as the programme ScotGEM Joint Assessment Board may determine. Core summative assessments are split into three components: knowledge-based exams (including written and online assessments), practical exams (OSCE) and professionalism-based assessments (portfolio elements). Students will be required to meet the standard required in each component to progress to the next stage of the programme. Details of the assessment programme can be found in the ScotGEM handbook.

16.9.4 Students will receive feedback on all components of assessment. Students will also receive formative feedback opportunities throughout the programme.

16.9.5 Students who do not successfully complete an assessed component are entitled to reassessment. Students required to take reassessment exams will be required to pay a fee. For further information on reassessments, see section 16.2 Progression Criteria).

16.9.6 Students may also be required to take national medical assessments as defined and required by the

General Medical Council.

#### 16.10 Credit and grade transfer

16.10.1 No advanced standing or transfer credits may be applied to the ScotGEM degree.

16.10.2 All module results will be converted using an agreed Conversion Table and published to the student record at both institutions (see Appendix B: Grade Conversion Table).

#### 16.11 Exit Awards

16.11.1 All students are admitted to the programme with the expectation that they will graduate with the Degree of MB ChB. If a student wishes to leave the course or is prevented from progressing and completing the course, the student will be eligible for the following exit awards:

16.11.1.1 After successful completion of Year One, a student would be eligible for the award of Certificate of Higher Education.

16.11.1.2 After successful completion of Year One and Year Two, a student would be eligible for the award of Bachelor of Science (BSc) (General) degree.

16.11.1.3 After successful completion of Years One, Two, and Three, a student would be eligible for the award of Bachelor of Science (BSc) (Hons) degree in Medical Health Sciences.

16.11.2 All module results will be converted using an agreed Conversion Table and published to the student record at both institutions (see Appendix B: Grade Conversion Table).

#### 16.12 Classification

16.12.1 The ScotGEM Degree Classification Algorithm uses as the primary determinant of degree classification the weighted mean (and weighted median) of all grades awarded during all years of the ScotGEM degree programme. The recommended degree classification outcomes will be presented to the ScotGEM Joint Exam Board for consideration.

16.12.2 Only one decimal place is used in the calculations of means and medians.

16.12.3 The ScotGEM MB ChB can be awarded with following classifications: with Merit or with Distinction.

16.12.4 Where an assessed component is failed without right to re-assessment, the original fail grade is entered into the ScotGEM Degree Classification Algorithm (see Appendix D) weighted against the number of credits possible. If the assessed component is re-taken (i.e. a new instance of the component is taken), the original fail grade and the grade earned for the later session will be entered into the ScotGEM Degree Classification Algorithm.

16.12.5 Where an assessed component is failed with right to re-assessment and passed at re-assessment, the capped (pass) re-assessment result is entered into the ScotGEM Degree Classification Algorithm (not the original failed grade).

16.12.6 In the case where no credit is obtained at re-assessment for a failed assessed component, the original fail grade is entered into the ScotGEM Degree Classification Algorithm (see Appendix D).

16.12.7 Students with assessed components with Special Consideration applied will be considered for the better outcome by the ScotGEM Joint Exam Board.

16.12.8 The MB ChB can be awarded as with or without merit or distinction based on student performance across all four academic years of the course. Additionally, students may have individual year results recorded on their transcript as with or without merit or distinction. The grades required for awarding a merit or distinction are provided on the Degree Classification Algorithm (see Appendix D).

#### 16.13 Educational Performance Measure (EPM) framework

16.13.1 All medical graduates in the UK are entitled to apply for foundation training. Part of this process requires assigning students a decile ranking during their final year of study at the point of application to the Foundation Programme, including those applying to the Academic Foundation Programme. The ranking process follows the Educational Performance Measure (EPM) framework and details of the weighting of different components of the course are outlined in the EPM ranking procedure (see Appendix C).

#### 16.14 Award

16.14.1 Upon successful completion of the ScotGEM Programme, students will receive a joint MB ChB degree, detailed on one degree certificate bearing the crests and seals of both Universities of St Andrews and Dundee. Statutory approval to award the joint degree is being sought and cannot be guaranteed at this time. Both Universities of Dundee and St Andrews will notify students as soon as reasonably practicable if the degree cannot be established as intended.

If a joint degree cannot be established, the degree will be awarded solely by the University of Dundee.

16.14.2 In addition, students will receive transcripts from each institution, detailing modules taken at both institutions.

16.14.3 The ScotGEM Graduation ceremony will rotate between St Andrews and Dundee.

## 17. APPENDICES

- A. Student Support and advice
- B. Grade Conversion Scheme for ScotGEM
- C. Educational Performance (EPM) ranking statement
- D. Degree Classification Algorithm

