



UNIVERSITY COURT

9 February 2015

Minute

Present: Rector (in chair)
The Principal
Sheriff Principal E Bowen
Ms D Davidson
Professor A M Smyth
Professor J Ansell
Dr A Richards, Vice-Convener
Mr D Bentley
Dr R Black
Dr C Masters
Lady S Rice
Ms A Lamb
Ms B Pegado, President, Students' Representative Council
Ms T Boardman, Vice-President Students' Representative Council

In attendance: Ms S Beattie-Smith, Rector's Assessor
Senior Vice-Principal Professor C Jeffery
Vice-Principal Professor D Miell
Vice-Principal Professor Sir John Savill
Vice-Principal Professor L Yellowlees
Vice-Principal Professor S Rigby
Assistant Principal Dr T Harrison
University Secretary, Ms S Smith
Mr H Edmiston, Director of Corporate Services
Mr G McLachlan, Chief Information Officer
Ms L Chalmers, Director of Legal Services
Mr G Douglas, Deputy Director, Student Experience
Mr G Jebb, Director of Estates
Ms Z Lewandowski, Director of Human Resources
Mr P McNaull, Director of Finance
Mrs T Slaven, Deputy Secretary, Strategic Planning
Ms F Boyd, Head of Stakeholder Relations and Senior Executive Officer
Ms K Graham, Deputy Head of Court Services
Dr K J Novosel, Head of Court Services

Apologies: The Rt Hon D Wilson, Lord Provost of the City of Edinburgh
Mr A Johnston
Dr M Aliotta
Professor S Cooper
Dr C Phillips
Mr P Budd
Mr L Matheson

This meeting of Court was preceded by a presentation “Preparing for Enhancement-led Institutional Review (ELIR) 2015” delivered by Assistant Principal Dr Tina Harrison.

1 Minute

Paper A

The Minute of the previous meeting held on 8 December 2014 was approved as a correct record subject to an amendment to item 5 in respect of declaration of interest.

Mr Gavin McLachlan, Chief Information Officer was welcomed to this his first meeting of Court.

Court further noted that this was potentially the last meeting for the Rector, Mr Peter McColl and his Rector’s Assessor Ms Sarah Beattie-Smith. Court thanked both for their work during the last three years.

2 Principal’s Communications

Paper B

Court noted the content of the Principal’s Report and the additional information on: the excellent REF2014 result and the potential funding issues and impact on the completion of the Outcome Agreement; the event at Easter Bush and the reception for donors at Holyrood Palace; the announcement regarding the University to become one of five Universities to lead the Alan Turing Institute; discussions at the last meeting of Senate on student community engagement; and the current position on the USS consultation on reforms and consequences for the University.

3 Designation of Vice-Principal

Paper C

On the recommendation of the Principal, Court approved the extension of the remit of Professor Norman and her new designation of Vice-Principal People and Culture with effect from 1 April 2015 until 31 July 2017.

SUBSTANTIVE ITEMS

4 SRUC Strategic Alignment

Paper D

6 Turing Institute

Paper E

The progress on taking forward the establishment of the Alan Turing Institute (ATI) was noted. Court welcomed the official announcement on 28 January 2015 that the Universities of Cambridge, Edinburgh, Oxford, Warwick and UCL had been invited to join the ATI Joint

Venture (JV) being co-ordinated by the Engineering & Physical Sciences Research Council (EPSRC).

Vice-Principal Professor Kenway was leading the negotiations on behalf of the University to finalise the JV Agreement due to be signed around the 15 March 2015. Court delegated authority to the Principal or the University Secretary to sign the Agreement on behalf of the University on the recommendation of the negotiation Team: the Court Sub-Group would be updated on progress.

Court noted that the University had established an ATI Project Board and that the University was leading on the drafting of the Research Strategy, Computing and Data Science Services and Business Plan on behalf of the JV members. It was also welcomed that a team was being established in the Informatics Forum able to undertake work for ATI from the beginning of April and that construction of the Data Technology Institute adjacent to the Informatics Forum would provide a physical location from 2017.

7 Research Excellence Framework 2014: the results

Paper F

Court noted the paper and the University's achievements in the REF 2014 being ranked overall 4th in the UK based on research power with the individual subject areas of Engineering; Agriculture, Veterinary and Food Science; Sociology; Geosciences and Geography; and Informatics achieving UK 1st place. Court congratulated all those across the University who had been involved particularly Vice-Principal Professor Seckl and his team: the University's submission strategy including the joint submissions was commended.

8 Student Experience: Update by Heads of Colleges

Paper G

A significant number of initiatives were currently underway on student experience and Court welcomed the Heads of the three Colleges to this meeting to discuss the focus in each of their areas.

Court noted the work being undertaken across all three Colleges particularly around improving student feedback and assessment, the support and training being provided to staff and improved staff appraisal processes, sharing good practice, developing communities (campus, School and College levels), leadership initiatives and rewarding excellence in teaching. There was also discussion on the communications being provided to students to keep them informed of the actions being taken. It was noted that regular reports would continue to be provided to Court on student experience.

9 Update of Outcome Agreement Process

Paper H

Court noted the challenges in finalising the Outcome Agreement and the on-going discussions with the SFC. The feedback from the SFC on the draft Agreement submitted on 11 December 2014 was noted

and the continuing uncertainty on the funds to be allocated through the Research Excellence Grant: confirmation having been received of the removal of the Global Excellence Initiative. Court further noted the impact on the University's internal planning round and was content with the proposed approach with presentation of the final plans and budgets to the June Court for approval. Court was also content with the approach to finalise the Outcome Agreement with the intention of the final document being approved by the Exception Committee on behalf of Court prior to the publication by the SFC of the sector Outcome Agreements at the end of April.

10 IT infrastructure Review

Paper I

The preparation of the IT Infrastructure Roadmap under the auspice of the Knowledge Strategy Committee was welcomed by Court promoting debate on this important area. Court noted the Roadmap which covered an initial period of 5 years and was supportive of the approach in a rapidly changing area: funding to take forward the Roadmap would be considered as part of the current planning round. It was further noted that the Knowledge Strategy Committee would monitor progress via routine progress reports from the IT Committee.

11 Student Accommodation – Buccleuch Place and Meadow Lane

Paper J

Court approved the proposals which had the endorsement of the Policy and Resources Committee and the Estates Committee to progress with the development of student accommodation at Buccleuch Place and Meadow Lane at a total projected project cost of £29.73m. It was noted that these proposals were subject to planning approval and that there were particular planning challenges around Meadow Lane which were being addressed.

12 Endowment Arrangements – College of Medicine and Veterinary Medicine

Paper K

On the recommendations of the Policy and Resources Committee, Court approved the minor amendments to the Approval and Reporting process for proposals under Ordinance 209 in respect of alteration of the terms of endowments and the specific proposals to reform the endowments for the benefit of the College of Medicine and Veterinary Medicine of over 25 years standing. Court commended the approach and noted the intention to propose further reforms for endowments of less than 25 years standing.

13 Enhancing the Employment of Hourly Paid Employees

Paper L

Court noted the report which confirmed that the University has now ceased the use of zero-hours contracts and introduced contracts which offered a guaranteed minimum number of hours of work for all hourly-paid employees. It was further welcomed that work was

continuing to enhance the employment of this important group of staff including a survey to help develop an appropriate approach.

ROUTINE ITEMS

14 EUSA President's Report

Paper M

Court noted the items within the EUSA President's Report and the additional information on: EUSA's improving financial position; development of a strategic plan; and successful launch of the Edinburgh Student Arts Festival.

15 Policy and Resources Committee Report

Paper N

Court noted the report particularly the re-introduction of a post approval group in respect of staff recruitment and approved the revised policy for the naming of buildings, rooms and other facilities.

16 Nominations Committee Report

Paper O

On the recommendation of the Nominations Committee, Court approved the appointment of Senior Vice-Principal Professor Charlie Jeffery as a Curator of Patronage with effect from 1 August 2015 for a period of one year.

17 Knowledge Strategy Report

Paper P

Court noted the report and approved the minor change in the terms of reference of the Committee and approved the revised Information Security Policy, both with immediate effect. Court further noted and was content with the revised cost for the previously agreed purchase of additional storage facilities in respect of the UK Research Data Facility.

ITEMS FOR FORMAL APPROVAL/NOTING (Please note these items are not normally discussed.)

18 Academic Report

Paper Q

Court noted the report.

19 Resolutions

Paper R

Court approved the following Resolutions:

- Resolution No. 1/2015: Foundation of a A G Leventis Foundation Chair of Byzantine Studies
- Resolution No. 2/2015: Foundation of a Chair of Energy Storage
- Resolution No. 3/2015: Foundation of a Chair of Combustion Engines
- Resolution No. 4/2015: Foundation of a Chair of Evolutionary Ecology

- Resolution No. 5/2015: Foundation of a Chair of Carbon Management and Education
- Resolution No. 6/2015: Foundation of a Chair of Physics Education
- Resolution No. 7/2015: Foundation of four Chairs of Technology Enhanced Science Education
- Resolution No. 8/2015: Foundation of a Personal Chair of Molecular Metabolism
- Resolution No. 9/2015: Foundation of a Chair of Economics

20 US GAAP Annual Report and Accounts

Paper S

Court noted confirmation of the approval of the US GAAP Annual Report and Accounts by the Court Sub-Group on the recommendation of the Audit and Risk Committee Sub-Group. The significant demands and challenges in preparing two sets of Accounts in accordance with different financial standards were noted.

21 SFC-Strategic dialogue

Paper T

It was noted that the strategic dialogue meeting with the SFC would be held in May and Court was content with the proposed agenda items for this meeting: two members of Court would be involved in the meeting.

22 School of Informatics, Robotarium, The Edinburgh Centre for Robotics

Paper U

Court approved the proposed change from the purchasing to the leasing of the NASA Valkyrie Robot noting that the overall level of expenditure remained as previously approved.

24 University Regents

Paper V

Court approved the three new Regents: Professor Charles Hendry MP, Ms Christine Montgomery and Dr Philippa Gregory, and further confirmed the existing Regents. Court further noted and welcomed the report on the activities during 2014

25 Donations and Legacies

Paper W

Court noted the donations and legacies received by the Development Trust from 21 November 2014 to 21 January 2015.

26 Uses of the Seal

A record was made available of all the documents executed on behalf of the Court since its last meeting and sealed with its common seal.

27 Date of next meeting

The next meeting of Court will be held on Monday, 11 May 2015 at 2.00 pm in the Raeburn Room, Old College.



UNIVERSITY COURT

11 May 2015

Principal's Report

Description of paper

1. The paper provides a summary of activities that the Principal and the University have been involved in since the last meeting of the University Court.

Action requested

2. Court is asked to note the information presented.

Recommendation

3. No specific action is required of Court, although members' observations, or comment, on any of the items would be welcome.

Background and context

4. A summary of recent UK and international activity undertaken by the Principal and the University, relevant news for the sector is also highlighted.

