

UNIVERSITY OF ST ANDREWS

Academic Policies & Regulations

Updates for 2019/20

This paper summarises the amendments made to various academic policies and Senate Regulations during academic year 2018/19. These have been approved by Academic Council, apply to all Schools and came into effect from the start of academic session 2019/20 unless otherwise stated.

1. NEW POLICIES

Leave of Absence, Re-Engagement and Withdrawal (UG, PGT, PGR)

New University Policy

Outlines the principles, procedures and deadlines surrounding leave of absence, re-engagement and withdrawal. (Policy came into effect in January 2019).

Compassionate Leave amendment

Introduces an option for postgraduate research students on a Tier 4 visa to request a short break from their studies without needing to apply for a new visa.

Academic Adjustments for Disabled Students

New University Policy

Outlines the processes and procedures through which all disabled students (UG, PGT and PGR) can request reasonable academic adjustments to both teaching and assessment. The policy describes the legal context, scope of reasonable adjustments and identifies the responsibilities of all parties. Guidance documents for staff and students were also developed.

2. WITHDRAWN POLICIES

Assessment of Students with Disabilities

Withdrawn

Withdrawn following the introduction of the new Policy on Academic Adjustments for Disabled Students.

Leave of Absence

Withdrawn

Withdrawn following the introduction of the new Policy on Leave of Absence, Re-Engagement and Withdrawal (UG, PGT, PGR).

3. UPDATED POLICIES

Entry to Honours

Updated

Changed the limit on trailing credit into honours to 20 credits in a single module.

Introduced right to request a review of a decision to refuse transfer from BSc to Integrated Masters after one or two semesters in junior honours. (Right to review transfer decision comes into effect in June 2019 whilst changes to the Policy come into effect in academic year 2019/20, with first application for students entering honours in September 2020).

Qualified entry route extended to all Schools in the Faculties of Arts & Divinity. Also, for automatic entry to honours, removed the requirement for students to achieve a grade of 11.0 or above at first sitting in certain requisite 2000 levels (this being replaced with an average grade of 11 across the required modules). (This Policy change comes into effect in academic year 2019/20 but new arrangements to be introduced in June 2019).

Honours Classification Algorithm

Updated

Algorithm changed to allow students with a mean and median from 7.0 to 7.4 to be awarded a third-class honours degree (consequential updates made to the Common Reporting Scale and Honours Classification tables). The rule used in rounding means and median to be specified on the Honours Classification table.

(Revised algorithm to come into effect in academic year 2019/20, and first applied in June 2020).

Recording of Lectures and other Learning & Teaching Activities

Updated

Change introduced to allow recordings to be available for offline viewing with the Panopto app. (Policy update came into effect in March 2019).

Location of Studies

Updated

Change made to the definition of commutable distance of St Andrews (applicable to UG, PGT and PGR students). The formal approval process for UG and PGT students strengthened.

(Policy update came into effect in March 2019).

Academic Alerts

Updated

Introduction of new Checkpoint academic alert (an attendance check with no academic sanction). Wording of Alerts modified to reduce undue distress to students receiving them. Modifications to system to prevent Alerts being sent out over the weekend. Expanded the 'reply to' field and introduced option to request the reply to a nominated member of staff.

Good Academic Practice

Updated

Restructured to make clearer the processes of identification, escalation, investigation and sanctioning of academic misconduct. More detailed information on how to deal with cases of PGR academic misconduct and the introduction of a broader range of sanctions.

Insertion of a new clause to rule out potential bias in assessment when misconduct arises ie assessment is to be suspended until investigation is complete.

Inclusion of guidance on how to deal with cases that arise post-award, how to handle cases of repeated misconduct by the same student, and the escalation of contract cheating to a University

Board. Extenuating circumstances can now be taken into account by Boards of Adjudication when determining the penalty.

Policy for Postgraduate Research Students

Updated

The Policy for Postgraduate Research Students, which had previously been presented as a webpage, has now been converted to individual PDF documents to align with other University policies. The wording and structure of the policy remains the same, apart from the changes listed below. Links to the new policies can be found on the old webpage, as well as on the Academic Policies page.

- **Registration, induction and periods of study (Section 1.3 Co-tutelle (Joint PhD Programmes))**
Updated to include that students who have cross-institutional supervision teams as part of a funding award from the Scottish Graduate School are not classified as co-tutelle students.
- **Supervision of PGR students**
 - **Section 1: Definitions and requirements** – Amended to allow postdoctoral researchers to be appointed as secondary supervisors.
 - **Section 2: Appointment of research supervisors** – Updated to clarify that where there are cross-institution supervisory arrangements with St Andrews as the lead (nominating) institution all internal policies and procedures should be followed.
- **Research skills training** – Added a section on required training which details new requirements for research integrity training.
- **Assessment of postgraduate research students** – Updated to include Master of Science by Research (MSc(Res)) and Master of Studies by Research (MSt(Res)) students.

Length of Studies and Associated Fees for Postgraduate Research Students

Updated

Introduction of a part-time continuation period for students who have been part-time for at least 12 months (6 months for MPhil students) prior to the start of the continuation period.

Updates to the process for requesting medical evidence to support an extension request.

Progress Reviews and Termination of Studies for Postgraduate Research Students

Updated

Updated to include Master of Science by Research (MSc(Res)) and Master of Studies by Research (MSt(Res)) students.

4. UPDATED SENATE REGULATIONS

Undergraduate Senate Regulations

Updated

Changes introduced which prevent simultaneous registration on multiple programmes leading to awards at the University or any other institution.

Simplification of the General entry requirements and their removal from Senate Regulations.
Removal of Faculty entry requirements.

Removal of Faculty-specific sub honours credit requirements.

Updates to Medical regulations to distinguish the requirements for graduation from those for progression to clinical training and make it feasible for students unable to complete BSc Hons to complete the requirements for the General degree within time limits.

Postgraduate Senate Regulations

Updated

Introduced changes to PGT Exit Awards to permit a PG Diploma to be awarded as an exit award if a student achieves 120 credits over 12 months (rather than two semesters).

A student can now exit with a PG Certificate as an exit award if he/she gains 60 credits with at least 40 credits at 5000 level over a period of not more than two semesters for a full-time student and two years for a distance-learning student.

Changes introduced which prevent simultaneous registration on multiple programmes leading to awards at the University or any other institution.
(These amendments came into effect in March 2019).

5. GUIDANCE DOCUMENTATION/OTHER

Technology Enhanced Learning Strategy

Introduction of a new Technology Enhanced Learning (TEL) Strategy.

ScotGEM Programme Regulations

Revised Programme Programmes for introduction in academic year 2019/20.

Guidance on post-docs as secondary supervisors

New guidelines on the use of postdoctoral researchers as secondary supervisors.

Guidance on conflicts of interest in postgraduate research examining committees

Revised to include any current or recent joint publications, funded projects or grants between the student and the external examiner.

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