### Appendix A: Student Support and Advice

1. The study of Medicine, as a professional discipline, places specific requirements on medical students and medical schools in that the GMC requires the School measures student achievement, conduct, health, knowledge, skills & attitudes (GMC Achieving Good Medical Practice).
2. In many cases health, welfare, professionalism and academic progress are linked or overlap. Providing support and advice is integral to the ScotGEM programme and there are a range of support structures designed to enhance health and wellbeing and to allow students to achieve their full potential.
3. All staff with direct student contact are able to signpost students to appropriate sources of support. Monitoring of attendance, low level concerns (e.g. lateness) and engagement with student led tasks allows opportunity for early supportive intervention by senior staff should concerns arise.
4. Every student will be allocated to a Personal Support Tutor on starting the course. The ScotGEM Personal Support Tutor will:
  - 4.1 Provide knowledgeable, individual counsel for students
  - 4.2 Support the student in regular and constructive self-assessment
  - 4.3 Support the student in goal setting
  - 4.4 Act as the student's advocate if required
  - 4.5 Empower the student to achieve their full potential
5. A mutually agreed record of meetings will be kept, allowing effective transfer of information and continuity of support. Please see "Who knows what about me?" for details about data sharing within the ScotGEM programme.
6. Personal Support Tutors will maintain contact with students throughout the four year course. As the student progresses and becomes increasingly independent some contact may be by email, phone or Skype.
7. Out with the immediate ScotGEM programme both Dundee University and the University of St Andrews have matured and established Student Support services able to offer advice on all aspects of

student welfare separate from the Schools of Medicine. It is important that students with problems relating to health, money, work, bullying, homesickness, accommodation, family, or any other matter that affects University life seek help at an early stage. All matters discussed with Student Support Services will be dealt with confidentially and information will only be passed on to other members of staff with express permission and in accordance with the University Student Confidentiality Policy. It is required that students engage only with the service provided by the Institution of Primary Matriculation. Students on remote placement may engage with Support Services provided by ScotGEM partners in cases of immediate need however students are required to inform and engage with the Institution of Primary Matriculation as soon as is reasonable.

Appendix B: Grade Conversion Scheme for ScotGEM

Dundee Reporting Scale	Dundee Aggregation Scale	St Andrews Reporting Scale	Qualitative Reference Standard
A1	23	20	
A2	22	19	
A3	21	18	Excellent/Outstanding
A4	20	17	
A5	19	16.5	
B1	18	16	
B2	17	15	Very Good
B3	16	14	
C1	15	13	
C2	14	12	Good
C3	13	11	
D1	12	10	
D1	12	9	Satisfactory
D2	11	8	
D3	10	7	Marginal Pass
M1	8	6	
M2	8	5	Marginal Fail
M3	7	4	
CF	5	3	Clear Fail

CF	4	2	
BF	2	1	
QF		0	Bad Fail

#### Appendix C: Educational Performance Measure (EPM) ranking statement

The ScotGEM EPM decile ranking statement is informed by the [UK Foundation Programme EPM framework: http://www.foundationprogramme.nhs.uk/pages/fp-afp/applicant-guidance/SJT/EPM](http://www.foundationprogramme.nhs.uk/pages/fp-afp/applicant-guidance/SJT/EPM)

1. This document provides details of the ScotGEM MB ChB assessments used to determine an applicants' decile score and the policy on how repeat years and re-sit results are managed. EPM decile scores are calculated at the beginning of the final academic year using the process described below.
2. Summative end of year examination results (combined written, OSCE & Portfolio results) are used based upon the MB ChB degree classification process. Each year's summary result is weighted in approximate proportion to the MB ChB degree classification. As only three years assessments are available when the calculation is made the weighting in the EPM is as below:
  - 2.1 Year 1  
MB ChB degree classification: 20%  
Over-all contribution to EPM decile ranking: 30%
  - 2.2 Year 2  
MB ChB degree classification: 20%  
Over-all contribution to EPM decile ranking: 30%
  - 2.3 Year 3  
MB ChB degree classification: 30%  
Over-all contribution to EPM decile ranking: 40%
3. Deferral & re-sit rules
  - 3.1 The same rules are applied to EPM ranking as for the ScotGEM MB ChB degree classification.
    - 3.1.1 3rd year re-sit: A student failing any element of the re-sit exam diet is excluded from the ranking process post exam as they cannot proceed to apply to Foundation Training.
    - 3.1.2 3rd year assessment deferred: For each component of the assessment, any student deferring their first sitting to the year 3 re-sit diet for non-academic reasons are given an average mark for year 3 based on year 1-2 results. Students deferring on academic grounds will be given a grade of Dundee D3/St Andrews 7.

#### Appendix D: Degree Classification Algorithm

1. The degree classification is determined by the performance of a student across their four years of study on the MB ChB programme based on a combination of examination, Portfolio and awards of distinctions within each year of study.
2. Rules for deriving the final MB ChB ranking
  - 2.1 For each year of study a numerical score is awarded for the knowledge-based examinations, OSCE and Portfolio examinations. Both the Universities of St Andrews and Dundee utilise different institutional Common Assessment Scales (CAS), but grades can be converted based on an accepted conversion table provided in the ScotGEM Programme Regulations document.
  - 2.2 Typically, the top 10% - 15% of students of each year will be awarded a distinction or merit as determined by the ScotGEM Joint Exam Board.
  - 2.3 The overall credit weighted mean MB ChB score is derived by combining the four yearly scores using the following weighting:

Year 1: 20%

Year 2:	20%
Year 3:	30%
Year 4:	30%

2.4 The final numerical score is then converted to a grade according to the CAS.

### 3. DEGREE CLASSIFICATION

3.1 Distinction: typically awarded to students who achieve distinction in at least three years of study, including year 4, and achieve an overall excellent/outstanding grade in all four years (i.e. an A grade on the Dundee CAS scale, or 16.5 or greater in the St Andrews scale).

3.2 Merit: typically awarded to students who achieve distinction in at least two years of study and achieve an overall excellent/outstanding grade at least three years of study (i.e. an A grade on the Dundee CAS scale, or 16.5 or greater in the St Andrews scale).

3.3 The ScotGEM Joint Exam Board will, however, have discretion to consider minor variations on the above.