Discussion

5. *University News*

a) EUSA Teaching Awards 2014-15

With another very successful round of this EUSA initiative this year I wish to pass on my warm congratulations to the winners:-

- Best Feedback Award - Dr Lynne Copson (School of Law)
- Best Personal Tutor Award - Dr Alison Koslowski (School of Social and Political Science)
- Best Student Who Tutors Award – Mr Ahmad Al-Remal (School of Engineering)
- Best Research or Dissertation Supervisor Award - Dr Nicholas Adams (School of Divinity)
- Supporting Students' Learning Award – Ms Yvonne Hodgson (Student Disability Service)
- The Kendell Award for Teaching in Medicine - Prof Jamie Davies (School of Biomedical Sciences)
- The Award for Teaching in Veterinary Medicine - Dr Gurå Bergkvist
- The Van Heyningen Award for Teaching in Science and Engineering - Dr Iain Murray (School of Informatics)
- The Ian Campbell Award for Teaching in the Humanities and Social Sciences - Dr Emile Chabal (School of History, Classics and Archaeology)
- Best Course Award - The Nuclear Cold War in Policy and in Public – Dr Malcolm Craig (School of History, Classics and Archaeology)
- Best Learning Community - Postgraduate Communities in School of Literatures, Languages and Cultures - Ms Muireann Crowley

Congratulations also to the runners-up:-

- Best Feedback Award – Dr Amy Burge (School of Literatures, Languages and Cultures)
- Best Personal Tutor Award – Dr Euan MacDonald (School of Law)
- Best Student Who Tutors Award – Ms Alina Selega (School of Informatics)
- Best Research or Dissertation Supervisor Award - Dr Jamie Cross (School of Social and Political Science)
- Supporting Students' Learning Award – Dr Claire Haggett (School of Social and Political Science)
- The Kendell Award for Teaching in Medicine – Dr Amy Chandler (School of Molecular, Genetic and Population Health Sciences)
- The Award for Teaching in Veterinary Medicine – Dr Thalia Blacking
- The Van Heyningen Award for Teaching in Science and Engineering – Dr Marialuisa Aliotta (School of Physics and Astronomy)
- The Ian Campbell Award for Teaching in the Humanities and Social Sciences – Dr Fiona Wainwright (School of Economics)
- Best Course Award - France Since 1940, Dr Emile Chabal (School of History, Classics and Archaeology)
- Best Learning Community - Philosophy Society, EUSA and PPLS

b) Vice-Principal, Student Experience, Teaching & Learning

Court will be aware from the Exception Committee paper that the University has reached a decision to recruit externally for the Vice-Principal Learning & Teaching role when Professor Sue Rigby's term comes to an end this August. Following further discussion it has now been agreed to designate this role as Vice-Principal, Student Experience, Teaching & Learning. This portfolio is critical to the University's future success and as such it is important to test the external market to take forward the next phase of work. The role has been advertised with a view to announcing an appointment before the summer.

c) Research Funding

The University remains disappointed by the £14 million cut to research funding over 3 years, particularly after our success in the recent REF, which was announced by the Scottish Funding Council earlier this year. I have discussed the issue with senior politicians including two conversations with the Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy Mr John Swinney MSP.

d) Universities Superannuation Scheme (USS) Consultation

Professor Sir David Eastwood has been appointed as the new USS Chairman. The USS Consultation on benefit changes commenced on 16 March and consultation documents were distributed to all actual and prospective members in the week commencing 9 March 2015.

e) 2015-16 Pay Round

The New Joint Negotiating Committee for Higher Education Staff (New JNCHES) has held its third meeting of the 2015-16 pay round with all five HE trade unions. The employers moved to an offer which would provide a general

uplift of 0.9% with bottom loading that would mean that point 1 of the 51 point spine would cut to Living Wage at 35 hours per week.

f) Edinburgh Research and Innovation

I'm sure that Court will want to join me in wishing Mr Derek Waddell every future success as he has stepped down as Chief Executive Officer of Edinburgh Research and Innovation.

g) High Level Visits and Meetings

I was pleased to address the General Council at their half-yearly meeting in mid-February noting our success over the last year and taking questions from attendees.

I attended the World Innovation Summit for Health Conference in Doha and was pleased to Chair the launch event for our EPSRC/SFC Centre for Doctoral Training in Mathematical Analysis and its Applications.

My North America research leave was particularly fruitful this year with the Coursera Partners Conference, ACM Learning at Scale Conference, and visits to Stanford, Dreamworks, Center for Technology in Learning SRI International, Google, CalTech, University of British Columbia, new links with Microsoft, Intellectual Ventures, University of Washington and the SAP Lab all being particular highlights. It was also really good to meet with alumni organisations at receptions in Los Angeles and Vancouver and undertake individual meetings with key alumni.

I took part in the International Baccalaureate (IB) University Presidents' Symposium in Geneva and participated in the Universitas21 Annual General Meeting 2015 at Pontificia Universidad Catolica de Chile in Santiago Chile.

h) Further details of University activity, including research success can be found here:

<http://www.ed.ac.uk/news/archive>

Information relating to staff success, news and recognition can be found here:

<http://www.ed.ac.uk/news/staff>

6. International News

a) India

In February I was very pleased to join more than 40 academic colleagues at events across India to encourage new research and teaching links. Staff from all three Colleges were involved in a wide range of activities, including conferences, public talks, and school visits. Topics as diverse as clean energy, genetics, animal science, and the position of women in higher education were examined at events in Delhi, Kolkata, Chennai, Mumbai and other locations.

b) Mexico

The Vice-Principal International and Deputy Vice-Principal International attended a day of meetings in London and a ceremony with the President of Mexico relating to the new UK-Mexico Visiting Chair Initiative (Edinburgh is

involved) and UK-Mexico 2015. New agreements included mutual recognition of educational awards and degrees that will mean that 150,000 students will be able to use a UK degree in Mexico and vice-versa with significant benefits for increased Mexican student flows to the UK.

c) Europe

Universities UK led a delegation of Vice-Chancellors to Brussels to meet European policy-makers and MEPs in April coinciding with an open letter, jointly signed by the Presidents of UUK and the German Rectors' Conference HRK, being published in the Financial Times calling on EU policy-makers to protect and prioritise Horizon 2020 funding.

The University will be holding a seminar in Brussels in late May on the topic of the European University in 2025 I will be speaking in addition to the Director General of the, DG Education and Culture at the European Commission, Xavier Prats-Monné.

d) Kazakhstan

Deputy Vice-Principal International visited Almaty and Astana and met with a range of universities, the British Embassy and Ministry of Education.

e) Town and Gown

Vice-Principal International attended a meeting of 'UniversCities' in Geneva in March along with representatives from City Council and Lord Provost's Office. This is a network of representatives of universities based in cities, looking to address the mutual challenges and advantages that the urban location brings.

f) International high level delegations were received from:

- Ohio State University, USA
- Yonsei University, Korea
- Malaysian Government Minister for Education
- University of Toronto, Canada
- Columbia University, USA
- Indian Institute of Technology Kharagpur
- Leiden University, Netherlands

7. Higher Education Sector

a) HE Governance Consultation

The results of the consultation were published on 4 April 2015. Over 125 submissions were made to the consultation from across the breadth of civic Scotland as well as from higher education institutions themselves and their student and staff unions. A strong majority of the responses, including a great many of those received from outside of the higher education sector, raise concern about some or all of the Scottish Government's proposals. Professor Pete Downes, Convener of Universities Scotland called for the Scottish Government to rethink its plans in an article in *The Herald*.

b) Sir Paul Nurse Review of the Research Councils

A response has been submitted on behalf of the University and the University has contributed heavily towards the Russell Group, Royal Society of Edinburgh and Universities Scotland responses.

c) UK Budget Statement 2015

On the 18 March 2015, as part of the budget statement, the Chancellor announced that the Government was making a series of investments to support strengths in science and innovation across the UK:

- Launch a new research initiative which will bring together the Research Councils, Alan Turing Institute and Digital Catapult with industry in order to address the research opportunities and challenges for digital currency technology;
- Provide the UK's world-leading Research Institutes with 'greater freedoms to attract the brightest minds, re-invest commercial income, and develop cutting-edge technology'
- Launch a UK-wide £400 million competitive fund for new cutting edge science facilities, with funding available out to 2020-21;
- Introduce a package of measures to broaden and strengthen support for postgraduate researchers.

Resource implications

8. There are no specific resource implications associated with the paper.

Risk Management

9. There are no specific risk implications associated with the paper although some reputational risk may be relevant to certain items.

Equality & Diversity

10. No specific Equality and Diversity issues are identified.

Next steps/implications

11. Any action required on the items noted will be taken forward by the appropriate member(s) of University staff.

Consultation

12. As the paper represents a summary of recent news no consultation has taken place.

Further information

13. Principal will take questions on any item at Court or further information can be obtained from Ms Fiona Boyd, Principal's Office.

14. Author and Presenter

Principal and Vice-Chancellor Sir Timothy O'Shea
20 April 2015

Freedom of Information

15. Open Paper.



UNIVERSITY COURT

11 May 2015

Vice-Principals and Assistant Principal Terms of Office

Description of paper

1. The paper proposes extension of terms of office for:
 - Principal Edinburgh College of Art and Vice-Principal Creative Industries & Performing Arts, Professor Chris Breward
 - Senior Vice-Principal, Professor Charlie Jeffery
 - Vice-Principal Planning, Resources & Research Policy, Professor Jonathan Seckl
 - Vice-Principal and Head of College Science & Engineering, Professor Lesley Yellowlees
 - Assistant Principal Academic Standards & Quality Assurance, Dr Tina Harrison

Action requested

2. Court is asked to approve all requests to extend the terms of office as noted.

Recommendation

3. Court is recommended to approve the request to extend the terms of office for:
 - Principal Edinburgh College of Art and Vice-Principal Creative Industries and Performing Arts, Professor Chris Breward, extend for a further 3 years until 31 July 2019.
 - Senior Vice-Principal Professor Jeffery, extend for an additional year until 30 September 2017.
 - Vice-Principal Planning, Resources & Research Policy, Professor Jonathan Seckl, extend for a further 3 years to 31 July 2018.
 - Vice-Principal and Head of College Science & Engineering, Professor Lesley Yellowlees, extend for an additional year to 31 July 2017.
 - Assistant Principal Academic Standards & Quality Assurance, Dr Tina Harrison, extend for a further 3 years to 31 July 2018.

Background and context

4. The paper is concerned with the ongoing management of the University's Vice-Principals and Assistant Principals and seeks to clarify information such as remit and terms of office in order to ensure continuity and coverage for the University.

Discussion

5. All of these officers are performing well in their respective roles and I wish to extend as indicated under the existing terms.

Resource implications

6. There are no specific new resource implications as costs will be met from within existing plans.

Risk Management

7. There are reputational and regulatory risks if the University is not seen to be fully committed to these areas.

Equality & Diversity

8. Full consideration of Equality and Diversity issues has been considered by those involved in these discussions including College and Central HR teams.

Next steps/implications

9. Any action required on the items noted will be taken forward by the appropriate member(s) of University staff.

Consultation

10. Consultation has taken place with those individuals involved.

Further information

11. Author and Presenter

Principal and Vice-Chancellor Sir Timothy O'Shea

7 May 2015

Freedom of Information

12. Open Paper.



UNIVERSITY COURT

11 May 2015

Assistant Principal Designation

Description of paper

1. The paper concerns a proposal for Assistant Principal Learning Developments, Professor Ian Pirie.

Action requested

2. Court is asked to approve the request relating to Assistant Principal Learning Developments.

Recommendation

3. Court is recommended to approve the request to extend Assistant Principal Learning Developments for a period of 6 months to 31st December 2015 on a part-time 0.5 FTE basis.

Background and context

4. The paper is concerned with the ongoing management of Assistant Principal Learning Developments and seeks to clarify information such as remit and terms of office in order to ensure continuity and coverage for the University.

Discussion

5. The term of office for Assistant Principal Learning Developments Professor Ian Pirie comes to an end on 31 July 2015. As this is a particularly busy period for the University with regard to the Enhancement-Led Institutional Review (ELIR) I would like to recommend to Court that Assistant Principal Pirie support the University through this busy period and work part-time on the ELIR project until the end of 2015 when he plans to fully retire from the University.

Reporting

6. For the agreed 6 month extension period the Assistant Principal Learning Developments will report to the Senior Vice-Principal.

Resource implications

7. There are no specific new resource implications as costs will be met from within existing plans.

Risk Management

8. There are reputational and regulatory risks if the University is not seen to be fully committed to this portfolio.

Equality & Diversity

9. Full consideration of Equality and Diversity issues has been considered by those involved in these discussions including College and Central HR teams.

Next steps/implications

10. Any action required will be taken forward by appropriate members of University staff.

Consultation

11. Consultation has taken place with the individual involved.

Further information

12. Author and Presenter

Principal and Vice-Chancellor Sir Timothy O'Shea

27 April 2015

Freedom of Information

13. Open paper.



UNIVERSITY COURT

Business Planning Round – 2015-17

11 May 2015

Description of paper

1. The planning round paper presents a first overview of the draft plans as submitted by major budget owners, considers the wider financial environment and recommends next steps in the development of the University's approach.

Action requested

2. Court is asked to note and endorse progress in the current planning round and, in particular, to note the strategic approach to investment and surplus generation adopted in response to the recent changes in the funding environment.

Recommendation

3. Court is recommended to:

- note the proposed approach to investment and surplus generation (£10-12m, representing around 1.3% of turnover) for the University (paragraphs 9-15) as endorsed by Policy and Resources Committee.
- provide any additional guidance for the ongoing development of the business planning round.

Paragraphs 4 – 55 have been removed as exempt from release due to FOI.

Risk Management

56. The key risk identified during the Business Planning round is the potential for the reduction in external funding and an emphasis on efficiency to trigger conservative decision-making behaviour. It is essential that the University maintain a positive focus on diversification of income sources and growth to ensure we sustain our improvements in research and teaching excellence and international reputation.

57. Each College and Support Group will develop their risk registers which will flow into the University's overall risk register which is managed by the Risk Management Committee and the Audit and Risk Committee.

Paragraph 58 has been removed as exempt from release due to FOI.

Equality & Diversity

59. Equality is considered within the plans of the individual budget holders. No EIA is considered necessary.

Next steps/implications

60. Final proposals will be developed for PRC and Court in June 2015.

Further information

61. Authors

Tracey Slaven, Deputy Secretary Strategic Planning
Jonathan Seckl, VP Resources and Research Policy
Phil McNaul, Director of Finance
4 May 2015

Presenter

Tracey Slaven

Freedom of Information

62. The paper is closed until the completion of the business planning round.



UNIVERSITY COURT

11 May 2015

SRUC Strategic Alignment Discussions – Update

Description of paper

1. This paper provides Court with an update of the strategic alignment discussions with SRUC following a report being considered by the Court Sub Group on 27 March 2015.

Action requested

2. Court is invited to note the report.

Recommendation

3. That the University continues with the current due diligence activities, with the intention of developing a draft business plan to be submitted to the meeting of the Court on 22 June 2015.

Paragraphs 4 – 22 have been removed as exempt from release due to FOI.

Risk Management

23. A detailed risk register is being maintained for the project. The main risks at this stage relate to the participation and commitment of SRUC to the measures required to ensure ongoing financial stability, together with the quality and availability of the information needed to support our decision-making process.

Equality & Diversity

24. At this stage there are not considered to be any equality and diversity implications; if the University develops a merger proposal it will include the necessary equality and diversity considerations.

Paragraphs 25 – 26 have been removed as exempt from release due to FOI.

Consultation

27. This paper has been approved by the Director of Corporate Services and considered by the Policy and Resources Committee at its meeting on 27 April 2015.

Further information

28. Author
Jim Nisbet
13 April 2015

Presenter
Hugh Edmiston

Freedom of Information

29. This paper is closed. Its disclosure would substantially prejudice the commercial interest of any person or organisation, its disclosure would constitute a breach of confidence actionable in court.



UNIVERSITY COURT

11 May 2015

Report of the Fossil Fuels Review Group

Description of paper

1. This paper presents the report of the Fossil Fuels Review Group which was established by CMG at its meeting of 8 October 2014 to review the request from EUSA to divest from fossil fuels. The Group's report was discussed at CMG on 14 April 2015.

Action requested

2. To consider the recommendations from the Fossil Fuels Review Group and to note the substantial staff and stakeholder interest likely to attach to Court's decision.

Recommendation

3. To approve the recommendations from the Fossil Fuels Review Group.

Paragraphs 4 – 27 have been removed as exempt from release due to FOI.

Risk Management

28. The Group's report seeks to balance the need to maintain the capital and returns for the University via the endowment fund, with the need to take action on climate change, and to consider all aspects of the reputation of the University in this debate. The Group proposes a package of measures to achieve a balanced and proportionate response to the issue.

Equality & Diversity

29. No assessment required, as the consideration of equality and diversity issues are inherent in the nature of the consideration of socially responsible investment.

Paragraph 30 has been removed as exempt from release due to FOI.

Consultation

31. A consultation with staff and students on the PRI and the revised responsible investment policy was undertaken in 2014.

Further information

32. Copies of the minutes and papers of the Group will be available in due course.

33. Author

Dave Gorman, Director of Social
Responsibility and Sustainability
on behalf of the Fossil Fuels Review Group

Presenter

Senior Vice-Principal Professor
Charlie Jeffery

Freedom of Information

34. Can this paper be included in open business? No



UNIVERSITY COURT

27 April 2015

Court and Committee Cycle

Description of paper

1. The purpose of this paper is to suggest an amendment of the Court and Committee cycle from the start of 2015/2016 to continue the process commenced during 2014/2015 to improve governance arrangements and the effectiveness of Court and its Committees.

Action requested

2. Court is invited to consider the proposal.

Recommendation

3. Court is invited to approve the revised Court and Committee cycle.

Background and context

4. The dates for meetings of Court and its Standing Committees were set for two years commencing 1 August 2014 following the pattern previously adopted on the number and spread of Court meetings. The new Committee structure was introduced at the start of 2014/2015 and it is now appropriate to review the scheduling of Court meetings to ensure they are appropriately spaced to reflect the likely pattern of business.

Discussion

5. There are currently six meetings of Court held each year in September, November, December, February, May and June with two seminars held in September and February linked to Court meetings in those months and a separate induction event, again in September for new members of Court. This means that there is both a bunching of Court business in the autumn and May/June; and quite a gap between February and May. The peaks and troughs are also reflected in the supporting cycle of Court Committee business, leading to the risk of requiring colleagues to produce updated papers at too short an order in some instances; and of too great a gap in others.

6. The Scottish Code of Good Higher Education Governance states that governing bodies should meet not less than four times a year in order to discharge its duties effectively.

7. We suggest that a way of smoothing the flow of business would be to hold Court meetings at the end of September, early December, February, end of April and end of June. In addition, we would propose to continue to hold two Court seminars a year – these could be held in September and February linked to the Court meetings in those months. The December meeting would provide the opportunity for Court to sign off the Annual Report and Accounts; and the end April/June meetings would provide the opportunity for Court to approve the strategic priorities and resource allocation for the following year.

8. The pattern of Committee meetings would also need to be amended to reflect this proposal - in particular meetings of the Policy and Resources Committee and the Audit and Risk Committee so that appropriate consideration can be given to the annual planning and resource allocation proposals and the Accounts before approval by Court.

Resource implications

9. There are no additional resource implications associated with this proposal.

Risk Management

10. It is important that the governance arrangements of the University are managed appropriately to mitigate reputational risks.

Equality & Diversity

11. There are no equality and diversity issues associated with this proposal.

Next steps/implications

12. If approved, arrangements will be made to hold meetings of Court and its Committees on the amended dates and information will be circulated to members for information.

Further information

13. Author
Dr Katherine Novosel
Head of Court Services
April 2015

Presenter
University Secretary

Freedom of Information

14. Open.



UNIVERSITY COURT

11 May 2015

Court Effectiveness Review

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Description of paper

1. This paper sets out options for consideration around undertaking an effectiveness review of Court and its Standing Committees.

Action requested

2. Court is asked to consider the options.

Recommendation

3. Court is invited to approve the proposal to undertake a survey of the views of all Court members with the intention of undertaking an externally facilitated review towards the end of 2015/2016.

Background and context

4. The Scottish Code of Good Higher Education Governance states that governing bodies should keep its effectiveness under annual review and that an externally facilitated evaluation be undertaken not less than every five years to include Committees. Senate and its Committees should also undertake a similar process.

5. The Code further suggests that in undertaking a review, Court effectiveness should be assessed against its Statement of Primary Responsibilities and on compliance with the Scottish Code.

Discussion

6. During 2013/2014 Court undertook a major review of its effectiveness in terms of compliance with the Scottish Code which resulted in various revised documents being approved and a new Committee structure being introduced on 1 August 2014. It therefore seem appropriate to undertake an annual review this academic year and to make arrangements for a more extensive externally facilitated review to be undertaken in 2015/2016.

7. In order to take cognisance of the suggestions within the Scottish Code two exercises are proposed:

- Draft reports to be prepared for consideration by Court mapping out assurances and providing evidence on compliance with Court's Statement of Primary Responsibilities and with the Scottish Code: and
- Court members to be invited to complete a survey of their views on Court effectiveness (draft attached as appendix 1).

8. If this approach was considered appropriate it could then form the basis of all future annual reviews. In addition, and only for this year, it may be appropriate to undertake a check on the effectiveness of Court's Standing and Thematic Committees. The effective operation of the Committees and flow of information to Court is crucial to the overall effectiveness of Court. It is therefore suggested that each Committee be invited to undertake an exercise to ascertain if it has met its

terms of reference, to identify any improvements required and any amendments to its terms of reference.

9. On an annual basis the Vice-Convener of Court and the University Secretary arrange to meet with selected Court members over the summer to reflect on their experiences (usually those members completing their first year on Court and those completing their last year on Court). It is suggested that any particular themes emerging from this process could also be taken into account when finalising the review report.

10. Court may also wish to consider if it is appropriate to invite the intermediary Lay member of Court appointed in terms of the Scottish Code (Sheriff Principal Bowen) to conduct a short meeting of Court members following Court consideration of the draft effectiveness report to ensure that no concerns on the governance of Court have been omitted prior to the review being finalised and published. This could be undertaken at the same meeting to appraise the performance of the Vice-Convener of Court.

Resource implications

11. There will be time implications in taking forward the annual review this year and depending on the methodology approved there could be significant resource implications, in the region of £20k, in taking forward the external facilitated review in 2015/2016.

Risk Management

12. It is a requirement of the Scottish Code to keep effectiveness under annual review and in addition there are reputational issues around ensuring best practice in governance arrangements.

Equality & Diversity

13. Consideration of equity and diversity issues will be included in consideration of the membership of Court.

Next steps/implications

14. Arrangements will be made to take forward the agreed approach for the internal effectiveness review and at the start of 2015/2016 proposals will be presented for consideration on the externally facilitated review.

Consultation

15. This paper has been reviewed by the University Secretary.

Further information

16. Author

Dr Katherine Novosel
Head of Court Services

Presenter

Ms Sarah Smith
University Secretary

Freedom of Information

17. This paper is open.

Court Members' Survey

(Based on Leadership Foundation survey)

1 The commitment to effective governance	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
1.1 There is a genuine and shared commitment by both Court and the executive to ensure effective governance.					
1.2 The quality of interaction between the Vice-Convenor of Court, the Principal, and the University Secretary enables effective governance to occur.					
1.3 The existing roles, responsibilities and accountabilities of Court and its Committees are clearly defined and are known by both Court members and the executive.					
1.4 The Court secretariat provides timely, informed and suitably independent professional advice and support to members of Court.					
1.5 Court regularly reviews its own performance and demonstrates a commitment to continuous improvement in its own affairs.					
<i>Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):</i>					

2 Effective governance structures and processes	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
2.1 The Court decision making structure including its Committees is fit for purpose.					

2.2 There is a clear system of delegation from the Court with appropriate reporting mechanisms.					
2.3 The arrangements for Court and its Committees' meetings (number, timing, location, length of meetings, administration etc) are fit for purpose.					
2.4 Effective arrangements are in place for appropriately involving staff and students in the Court and its Committees.					
2.5 The Court has an effective relationship with the Senate.					
<i>Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):</i>					

3 Effective Court membership	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
3.1 The size, nature, experience, skills and diversity of Court membership are appropriate to meet its roles and responsibilities.					
3.2 The recruitment and succession planning of Court members is effectively undertaken.					
3.3 Effective support, induction and ongoing development exists for members, and is valued by them.					
3.4 Court members are motivated, attend regularly, participate actively, and their skills and experience are used effectively.					
3.5 The contribution of all members is regularly reviewed using processes agreed by the Court.					

Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):

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4 Court commitment to organisational vision, culture and values	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
4.1 The Court demonstrates an understanding of, and commitment to, organisational vision, mission and culture.					
4.2 The Court is active in supporting, and where necessary defending, core institutional values.					
4.3 The Court demonstrates an active implementation of the principles of good conduct in public life.					
4.4 The Court is effective in encouraging corporate social responsibility and the achievement of public benefit.					
4.5 There is trust and confidence in the Court amongst those staff and students who come into contact with it.					

Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):

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5 Effective strategic development and performance measurement	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
5.1 The Court fully understands institutional strategy and is actively involved in its formulation, approval and review.					
5.2 The Court actively measures and monitors institutional performance, including through the use of agreed KPIs which are both realistic and challenging.					
5.3 The Court regularly reviews comparative institutional performance with relevant peer institutions through processes such as benchmarking					
5.4 The Court ensures that regular performance reviews of the Principal are undertaken by the Remuneration Committee, and where necessary receives information.					
<i>Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):</i>					

6 Effective Court information and communication	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
6.1 The Court receives timely and accurate information for all areas for which it is responsible, and has confidence in the robustness of this data.					
6.2 Information is presented to the Court in as effective a way as possible.					
6.3 Reliable and up-to-date information is provided to the Court to ensure that it is fully informed about its legal and regulatory responsibilities.					

6.4 The Court ensures that an effective institution-wide risk management process is in place, and receives appropriate risk information and reports.					
6.5 There is effective communication to and from the Court both within the institution and also with key stakeholder bodies and the public at large.					
<i>Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):</i>					

7 Future Governance	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
7.1 The Court conducts its affairs in a way that is responsive to changing circumstances and the need for responsive decision making and governance.					
7.2 The Court is well informed about likely changes in the external environment and any major implications for governance that may result.					
7.3 The Court actively monitors effective governance in the sector and adopts relevant practice.					
7.4 The Court is actively reviewing the extent to which its existing corporate governance arrangements will be appropriate to meet long term strategic plans.					
<i>Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):</i>					

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8 Working Relationships and Court behaviour	Agree	Partly Agree	Partly Disagree	Disagree	Don't Know
8.1 Court meetings and business are effectively conducted and chaired in a way which encourages an appropriate degree of transparency, openness and engagement, and which has the general confidence of members.					
8.2 The approach, style, and contribution of the Principal supports effective Court meetings.					
8.3 The approach, style, and contribution of the University Secretary supports effective Court meetings.					
8.4 All Court members are actively involved in discussion and demonstrate a shared purpose and commitment, whilst maintaining the distinction between governance and management.					
8.5 In practice, working relationships between Court members and the executive are good, and a positive atmosphere exists to support effective governance.					
8.6 The need for constructive challenge by the Court is understood and accepted by both members and the executive, and is undertaken both appropriately and effectively.					

Please provide any additional comments including the basis for your answers (eg opinion, observation or based on 'hard evidence'):

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Do you have other views on the effectiveness of the Court or our governance more general?

Comments:



What do you think are the implications for the future operation of the Court?

Comments:





UNIVERSITY COURT

11 May 2015

Consultation on Higher Education Governance Bill – Update

Description of paper

1. On 8 December 2014 Court considered a paper outlining the University's approach and response to the Scottish Government's consultation on proposed new legislation on the governance of Scottish universities. A final response was considered by the Vice-Convenor of Court, the Principal and the University Secretary prior to circulation and approval by Court members on 29 January 2015. This is attached for ease of reference at appendix 1. This paper provides an update since the consultation closed on 30 January 2015.

Action requested

2. Court is invited to consider the paper.

Recommendation

3. Court is invited to note the implications.

Background and context

4. A number of organisations across the sector submitted comments on the consultation including in particular the Committee of Scottish Chairs and Universities Scotland. Information on the 107 responses received can be accessed at the following URL:

<http://www.gov.scot/Publications/2015/03/5250/0>.

5. The Scottish Government has now also published its analysis of the written responses. Key points include:

- 91% opposed to legislating to rename a university Principal as Chief Executive Officer.
- 78% cent opposed to the proposal to legislate that the selection process for the Chair of the governing body should culminate in an election by a group of representatives both internal and external to the university.
- 67% opposed to legislating to reserve seats for students, staff, alumni and trade union representatives, given that staff and students are already represented on the governing bodies of all Scottish higher education institutions under existing governance arrangements.
- 91% agreed that the position of Chair of the governing body should be selected through open and transparent process including external advertisement. This has been standard practice across the university sector since the introduction of the Scottish Code of Good HE Governance in 2013.

6. The full report is available on the Scottish Government website at <http://www.gov.scot/Publications/2015/04/4961>.

7. Since the consultation closed there has continued to be discussion with the Scottish Government particularly the Cabinet Secretary for Education and Lifelong Learning. While cognisance has been taken of the Scottish Code there continues to be a desire to draft legislation to provide a framework for governance within the higher education sector.

Discussion

8. There has been much debate around the consultation and media interest on the different views being expressed. The main focus has been around the proposals to legislate on membership of governing bodies particular around equality, gender balance and union representation. There has also been challenges on the rationale for legislation given the introduction of the Scottish Code.

9. Court should be aware that Universities Scotland issued a press release on 9 April 2015 on behalf of the Scottish Chairs intimating a commitment to achieve a minimum of 40 percent of men and of women among independent members on their governing bodies with the remaining 20 percent of either gender. Included in the press release was a Policy Statement on the gender on governing bodies issued by the Chairs of Scottish Universities which confirms the intention to undertake a review in 2018 on progress towards achieving this minimum 40 percent of women. The full press release can be accessed at the following URL: <http://www.universities-scotland.ac.uk/index.php?mact=News,cntnt01,detail,0&cntnt01articleid=206&cntnt01origid=18&cntnt01returnid=23>

10. The commitment to aspire to a minimum 40 percent membership of independent members of governing bodies has been well received by the Scottish Government.

11. This University has supported a broad equality and diversity approach to membership of Court, approving an Equality and Diversity Policy and seeking to attract non-traditional applications from across the community to fill vacancies on Court. Court has also encouraged external bodies electing or nominating Court members to take the same approach.

12. The Nominations Committee will of course take cognisance of this commitment in making recommendations to Court on the appointment of co-opted members and the Vice-Convener of Court. The University should also look to provide guidance to external bodies electing and nominating members to Court on how best to take forward this commitment.

Resource implications

13. There are no additional resource implications associated with this paper.

Risk Management

14. The University will ensure that there continues to be appropriate action taken to attract applications from across the community and that the Nominations Committee and external bodies take cognisance of the commitment. There are wider issues in respect of any legislation which may be implemented which will be

mitigated as appropriate in liaison with colleagues across the sector and with Universities Scotland.

Equality & Diversity

15. This paper deals with gender balance issues.

Next steps/implications

16. The Nominations committee and external bodies will be made aware of the commitment.

Consultation

17. This paper has been reviewed and approved by the University Secretary.

Further information

18. Author

Dr Katherine Novosel
Head of Court Services
November 2014

Presenter

University Secretary, Ms Sarah Smith

Freedom of Information

19. This paper is open.

University of Edinburgh response to Scottish Government Consultation on Higher Education Governance Bill

The University of Edinburgh welcomes the opportunity to offer comments on appropriate legislative underpinning to ensure the best possible governance for Scotland's higher education institutions.

In terms of the specific consultation document proposals, we agree with the points that Universities Scotland have made on behalf of the whole higher education sector. But we thought that it would be helpful to supplement that full submission with some key points from our own institution's perspective.

We have sought to take a sector-leading approach to our governance; most recently thoroughly reviewing and refreshing our governance to ensure robust compliance with the new Scottish Code of Good Higher Education Governance which came into effect from 1 August 2013. Changes made have included extending our transparent and open process for applications to positions of lay members on our Court to the role of Vice Convener (our equivalent of Chair of Institution) – and we appointed a female Vice Convener following such a process last Spring. We have also further extended our students' opportunities to join our Court Committees by including them in the Committee that makes recommendations about nominations to Court positions. And we will be bringing in an external review in 2016 to assess the effectiveness of the changes we have made and consider any further improvements.

We recognise the importance of being open and accountable to the very wide range of stakeholders who hold a particular interest in the way in which the University focuses its efforts to make the best possible impact and contribution going forward. These include our staff, students, alumni, donors, Scottish Government, Scottish Funding Council and UK government funders; as well as partners in business and in other higher education institutions.

We consider that our revised and refreshed system of governance is robust and appropriate, bringing in and drawing from a range of expertise from within and outside our University community. While we have not felt that further underpinning legislation is a priority, we would be happy to work with Ministers and officials as proposals are developed.

In terms of the specific proposals in the consultation itself, we think that there may be merit in examining a possible replacement for the Privy Council but agree with Universities Scotland that this requires some careful thought and discussion to ensure that we can be satisfied that any substitute arrangement includes appropriate checks and balances and is as politically impartial as our current mechanisms.

We doubt that there is a need for a further expansion of the definition of academic freedom – this is so key to our understanding of our role as an institution that we would prefer to retain the existing definition which appears to have served everyone well.

We share the doubts expressed by Universities Scotland on the potential perverse consequences of bringing in an electoral process on top of the existing transparent and open arrangements for the appointment of Chairs of Institutions, given the importance of the Chair having the full confidence of the Court. We fear an additional electoral process on top of the full, open and transparent process we currently use could weaken the Chair's ability to play their crucial governance role effectively. We do of course have an elected Rector – elected by staff and students – who presides over Court. This dual mechanism serves us very well. We think that the matter of a Chair's remuneration is probably best left to individual institutions to determine – certainly our own lay members are very clear that they would not want to be recompensed over and above expenses incurred as they see their contribution as a pro bono one; and we have had significant success in securing a good gender balance under the current arrangements.

While we agree that there should be non-teaching and academic staff and students on Court, we think that we currently achieve this well through our 4 elected senatus assessors, our elected non-teaching staff member and our 2 elected students' union representatives. We are concerned that restricting the electoral process for some staff to trade union members would restrict the number of staff who would have a voice from our current arrangements.

Finally, the proposals to cap the composition of senate do not match the way in which we secure effective conduct of academic business through our senate. We have a large very inclusive senate which enables a wide range of our staff to engage and have a voice on key issues of debate; and our core business is carried out through 4 key senate committees, accountable to senate as a whole. This works well for us. Any move to limit staff access to our senate would cause significant upset and disruption as it would be seen as reducing our openness and inclusivity to academic staff.

We hope that these comments are helpful. We would of course be very happy to work with officials to take this forward.



UNIVERSITY COURT

11 May 2015

EUSA President's Report

Description of paper

1. This paper is to note the developments of Edinburgh University Students' Association since the last Court meeting and any matters arising from previous Court meetings.

Action requested

2. Court is asked to note this report.

Recommendation

3. That information provided in this paper be considered to support other projects and initiatives to improve student satisfaction at the University of Edinburgh.

Paragraphs 4 – 24 have been removed as exempt from release due to FOI.

Risk Management

25. Not Applicable.

Equality & Diversity

26. Equality and Diversity considerations are implicitly included in this paper. Edinburgh University Students' Association (EUSA) represents the interests of a diversity of student interest groups and exists to maintain the equal representation of students and student groups.

Next steps/implications

27. There are no next steps to be taken as a result of this paper.

Consultation

28. All relevant EUSA Sabbatical Officers, staff members, student staff and members of our organisation. Any items relating to partnerships with other organisations or branches of the University include information provided by all participating stakeholders.

Further information

29. Author

Briana Pegado
EUSA President
1 May 2015

Presenter

Briana Pegado
EUSA President
01 May 2015

Freedom of Information

30. Some information in this paper is sensitive. This paper is closed.



UNIVERSITY COURT

11 May 2015

Policy and Resources Committee Report

Committee Name

1. Policy and Resources Committee report.

Date of Meeting

2. The Committee met on 27 April 2015.

Action Required

3. Court is invited to note the key items discussed at the meeting as detailed below.

Paragraphs 4 – 12 have been removed as exempt from release due to FOI.

Full minute:

13. All the papers considered at the meeting and in due course the Minute can be accessed on the Court wiki at the following URL:

<https://www.wiki.ed.ac.uk/display/UCC/Policy+and+Resources+Committee>

Equality & Diversity

14. The Committee noted the submission of the equality documentation in order to comply with University's statutory equality duty and issues related to equality and diversity were considered as part of a number of papers in particular the Report from the People Committee and the paper on the Outcome Agreement.

Further information

15. Author

Dr Katherine Novosel
April 2015

Presenter

Dr Anne Richards, Convener Policy and
Resources Committee

Freedom of Information

16. This paper is closed: Its disclosure would substantially prejudice the commercial interests of the organisation.



UNIVERSITY COURT

11 May 2015

Knowledge Strategy Committee Report

Committee Name

1. Knowledge Strategy Committee.

Date of Meeting

2. The meeting was held on 13 March 2015.

Action Required

3. Court is invited to note the key points discussed at the meeting.

Key points

4. *Presentations*

Mr McLachlan provided the Committee with three very informative presentations on the following: his First Impressions; Strategic IS spend and IT Financial Management; and e-Infrastructure Design and Research IT Services Strategy. These presentations were welcomed and it was noted that further papers would be presented in due course to take forward the matters discussed.

5. *Collections and Library Management Systems*

An update on the project to replace the existing collections and library management systems was considered and deemed satisfactory. In particular the Committee noted the intention to develop a roadmap/ continuous improvement plan following the launch of the systems and that following a competition the new name for the library search service is DiscoverEd.

6. *Other items*

The Committee also noted the ongoing activities report and approved guidelines for IT/Library spends in excess of £200k subject to minor amendments and approval of the new University Delegated Authorisation Schedule (DAS); further debate may be required once the new DAS has been approved. A request was also considered and approved within current authorisation levels in respect of an equipment service contract within the CSE.

Full minute:

7. The papers and the draft Minute from this meeting can be accessed at the following:
<https://www.wiki.ed.ac.uk/display/UCC/Knowledge+Strategy+Committee>

Equality & Diversity

8. There are no specific equality and diversity issues associated with this report.

Further information

9. *Author*

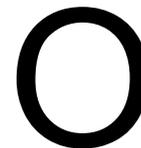
Dr Katherine Novosel, Head of Court
Services, April 2015

Presenter

Professor A Smyth, Convener
Knowledge Strategy Committee

Freedom of Information

10. This paper is open.



UNIVERSITY COURT

11 May 2015

Exception Committee Report

Committee Name

1. Exception Committee report.

Date of Meeting

2. The Committee considered business via electronic communications concluded on 12 January, 30 March and 14 April 2015.

Action Required

3. Court is asked to note the matters approved on behalf of Court by the Exception Committee.

Paragraphs 4 – 5 have been removed as exempt from release due to FOI.

Full Minute:

6. The papers considered by the Committee are available at the following URL:
<https://www.wiki.ed.ac.uk/display/UCC/Exception+Committee>

Equality & Diversity

7. There are no specific equality and diversity issues associated with this report.

Further information

- | | |
|------------------------|---------------------------------|
| 8. <u>Author</u> | <u>Presenter</u> |
| Dr Katherine Novosel | Dr A Richards |
| Head of Court Services | Convener of Exception Committee |
| May 2015 | |

Freedom of Information

9. This paper is closed.



UNIVERSITY COURT

11 May 2015

Audit and Risk Committee Report

Committee Name

1. Audit and Risk Committee.

Date of Meeting

2. The meeting was held on 26 February 2015.

Action Required

3. Court is asked to note the key points from the meeting and approve the revised accounting policies as a result of FRS102.

Key points

4. IT Security

The Chief IT Security Officer updated the Committee on current IT security issues and there was discussion of the high level of risk associated with this area. A new Chief Information Officer has recently been appointed and it was agreed he would be asked to review IT security issues and provide a progress report to the next meeting of the Committee, with a substantive update for the autumn meeting.

5. Report from Risk Management Committee

The Committee noted the approach being taken by the Risk Management Committee to review and enhance the risk management process.

6. FRS102 Update

The Committee endorsed the following revised accounting policies in relation to asset revaluation, capitalisation threshold and capitalisation and recommended their approval to Court:

- that historic cost be adopted for accounting for land and buildings;
- The current capitalisation threshold of £25k be increased to £50k;
- The University retains its policy of not capitalising interest costs associated with financing major capital developments.

7. HMRC Research and Development Expenditure Credit Opportunity

The Committee authorised the Director of Finance to make the necessary arrangements to submit a Research and Development Expenditure Credit claim to HMRC on behalf of the University.

Full minute:

8. All the papers considered at the meeting and in due course the Minute can be accessed on the Court wiki at the following URL:

<https://www.wiki.ed.ac.uk/display/UCC/Audit+and+Risk+Committee>

Equality & Diversity

9. There are no specific equality and diversity issues associated with this report.

Further information

10. Author

Ms K Graham

May 2015

Presenter

Dr R Black

Audit and Risk Committee

Freedom of Information

11. This paper is open.



UNIVERSITY COURT

11 May 2015

Nominations Committee Report

Committee Name

1. Nominations Committee.

Date of Meeting

2. The Committee concluded consideration on 7 May 2015.

Action Required

3. Court is invited to consider the recommendation for appointment.

Paragraphs 4 – 5 have been removed as exempt from release due to FOI.

Full minute:

6. The Minute for and papers considered at the meeting can be accessed at the following URL:

<https://www.wiki.ed.ac.uk/display/UCC/Nominations+Committee>

Equality & Diversity

7. The University wishes to ensure a diverse membership of Court and its Standing and Thematic Committees and action is taken to attract when advertising for members external to Court and the University applications from across the community. To re-enforce its commitment, Court has approved a University Court Equality and Diversity Policy.

Further information

8. Author
Dr Katherine Novosel
May 2015

Presenter
Dr Anne Richards
Convener, Nominations
Committee

Freedom of Information

9. This paper is closed.



UNIVERSITY COURT

11 May 2015

Court Membership

Description of paper

1. This paper confirms the outcome of the election for two new General Council Assessors on Court and confirmation of the appointment of the Rector's Assessor.

Action requested

2. Court is invited to note the Assessors.

Recommendation

3. The new General Council Assessors will be invited to the next meeting of Court and Mr Ross has indicated his intention to attend this meeting of Court. Court will wish to congratulate and welcome the new Assessors.

Background and context

4. The term of office of both Professor Ann Smyth and Mr Alan Johnston as Court General Council Assessors ceases at 1 August 2015. The General Council therefore initiated a process to elect two new Assessors with the outcome of the election being declared at the General Council's Half-Yearly meeting on Saturday, 14 February 2015.

5. Mr Steve Morrison was elected as the new Rector of the University on 11 February 2015. In consultation with EUSA he has now confirmed the appointment of his Assessor.

6. On an annual basis EUSA conducts an election for its Sabbatical Officers and informs the University of its two Representatives on Court.

Discussion

7. General Council Assessors

Dr Alan David Gillespie Brown and Mr Stuart James Ritchie Walker have been appointed with effect from 1 August 2015 for a period of four years until 31 July 2019. Short biographs for Dr Alan Brown and Mr Ritchie Walker are attached in appendix 1.

8. Rector's Assessor

The Rector has appointed Mr Sandy Ross as his Assessor with immediate effect until 28 February 2018. Mr Ross will be supported by Mr Conor Bond who is the current President of the University of Edinburgh Sports Union.

9. EUSA Representatives

EUSA has confirmed that Mr Jonny Ross-Tatum, EUSA President elect and Ms Urte Macikene, EUSA Vice-President, Services elect have been elected and will represent EUSA at Court from 8 June 2015 for a period of one year.

Resource implications

10. There are no additional resource implications. Costs associated with the servicing of Court are met from within existing resources.

Risk Management

11. It is important that the University has an effective Court; Court is the governing body of the University with ultimate responsibility for all the activities of the University, determining its strategic direction and ensuring effective management. In order for Court to meet its responsibilities there requires to be a balance of skills and experience among its members and Court. Members of Court require to undertake their duties in a responsible manner and in accordance with good governance practice. The letter issued on joining Court requires members to sign a declaration to acknowledge that they are familiar with the Code of Conduct for Members of the Court of the University of Edinburgh, understand their obligations under it and that there is no reason in terms of the Charities and Trustee Investment (Scotland) Act 2005 which excludes them from serving as a Trustee of the University. The Code requires compliance with the Nolan principles of public life and for members to declare any potential conflicts of interest: declared interests are compiled into a Register available on the University's web site.

Equality & Diversity

12. Court wishes to ensure a diverse membership and action is taken to attract individuals from across the community. To re-enforce its commitment Court has approved a University Court Equality and Diversity Policy.

Next steps/implications

13. The new General Council Assessors will be invited to attend the next meeting of Court on 22 June 2015, the Rector's Assessor and the EUSA President elect and Vice-President elect will be attending this meeting of Court. Appropriate induction arrangement will be arranged for the new members of Court and the Rector's Assessor.

Consultation

14. The Rector and University Secretary have reviewed this paper.

Further information

15. Author and Presenter
Ms Sarah Smith
University Secretary

Freedom of Information

16. This paper is open.



UNIVERSITY COURT

11 May 2015

Senatus Academicus Report

Committee Name

1. Senatus Academicus.

Date of Meeting

2. 4 February 2015.

Action Required

3. To note the key points from the Senate meeting.

Key Points

4. The presentation and discussion theme was ***Community Engagement as an Integral Part of the Curriculum***. Eleven speakers including staff members, current and former students participated, mapping current activity across the University; discussing the work of the Free Legal Advice Centre, Student Selected Components in Medicine, and the GeoScience Outreach Centre; and outlining next steps, specifically discussing the use of community engagement for credit as a mainstream aspect of the curriculum. The presentation was followed by a lively and positive discussion during which the following points were raised:

- The University is already undertaking inspiring community engagement activities within the curriculum, and there was a desire for the University to undertake more activity of this type.
- There was interest in collaborating across Schools, although timetabling constraints presented difficulties. The potential for the timetabling project to address these issues, and for collaborative activity to be undertaken during Innovative Learning Week was noted.
- There would be value in editing the activity map to highlight community-initiated activity. The work of 'Living Lab' was discussed in this context.
- Light-touch coordination and a central repository providing details of all activity would be helpful as this area developed to prevent duplication in interactions with community partners.
- Recognising the value of community engagement, the possibility of it becoming compulsory within the curriculum was discussed. On balance, it was felt that an active opt-in to this type of curricular development would be indicative of a strong commitment to engagement and likely to produce more positive experiences for all concerned, including the community.
- There was also discussion regarding the value of staff engaging with the community organisations, and of the potential for further recognising community engagement in staff promotion criteria.
- There was a need to consider carefully both the level of support required to provide students with a safe environment and the capacity of the community to engage with this type of activity.

5. As part of the formal business, the Principal praised the University's exceptionally strong performance in the 2014 Research Excellence Framework

(REF). Senate endorsed the Principal's intention to request that the Scottish Funding Council reward Edinburgh's success with appropriate research funding.

6. The Assistant Principal Academic Standards and Quality Assurance introduced a paper providing an update on the University's preparations for the 2015 Enhancement-Led Institutional Review (ELIR).

7. All items of E-Senate business conducted between 13 and 21 January 2015 were approved or noted as required. In relation to the Consultation on the Higher Education Governance Bill, the Senatus endorsed the University's proposed position on the aspects of the consultation relating to academic governance. The University's objection to the proposal that the size of governing bodies be limited to 120 people was noted.

8. A Special Minute was adopted and Senate approved the Honorary Degrees Committee's recommendations for the award of Honorary Degrees.

Full Minute

9. <http://www.docs.sasg.ed.ac.uk/AcademicServices/Committees/Senate/2014-15/20150204Minutes.pdf>

Equality and Diversity

10. No key implications for equality and diversity were raised by Senate.

Further Information

11. Author
Philippa Ward
Academic Services
February 2015

Freedom of Information

12. This paper can be included in open business.



UNIVERSITY COURT

11 May 2015

Draft Resolutions

Description of paper

1. The paper invites Court to consider draft Resolutions and to refer them to the General Council, Senatus Academicus and any other interested party for observations.

Action requested

2. Court is invited to consider the attached draft Resolutions presented in draft format.

Recommendation

3. In accordance with the agreed processes Court is invited to refer the following draft Resolutions to the General Council and to the Senatus Academicus for observations.

Draft Resolution No.18/2015: Board of Studies

Draft Resolution No.19/2015: Code of Student Conduct

Draft Resolution No.20/2015: Postgraduate Degree Programme Regulations

Draft Resolution No.21/2015: Undergraduate Degree Programme
Regulations

Draft Resolution No.22/2015: Postgraduate degree of Doctor of Clinical
Dentistry (DClinDent)

Background and context

4. The Universities (Scotland) Act 1966 enabled the University Court to exercise by Resolution a wide range of powers, including the institution of new degrees and degree regulations and the prescription of disciplinary procedures. The Act sets out the procedure for making Resolutions and stipulates that Senatus Academicus, the General Council and any other body or person having an interest require to be consulted on draft Resolutions throughout the period of one month, with the months of August and September not taken into account when calculating the consultation period.

5. The Curriculum and Student Progression Committee (CSPC) is responsible for the academic regulatory framework. It has undertaken its annual review of the undergraduate, postgraduate and higher degree regulations including assessment regulations and recommended changes. CSPC also recommends amendments to the Code of Student Conduct and to the regulations for Boards of Studies.

6. Draft Resolutions have been formulated to deal with the recommended changes to undergraduate and postgraduate degree regulations including assessment regulations and attached to these Resolutions are a list of degrees to which these regulations apply. There are also draft Resolutions dealing with amendments to the Code of Student Conduct, the Boards of Studies Terms of Reference and the founding of a new degree.

Discussion

7. The key changes to the *undergraduate degree* regulations are as follows:

- Regulation 9, timing of admittance onto degree programmes and courses has been revised for ease of reading. The overall content has not changed.
- Regulations 10 and 11, “method of study” amended to “mode of study” in line with SFC terminology. Regulation 11 states that only in exceptional circumstances, and with the permission of the Head of College, is a student allowed to change mode of study. “For academic reasons, the University may require a student to change their mode of study” has been added.
- Regulation 17, minimum period of study for a degree has now been amended to add, “In exceptional circumstances, the Head of College may approve a concession to allow the award of a University of Edinburgh degree to a student who has studied University of Edinburgh courses for a minimum of one year (obtaining 120 credits or the pro-rata in the case of part-time study). This may include students studying at the University of Edinburgh on 2+2 arrangements, or students entering the University directly into year 3 of study”.
- Regulation 22, Recognition of Prior Learning (RPL) amended to note that RPL is only recognised at the point of admission to the University. Also clarified that RPL can potentially be granted for programmes taken at the University of Edinburgh, as well as those from elsewhere.
- Regulation 24, Attendance and Participation now refers to “engagement” as opposed to “on-campus study, placements and distance learning” (in the context of programme requirements that must be set out in the Degree Programme Table and programme handbook).

8. The key changes to the *postgraduate degree* regulations are as follows:

- Where regulations are common between undergraduate and postgraduate, these have been reviewed for consistency and amended as necessary.
- MSc by Research has replaced Masters by Research throughout the regulations in line with MSc by Research Structure which comes into effect in 2015/16
- Relocation of postgraduate research specific regulations within Doctoral study section.
- Relocation of collaborative degrees outwith Doctoral section.
- Regulation 11, Registration for University staff, clarification that exemptions to part-time study may be approved by College.
- Regulation 27, Reductions to the period of study, reinstated wording on available reductions to study periods that may be approved by College.
- Regulation 46, PhD by Research Publications, clarification that critical review must “critically assess how the work contributes significantly to the expansion of knowledge”.
- Regulations 102 to 103 deleted to remove EngD in System Level Engineering and Offshore Renewable Engineering.

9. The key changes to the *Code of Student Conduct* are as follows:

- That Senate delegate to CSPC the authority to approve nominations for members of the Student Discipline Committee and for appointing Student Discipline Officers.
 - The Code makes it more explicit that the University can take action for offences which occur online and in social media.
 - The Code makes it clear that harassing and victimising people with protected characteristics, in addition to discriminating, is an offence under the Code.
 - The Code clarifies that, in order to be quorate, the Student Discipline Committee must include at least two staff members and at least two student members.
 - The arrangements for Secretary of the Student Discipline Committee are made more explicit.
 - The Code makes explicit that the University may share information provided by students, staff and other witnesses with people involved in the case, including the student under investigation, for transparency and to provide a fair process.
 - The Code explicitly refers to early and local resolution, which aligns it with practice for complaint handling, and takes account of practice in the University.
 - The allocation of Conduct Investigators in cases where students come from a number of Schools is clarified.
 - The Code makes it explicit that Investigators, Student Discipline Officers and the Student Discipline Committee may not draw any adverse inference from the student's failure to appear.
 - The Conduct Investigator's role in reporting on their investigation is clarified.
 - The Student Discipline Committee may request additional information, for example medical evidence of a student's fitness to study. The Code also outlines the ways in which the Committee may conduct its business.
 - The Code refers to the Support for Study Code, which was developed by the Mental Health Strategy Group and approved by CSPC for introduction in academic year 2015/16. The Student Discipline Committee is given the authority to suspend students and to require the student to meet conditions, or to provide relevant evidence to the University, before the suspension is ended, e.g. medical information confirming that the student is fit to return to study.
 - Suspended penalties now called "deferred penalties" to avoid possible confusion with suspensions.
 - The references to the Scottish Public Sector Ombudsman have been updated to align with the complaint handling procedure references.
10. The key changes to the regulations for *Boards of Studies* are as follows:
- References to the University's newly agreed Programme and Course Design, Development, Approval, Changes and Closure Policy have been added.
 - The Terms now clarify that Colleges may choose to delegate course approval and course closure to School Boards of Study, within a framework of College oversight.
 - The governance of course, degree programme and award closure decisions has been made more explicit.
 - The Convener and Deputy Convener of Boards of Studies must be academic staff.

11. The full text of the draft Resolutions is at:
<https://www.wiki.ed.ac.uk/display/UCC/University+Court>

Resource implications

12. There are no specific resource implications associated with this paper.

Risk Management

13. There are reputational considerations in reviewing the academic regulatory framework and instituting new programmes of study which are considered as part of the University's approval processes.

Equality & Diversity

14. There are no specific equality and diversity issues associated with this paper.

Next steps/implications

15. Senatus Academicus and the General Council will be invited to comment on these draft Resolutions and notice will be displayed on the Old College notice board and published on the web. Final Resolutions will be referred to Court on 22 June for consideration and approval.

Consultation

16. Academic Services have consulted widely on the revisions to the degree regulations, the Code of Student Conduct, and the Board of Studies' Terms of Reference.

Further information

17. Authors

Ms S Welham, Ms A Taylor & Ms S Hunter
Academic Services
Ms K Graham
Deputy Head of Court Services
April 2015

Freedom of Information

18. This paper is open.

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 18/2015

Boards of Studies

At Edinburgh, XXXX day of XXXX, Two thousand and fifteen.

WHEREAS the University Court deems it expedient to prescribe new regulations for Boards of Studies:

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 1 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Board of Studies Terms of Reference are hereby set out:

Board of Studies Terms of Reference

1. Purpose and Role

- 1.1 The University continually revises and updates its courses, degree programmes and awards to maintain the currency of its teaching and the learning experience. The Board of Studies is responsible for curriculum discussion and approval within a School. Boards of Studies operate consistently with the UK Quality Code Chapter B1, *Programme design, development and approval* and in accordance with the University's *Programme and Course Design, Development, Approval, Changes and Closure Policy*.
www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B1.pdf
[include link to PCPACCP when available]

- 1.2 The main purposes of Boards of Studies are:

- 1.2.1 to consider proposals for new courses, programmes and awards;
- 1.2.2 to consider changes to existing courses, programmes and awards;
- 1.2.3 to consider the closure of existing courses, programmes or awards; and
- 1.2.4 to keep teaching, learning and assessment methodologies under review.

If you require this notice or any of the draft Resolutions in an alternative format e.g. large print please contact Kirstie Graham on 0131 650 2097 or email Kirstie.Graham@ed.ac.uk

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.

- 1.3 The Board of Studies ensures that proposals are academically appropriate and supported by evidence and documentation. They ensure that all interested parties in the University are aware of proposals.
- 1.4 Boards of Studies ensure that courses, programmes and awards align with relevant criteria:
 - 1.4.1 the University's Curriculum Framework, degree regulations and assessment regulations;
 - 1.4.2 the Scottish Credit and Qualification Framework levels and credit values;
 - 1.4.3 subject benchmark statements, where relevant; and
 - 1.4.4 any relevant professional body requirements.

2. Remit

The remit of the Board of Studies is to:

- 2.1 Develop, consider and endorse proposals for new or revised courses, programmes and awards; and for new learning, teaching and assessment methods. These are proposals for:
 - 2.1.1 Credit-bearing courses, programmes and awards listed in the Degree Regulations and Programmes of Studies Degree Programme Tables <http://www.drps.ed.ac.uk/>
 - 2.1.2 Massive Open Online Courses www.ed.ac.uk/studying/online-learning/moocs/moocs
 - 2.1.3 Non-credit bearing continuing professional development courses in the School
 - 2.1.4 Credit bearing Office of Lifelong Learning courses www.lifelong.ed.ac.uk/
- 2.2 Approve minor changes to existing courses and programmes.
- 2.3 Endorse proposals for new courses; for more substantial revisions to existing courses; and proposals for degree programmes and awards, before referring the proposals to the relevant College committee(s). Course, degree programme and award proposals which comply with the University's curriculum framework, or which have no wider implications, are approved at College level. Colleges may delegate course approval to Schools, but do so within a framework of College oversight. The College refers the following proposals to University Curriculum and Student Progression Committee (CSPC) for approval:
 - 2.3.1 proposals for new courses with significant University-wide implications;
 - 2.3.2 proposals for new programmes and awards that do not comply with the curriculum framework or academic year structure;

- 2.3.3 proposals which concern the wider University; or
- 2.3.4 major inter-College proposals.
- 2.4 Endorse proposals for closure of courses, programmes and awards, before referring the proposals to the relevant College committee(s). Colleges may delegate the approval of course closure to Schools, but do so within a framework of College oversight. Colleges may approve the closure of degree programmes and awards but report the closure of degree qualifications to the Curriculum and Student Progression Committee for approval and reporting to the University Court, for the annual degree regulations Resolution.
- 2.5 Offer advice on the School's portfolio of undergraduate and postgraduate programmes.
- 2.6 Annually approve Key Information Set Learning, Teaching and Assessment course information and Degree Programme Accreditation information, recording this approval in the Board of Studies' minutes.
- 2.7 Consider and report its views on any other academic matter to the appropriate College(s) and/or College committee(s), whether independently or in response to a College or University request.

3. Governance

- 3.1 The responsibilities and composition of Boards of Studies are regulated by Court Resolution No. 18/2015.
- 3.2 Every School has at least one Board of Studies. At the beginning of each academic session each School produces an agreed list of the members of its Board(s) of Studies.
- 3.3 The Board of Studies may make nominations for representation of their members on relevant College committees.
- 3.4 The Board of Studies shall report direct to the relevant College committee(s) as necessary, but at least annually.
- 3.5 The Board of Studies shall liaise with relevant School and College committees and with specific managers and offices in respect of issues or instances where matters of academic policy intersect with management issues.

4. Operation

- 4.1 Each Board of Studies must meet at least once in each academic year. This meeting cannot be a virtual or electronic meeting.
- 4.2 Each Board of Studies shall hold such meetings as the Convener may call, including electronic or virtual meetings.
- 4.3 The Convener must call a meeting of the Board when at least one-fifth of its members request this meeting in writing.

- 4.4 A Board of Studies may appoint sub-committees which at the discretion of the Board may report either to the Board or direct to the relevant College(s) or College committee(s).
- 4.5 A College may nominate another committee to operate as a Board of Studies. All provisions of these Terms of Reference apply to that committee when it is functioning as a Board of Studies.
- 4.6 The Head of School or his or her nominee will be responsible for ensuring the provision of secretariat support for the Board of Studies.

5. Composition

- 5.1 The Head of the relevant School appoints a Convener and Deputy Convener, who must both be academic members of staff, for each Board of Studies in the School. The Convener and Deputy Convener are eligible for appointment for a period of three years and may be re-appointed. In the absence of the Convener at any meeting, the Board of Studies is chaired by the Deputy Convener. The Convener or Chair of the meeting shall have both a deliberative and a casting vote. The Convener of a Board of Studies cannot also convene the College committee to which the Board reports.
- 5.2 Boards of Studies consist of academic and administrative staff in the University and other people appointed by the relevant College(s). All staff involved in the teaching of a degree programme should be a member of the relevant Board of Studies.
- 5.3 Each Board of Studies is composed of the teaching members and student representatives of the relevant discipline areas.
- 5.4 Each Board of Studies has at least one student member from a relevant discipline.
- 5.5 Each Board of Studies has at least one external member from another Board of Studies within the University. This may be a representative or representatives from other Schools with subject areas with strong links to the Board of Studies' discipline areas.
- 5.6 The Head of School and the Director of Teaching or equivalent in a School, are members of each Board of Studies in their School.
- 5.7 The Head of College has the right to appoint an ex officio College member to every Board of Studies in the College.

6. Responsibilities and Expectations of Board of Studies Members

- 6.1 Members are expected to be collegial and constructive in approach.
- 6.2 Members should attend regularly and participate fully in the work of the Board and its sub-committees. This will involve looking ahead, consulting and gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.

- 6.3 Members need to take collective and individual ownership for the issues under the Board's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Board of Studies, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.
 - 6.4 Members are expected to be committed to communicating the work of the Board to the wider School and College community.
2. On the date on which this Resolution comes into force Resolution 44/2014 shall be repealed.
 3. This Resolution shall come into force with effect from the commencement of the 2015/2016 academic year on 1 August 2015.

For and on behalf of the University Court

SARAH SMITH

University Secretary

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 19/2015

Code of Student Conduct

At Edinburgh, the XXX day of XXXX, Two thousand and fifteen.

WHEREAS the University Court, on the recommendation of the Senatus Academicus, deems it expedient to amend the regulations governing student conduct:

THEREFORE the Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 4 of Part II of Schedule 2 to that Act, hereby resolves:

1. The attached Code of Student Conduct shall become operative in the University of Edinburgh.
2. On the date on which this Resolution comes into force, Resolution 45/2014 shall be repealed.
3. This Resolution shall come into force with effect from the commencement of the 2015/2016 academic year on 1 August 2015.

For and on behalf of the University Court

SARAH SMITH

University Secretary

Code of Student Conduct

Scope

- 1 The Code of Student Conduct applies to all students of the University. It applies to
 - a. activities in which they engage in their capacity as students of the University; or
 - b. services or facilities they enjoy by virtue of being a student of the University; or
 - c. their presence in the vicinity of, or their access to, any premises owned, leased or managed by the University, the Edinburgh University Student Association (EUSA) or the Edinburgh University Sports Union (EUSU); or
 - d. any activity not covered by a), b) or c) above, which is considered to affect adversely the safety, interests or reputation of the University, its students, employees or authorised representatives, as outlined in this Code.

Basis of Jurisdiction

- 2 Under the Universities (Scotland) Acts all students of the University are subject to the jurisdiction of the Senate, for their studies and for their conduct. The Senate has primary responsibility for student discipline and recommends to the University Court the University's disciplinary procedure¹.
- 3 For students on programmes of study which are provided jointly between the University of Edinburgh and another institution, misconduct alleged to have been committed on the premises of either institution shall be dealt with under the relevant institution's discipline regulations. Which regulations take priority may be agreed in writing between the institutions. When the alleged misconduct is committed elsewhere, the University Secretary of the University and of the other institution, or their nominees, shall consult and decide whether the case shall proceed under the Code of Student Conduct of the University of Edinburgh or that of the other institution.

Student Conduct

- 4 The primary purposes of the University are the advancement and application of knowledge and the education of its members; its central activities are teaching, learning and research. These purposes can be achieved only if the members of the University community have mutual trust and confidence and can live and work beside each other in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons.
- 5 All students of the University are required at all times to conduct themselves in an appropriate manner in their day to day activities, including in their dealings with other students, staff and external organisations. Students are required to comply with University policies and regulations.

¹ <http://www.legislation.gov.uk/ukpga/1966/13>

- 6 By matriculating, or by enrolling on any University course or programme, a student becomes a member of the University community and is subject to University discipline. The University may also take action under this Code when the individual concerned is no longer registered or enrolled at the University.
- 7 Students' behaviour may be affected by some health conditions or disabilities. However, the University has a duty to ensure that members of the University community are not subjected to unacceptable behaviour and any allegations of inappropriate behaviour will be investigated. Where health conditions or disabilities may be a contributing factor, reports or evidence of these will be taken into account. Where student conduct is found to be unacceptable as a result of a health condition or disability, the University will endeavour to offer appropriate support to assist the student but may take action under the Code of Student Conduct.

University responsibilities

- 8 The University aims to deal with all disciplinary issues in a fair and consistent manner. It recognises that, for the students and staff concerned, involvement in disciplinary procedures can be difficult and stressful. The University will therefore ensure that those involved are made aware of available guidance and support, and that disciplinary issues are dealt with as quickly as the specific circumstances allow.
- 9 Considering and using disciplinary action at an early stage can prevent more serious offences or issues arising. The University views the Code of Student Conduct and discipline procedures as a part of a welfare approach: misconduct may be the first indicator of underlying problems. The process can provide students with an opportunity for reflection and learning.
- 10 The University will:
 - a. Make this Code and associated guidance material available to all students and staff
www.docs.sasq.ed.ac.uk/AcademicServices/Discipline/StudentCodeofConduct-Guidance.pdf
 - b. Deal with student disciplinary issues in a proportionate and transparent way, as soon as issues become apparent
 - c. Respect the need for confidentiality in relation to disciplinary issues
 - d. Implement the Code of Student Conduct in line with all data protection legislation.
- 11 The Senate may devolve responsibility to relevant Senate committees, with appropriate student membership, for:
 - a. Keeping the Code of Student Conduct under review, and proposing any amendments to the Senate and the University Court;
 - b. Discussing, reviewing and approving appropriate student disciplinary procedures and guidance;

- c. Appointing members of the Student Discipline Committee and Student Discipline Officers (see paragraphs 21 to 27 for information about these roles); and
- d. Considering an Annual Report about the number, types and outcomes of cases of misconduct found to have been committed.

Misconduct Offences

- 12 Examples of student misconduct are provided below. This list is not exhaustive. The University may choose to investigate and take action on misconduct offences whether they take place on University, EUSA or EUSU premises or elsewhere, including online and in social media. Below, "Person", means any student of the University; any employee of the University; any visitor to the University; any subcontractor engaged by the University or any other authorised representative of the University.
 - 12.1 Disrupting, or interfering with any academic, administrative, sporting, social or other University activities;
 - 12.2 Obstructing, or interfering with, the functions, duties or activities of any Person;
 - 12.3 Violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally, in writing or electronically) including harassment of any Person whilst engaged in any University work, study or activity;
 - 12.4 Conduct which unjustifiably infringes freedom of thought or expression whilst on University premises or engaged in University work, study or activity;
 - 12.5 Fraud, deceit, falsification of documents, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
 - 12.6 Behaving in a way likely to cause injury to any Person or to impair safety;
 - 12.7 Harassing, victimising or discriminating against any Person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, pregnancy, maternity, marriage or civil partnership, colour or socio-economic background;
 - 12.8 Failing to comply with any University rule, regulation or policy;
 - 12.9 Assessment offences, including making use of unfair means in any University assessment or assisting a student to make use of such unfair means;
 - 12.10 Misconduct in research;
 - 12.11 Damaging, defacing, stealing or misappropriating University property or the property of any Person, whether deliberately or recklessly;

- 12.12 Misusing or making unauthorised use of University premises or items of property, including IT facilities or safety equipment;
 - 12.13 Deliberately doing, or failing to do, anything which thereby causes the University to be in breach of a statutory obligation;
 - 12.14 Behaving in a way which brings the University into disrepute (without prejudice to the right to fair and justified comment and criticism);
 - 12.15 Making false, frivolous, malicious or vexatious complaints;
 - 12.16 Failing, upon request, to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
 - 12.17 Failing to comply with a previously-imposed penalty under this Code;
 - 12.18 Any misconduct prior to a student's enrolment at the University of Edinburgh, which was not previously known to the University, which raises questions about the fitness of the student to remain a member of the University community; poses a threat to any Person or the discipline and good order of the University; or raises questions about the student's fitness to be admitted to and to practise any particular profession to which the student's course or programme leads directly.
- 13 Detailed regulations and policies are published separately about, for example, University examinations, libraries, the use of computing facilities, the use of automatically processed personal data (in connection with academic work), academic misconduct, fitness to practise in a particular profession and University managed accommodation. Breaches of any of these or other University regulations or policies which amount to misconduct as outlined above, may be dealt with under the Code of Student Conduct.

Misconduct and the Law

- 14 The University may report to the police any allegation that a criminal offence has been committed.
- 15 The University encourages any student who has been the victim of an alleged criminal offence to report this to the police, and, if relevant, to the University.
- 16 Where alleged misconduct constitutes a criminal offence, the University may investigate or take disciplinary action whether or not the matter has been referred to the police and whether or not criminal proceedings have begun or been completed.
- 17 The University may, at its discretion, suspend any internal investigation or disciplinary action on alleged criminal misconduct to await the outcome of any criminal proceedings. The decision whether or not to suspend the University's disciplinary process is taken collectively by the University Secretary or a Deputy Secretary or their nominee taking action with a designated Vice-Principal. The Secretary of the Student Discipline Committee is informed.

- 18 The University may investigate and take disciplinary action on alleged misconduct whatever the outcome of any external proceedings about the same matter and irrespective of whether external proceedings have been concluded.
- 19 Where a student is convicted of or cautioned or warned for an offence, this may be relied upon as evidence in any University proceedings provided that the circumstances leading to that conviction are directly relevant to those proceedings.
- 20 Any sentence or order pronounced by a court may be taken into account in the imposition of any disciplinary penalty.

Staff involved in dealing with alleged misconduct cases

- 21 Staff involved in dealing with alleged misconduct cases are:
 - a. **Conduct Investigators.** Allegations of student misconduct are investigated by Conduct Investigators. Each School, Service, College and Support Group may have one or more Conduct Investigators, who are appointed by their respective College or Support Group.
 - b. **Student Discipline Officers and Student Discipline Committee.** University disciplinary action can be taken by Student Discipline Officers or by the Student Discipline Committee.
 - c. **Secretary of the Discipline Committee.** The University Secretary appoints a number of administrative staff to have the role of Secretary to the Discipline Committee, to support the Student Discipline Committee. A lead Secretary of the Discipline Committee, with responsibility for the student disciplinary process, is appointed by the Director of Academic Services.
 - d. **University Appeal Committee.** The University Appeal Committee deals with student appeals against a decision of a Student Discipline Officer or the Student Discipline Committee. The grounds for appeal are specified in the University's Student Appeal Regulations.
www.ed.ac.uk/schools-departments/academic-services/staff/appeals/overview
- 22 The lead Secretary of the Student Discipline Committee maintains lists of current Conduct Investigators, Student Discipline Officers and members of the Student Discipline Committee, which are published on the University website.
- 23 The **Student Discipline Officers** are:
 - a. The Heads of the Colleges and Heads of Support Groups;
 - b. One or more members of the senior management in each College and Support Group, or their nominated representatives, to be appointed by the Curriculum and Student Progression Committee on behalf of the Senate.
 - c. The University Secretary, Deputy Secretaries and College Registrars, and any deputies they nominate to act on their behalf.

d. Designated Vice-Principals.

- 24 The **Student Discipline Committee** consists of at least six members of staff of the University and at least six matriculated students of the University, who are appointed to the committee by the Curriculum and Student Progression Committee on behalf of the Senate. At least four of the staff members must be academics. The sabbatical officers of Edinburgh University Students Association (EUSA) and current Student Discipline Officers are not eligible for membership of the Student Discipline Committee.
- 25 Student Discipline Committee members' period of office is three years, one-third of the members retiring each year. All members are eligible for re-appointment provided that no member serves for more than six years. The Curriculum and Student Progression Committee appoints the Convener and Vice-Convener from the staff members.
- 26 Meetings of the Student Discipline Committee must consist of not less than six members, including at least two staff members and at least two student members. All meetings must be attended by a **Secretary of the Student Discipline Committee**. The Convener, or in his or her absence the Vice-Convener, presides at all meetings, and has on all occasions both a deliberative and a casting vote.
- 27 If a member of the Committee has been involved in a case at an earlier stage, he or she will not serve on the Committee when it considers that case.

Information regarding student cases

- 28 The University may share information provided by students, staff and other witnesses with people involved in the case, including the student under investigation, for transparency and to provide a fair process. This may be done at any stage of the process, paying due attention to confidentiality and data protection requirements (paragraph 10 above).

Reporting student misconduct allegations

- 29 It is possible to resolve some conduct allegations at an early stage. Staff who receive allegations through the routes outlined in paragraphs 30-32 may exercise their discretion on whether to resolve matters locally, for example intervening to stop poor behaviour in University buildings.
- 30 Staff may report allegations of student misconduct to their Head of School, Head of College or the Head of the relevant Service or Support Group. The Head of School, College, Service or Support Group (or their respective nominees) will report the allegations to a relevant Conduct Investigator and ask them to investigate the case. Cases of academic misconduct are investigated using the academic misconduct procedures.
www.ed.ac.uk/schools-departments/academic-services/staff/discipline/academic-misconduct
- 31 A student or a member of the public who wishes to make a complaint about the conduct of a student must use the Complaint Handling Procedure:
www.ed.ac.uk/university-secretary-group/complaint-handling-procedure
If the complaint raises student misconduct issues then these will be taken forward by the University through the Code of Student Conduct. Staff with

responsibility for the complaint and discipline procedures provide advice on which of the procedures should apply to relevant elements of the case.

- 32 In the spirit of frontline resolution, students may initially report allegations of student misconduct to their Personal Tutors, Student Support Teams or Supervisors. Where students are aware of misconduct occurring in a Service or Support Group, they may refer it to a relevant point, for example the Student Information Point, or a helpdesk. If local resolution is not possible, the student will be advised of how to make a complaint using the Complaint Handling Procedure.
- 33 The Conduct Investigator is usually a member of staff within the relevant School, College, Service or Support Group. Where the students come from different Colleges or where the alleged misconduct applies to more than one area, the Heads of the relevant Colleges and/or Support Groups agree which Conduct Investigator should be asked to investigate the case.

Immediate suspension

- 34 Suspension pending a hearing is not used as a penalty. The power to suspend is to protect the members of the University community or a particular member or members, or members of the general public. The power shall be used only where it is urgent and necessary to take such action. Written reasons for the decision are recorded and sent to the student.
- 35 In urgent situations, the University Secretary or a Deputy Secretary or their nominee, taking action with a designated Vice-Principal, may decide to immediately suspend a student:
 - a. who is a danger to him or herself or others; or
 - b. who is the subject of a misconduct allegation; or
 - c. against whom a criminal charge is pending; or
 - d. who is the subject of a police investigation.

The decision can be made at any stage of the University's student disciplinary process under this Code. This suspension may be a total or a selective restriction on attending the University or accessing its facilities or participating in University activities. It may also include a requirement that the student should have no contact with named individuals.

- 36 Any student suspended under the provisions of this section must be given an opportunity within five working days to make representations in person and/or through a member of the University community, including a member of EUSA, to the relevant University Secretary or Deputy Secretary or their nominee and the designated Vice-Principal. Where it is not possible for the student to attend in person, he or she is entitled to make written representations.
- 37 Any decision to immediately suspend a student is subject to review every twenty working days. Such a review will not involve a hearing or submissions made in person, but the student is entitled to submit written representations. A record of the review outcome is made and sent to the student.

- 38 Any decision to permit the student to return to the University following a period of immediate suspension will be sent to the student in writing. A decision to permit the student's return may be made subject to conditions. The student will be provided with information to support his or her reintroduction and any conditions which he or she needs to meet.

Investigating student misconduct

- 39 The Conduct Investigator will investigate the alleged misconduct, in accordance with this Code. The Conduct Investigator will decide whether it is necessary to interview the student. Investigation may also include interviews with the person who reported the alleged misconduct, members of staff and students of the University and, if necessary, members of the public. People may provide evidence to the Conduct Investigator in writing in addition to, or instead of, attending an interview.
- 40 As soon as practicable the Conduct Investigator will write to the student to provide details of the alleged misconduct and, if appropriate, of the requirement to attend for interview. The student is given the opportunity to respond and is invited to admit or deny responsibility.
- 41 The student under investigation has the right to be accompanied and/or represented at any interview by a member of the University community, including a member of EUSA. The Conduct Investigator has the right to question the student directly, where necessary. Those accompanying or representing the student will be given the opportunity to contribute at the Conduct Investigator's invitation. The Conduct Investigator invites the student, or any representative, to make a statement. The Conduct Investigator may be assisted by a note-taker who will take a record of the meeting.
- 42 If the student does not appear on the date appointed and the Conduct Investigator is satisfied that he or she has been given due notice to appear, the Investigator may deal with the alleged misconduct in the student's absence. However, the Investigator may not draw any adverse inference from the student's failure to appear.
- 43 If the student admits responsibility or if the Conduct Investigator is satisfied that the allegations are well-founded then disciplinary action may be taken.
- 44 After investigation, the Conduct Investigator decides whether or not the misconduct has taken place and writes a report setting out the case and their decision on the alleged misconduct. The length and detail in the report is appropriate to the nature or gravity of the case. The Investigator may:
- a. Dismiss the allegation of misconduct, in which case the Conduct Investigator writes to the student to confirm this and sends the student a copy of the report; or
 - b. Pass the report to a Student Discipline Officer for disciplinary action; or
 - c. Pass the report to the Secretary to the Student Discipline Committee for disciplinary action.

Disciplinary action: Student Discipline Officers

- 45 The Student Discipline Officer receives the report of the case from the Conduct Investigator and sends the student the Conduct Investigator's report. The case is not re-investigated.
- 46 The Student Discipline Officer decides whether to take disciplinary action, and if so, what penalty to apply.
- 47 The Student Discipline Officer may decide to take disciplinary action without meeting the student. Alternatively, the Student Discipline Officer may require the student to attend a meeting. The student has the right to be accompanied and/or represented at the interview by a member of the University community, including a member of EUSA. The Student Discipline Officer has the right to question the student directly, where necessary. Those accompanying or representing the student will be given the opportunity to contribute at the Student Discipline Officer's invitation. The Student Discipline Officer will be assisted by a note-taker who will take a record of the meeting.
- 48 The Student Discipline Officer will invite the student, or any representative, to make a statement in explanation or extenuation of the misconduct or in mitigation of any possible penalty.
- 49 If the student does not appear on the date appointed and the Student Discipline Officer is satisfied that he or she has been given due notice to appear, the Officer may deal with the alleged misconduct and impose a penalty in the student's absence. However, the Student Discipline Officer may not draw any adverse inference from the student's failure to appear.
- 50 The Student Discipline Officer may decide that due to the nature or gravity of the case it is more appropriate for the Student Discipline Committee to take disciplinary action. He or she will discuss this with the Secretary to the Discipline Committee and, if this is agreed, will refer the case to the Student Discipline Committee for a hearing and will inform the student. In this situation the Student Discipline Officer takes no disciplinary action.
- 51 Student Discipline Officers may impose penalties in line with those established by the relevant Senate committee. In deciding what penalties will apply, the Student Discipline Officer will consider the relevant student's disciplinary record. The penalties are some or all of:
 - a. a fine;
 - b. a reprimand;
 - c. suspension of specified privileges for a specified period that does not exceed three months (this may include suspension from the University Library, computing facilities, particular premises, placements);
 - d. require the student to make good in whole or in part, the cost of any damage caused;
 - e. rescind the result of an assessment or examination diet, for academic misconduct offences;
 - f. impose an academic penalty in the case of an academic offence;

- g. terminate the occupancy of University managed accommodation by any resident on giving a month's notice in writing. In the case of gross misconduct or misdemeanour, the Student Discipline Officer may order the termination of occupancy within 24 hours;
 - h. require the student to write an approved apology to any wronged party.
- 52 The Student Discipline Officer will inform the student of the penalty decision within three working days of the decision and will remind the student of his or her right of appeal (see paragraph 81).
- 53 The Student Discipline Officer will send a record of the offence and the penalty to the Secretary of the Student Discipline Committee. Any assessment penalty under paragraph 51 is reported to the relevant Boards of Examiners.

Disciplinary action: Student Discipline Committee

- 54 The Student Discipline Committee receives cases from Conduct Investigators and Student Discipline Officers. The Secretary of the Student Discipline Committee must agree that the nature or gravity of the case justifies action by the Student Discipline Committee.
- 55 The Conduct Investigator provides the Student Discipline Committee with a report on the case, which includes copies of any documents referred to in or pertinent to the case. The Conduct Investigator also provides the Student Discipline Committee with the names and addresses of witnesses who may be called in support of the alleged misconduct.
- 56 The Secretary of the Student Discipline Committee writes to the student, providing at least seven days' notice, requiring the student to appear at a hearing before the Student Discipline Committee at a specified time and place. At the same time, the student is sent a copy of the Conduct Investigator's report, and a list of the witnesses that the Conduct Investigator plans to call to the hearing. Contact details of witnesses are not sent to the student.
- 57 The student is encouraged to contact EUSA, his or her Personal Tutor or Supervisor, or the Secretary to the Student Discipline Committee for advice about the student discipline procedure.
- 58 The student may call witnesses to attend the hearing and, if intending to do so, must inform the Secretary of the Student Discipline Committee, at least 48 hours in advance of the time of hearing, of the names and addresses of his or her witnesses. Any documents which he or she desires to present to the Student Discipline Committee must be submitted no later than this time.
- 59 The Student Discipline Committee may hold physical hearings or virtual hearings. Decisions about the nature of the hearings will be made by the Convener and Secretary of the Student Discipline Committee with due consideration of fairness, accessibility and the ability of all involved to participate fully. The Student Discipline Committee may extend the time for intimating names of witnesses or submitting documents, and may adjourn, continue, or postpone a hearing at its discretion. The Student Discipline Committee may request additional information, for example medical evidence of a student's fitness to study. With the agreement of the Convener and

Secretary of the Student Discipline Committee, the Student Discipline Committee may also conduct business by correspondence after a hearing, where this is necessary in order to conclude a case. Where the Committee decides to do so, it will ensure that the student has fair access and a chance to comment on any new evidence introduced by correspondence.

- 60 The student may be accompanied at the hearing by another member of the University community, including a member of EUSA.
- 61 If the student wishes to admit the alleged misconduct in advance of the hearing, he or she may do so in writing to the Secretary of the Student Discipline Committee. He or she may then be required to appear before the Committee for the imposition of a penalty.
- 62 If the student wishes to challenge the relevancy or competency of the allegation of misconduct, he or she must do so in writing to the Secretary of the Student Discipline Committee at least 48 hours in advance of the time fixed for the hearing, and this shall be the first question to be decided by the Student Discipline Committee at that hearing. If the challenge is upheld then the misconduct allegation is dismissed. The Student Discipline Committee may refer the matter for action under other University regulations if this is appropriate.
- 63 The Convener of Student Discipline Committee will open the hearing by outlining the procedure at the hearing. The Convener will then read out the allegation(s) against the student and will invite the student to state whether he or she admits or denies the charges.
- 64 If the student does not admit the alleged misconduct and any challenge to the relevancy or competency of the allegation is dismissed, the case against the student will be presented by the Conduct Investigator at the hearing.
- 65 Any evidence provided by or on behalf of the student is then heard.
- 66 The members of the Student Discipline Committee and the student and/or his or her representative may examine, cross-examine, and re-examine witnesses. The members of the Student Discipline Committee also have the right to question the student and/or his or her representative directly, where necessary.
- 67 The Conduct Investigator and the student or his or her representative may make a final address, the student or his or her representative having the last word.
- 68 The Conduct Investigator, the student and his/her representative and any witnesses withdraw while the Committee considers its decision. The Secretary of the Student Discipline Committee records the Committee's decision and its reasons for reaching this decision.
- 69 If the Committee decides that the alleged misconduct is proved, the student, or any representative, is invited to make a statement in explanation or extenuation of the misconduct or in mitigation of any possible penalty, before a penalty is imposed.
- 70 If the student does not appear at the hearing on the date appointed and the Student Discipline Committee is satisfied that he or she has received due

notice to appear, the Committee may deal with the alleged misconduct and, if it is found to be proved, impose a penalty in the student's absence. However, the Student Discipline Committee may not draw any adverse inference from the student's failure to appear.

- 71 Student Discipline Committee may impose penalties in line with those established by the relevant Senate committee. Penalties may be imposed on a "deferred" basis. In deciding what penalties will apply, the Student Discipline Committee will consider the relevant student's disciplinary record. The penalties are some or all of:
- a. a fine;
 - b. a reprimand;
 - c. suspension of specified privileges for a specified period that does not exceed one year (this may include suspension from the University Library, computing facilities, particular premises, placements; a bar on registering, matriculating, or graduating; or a complete suspension from study, research and attendance at the University) – see paragraphs 72 and 73;
 - d. require the student to make good in whole or in part, the cost of any damage caused;
 - e. rescind the result of an assessment or examination diet or diets, for academic misconduct offences;
 - f. impose an academic penalty in the case of an academic offence;
 - g. terminate the occupancy of University managed accommodation by any resident on giving a month's notice in writing. In the case of gross misconduct or misdemeanour, the Student Discipline Committee may order the termination of occupancy within 24 hours;
 - h. require the student to write in apology to any wronged party;
 - i. in relation to research misconduct in a research degree, the student may be deemed to have failed the degree where the misconduct applies and/or will not be permitted to submit work for this or any other research degree of the University;
 - j. place the student "on probation" for a specified period with relevant stated conditions;
 - k. immediate permanent exclusion from the University with no eligibility for re-admittance to the University on any course or degree programme.
- 72 Where the Student Discipline Committee imposes a suspension of specified privileges or a complete suspension, it may require the student to meet specified conditions before the University ends the suspension. For example, in the event that medical circumstances formed part of the evidence of the case, the Student Discipline Committee may make it a condition of ending the suspension that the student provide medical information confirming that he or she is fit to return to study. The Student Discipline Committee which imposes the suspension decides who (e.g. the University Secretary; a Deputy Secretary

and a designated Vice Principal; the Student Discipline Committee) will decide whether the student has satisfied any conditions.
[insert link to new Support for Study policy]

- 73 If the University considers it necessary to extend a student's suspension beyond a year then it is necessary to hold a new Student Discipline Committee hearing. This hearing does not need to take the same format as the original hearing, e.g. the membership could be different.
- 74 Any assessment penalty under paragraph 71 is reported to the relevant Boards of Examiners by the Secretary of the Student Discipline Committee.
- 75 In disciplining a student pursuing a course or programme leading directly to a qualification which confers authorisation to practise a profession (such as in Medicine, Nursing, Teaching or Veterinary Medicine) the Student Discipline Committee may consider the relevance of the misconduct in relation to the student's fitness to practise that profession. The Committee may remit the case to the relevant Fitness to Practise Committee for action or advice.
- 76 The Secretary of the Student Discipline Committee informs the student of the Committee's penalty decision, with a written statement of the reasons for the decision, within three working days of the decision and reminds the student of his or her right of appeal (see paragraph 81).
- 77 A summary of the offence, proceedings and the evidence heard and the penalty decision is kept by the Secretary of the Student Discipline Committee.

Deferred Penalties

- 78 A deferred penalty is one which does not take effect immediately but which is postponed for a period of time during which the student's conduct will continue to be monitored. When the Student Discipline Committee imposes a deferred penalty then the written statement informing the student about the penalty will specify the period of the deferral and explain what will happen if the penalty needs to be put into effect. During the period of the deferred penalty, if the student's conduct is called into question then the student will receive a statement in writing that this conduct is being reported to the Student Discipline Committee. This statement may come from a Conduct Investigator, Student Discipline Officer or the Secretary of the Discipline Committee. Evidence of the misconduct is sent to the Student Discipline Committee and the student is given the opportunity to comment in writing on this evidence. The Secretary and Convener of the Student Discipline Committee decide whether the Student Discipline Committee needs to reconvene a meeting, with or without the student, or whether the deferred penalty is put into immediate effect. If the penalty is put into immediate effect then this is reported to the Student Discipline Committee. If the student's conduct is not called into question during the period of the deferred penalty then, at the end of the period, the Secretary to the Discipline Committee will confirm to the student that the penalty will not be imposed.

Standard of Proof

- 79 An allegation of misconduct can only be upheld if there is proof that the student has engaged in the misconduct alleged.

- 80 The standard of proof that shall be used in all discipline cases is the balance of probabilities, which is the standard of proof that is used in civil law. This means that a Conduct Investigator, Student Discipline Officer or Student Discipline Committee will be satisfied that an event occurred if they consider that, on the evidence available, the occurrence of the event was more likely than not.

Appeals

www.ed.ac.uk/schools-departments/academic-services/staff/appeals/overview

- 81 A student may submit an appeal on the decision of the Student Discipline Officer or the Student Discipline Committee within ten working days of the decision being issued. Appeals are submitted to the Secretary of the University's Appeal Committee. The grounds for appeal are specified in the University's Student Appeal Regulations.
- 82 The appeal is handled under the University's appeal procedures.
- 83 The decision of the Appeal Committee is final and there is no further opportunity for appeal against that decision within the University.
- 84 If an appeal is upheld then the Appeal Committee will refer the student discipline case to either the Student Discipline Officer or Student Discipline Committee to review their decision.
- 85 Any penalties imposed by the Student Discipline Officer or Student Discipline Committee remain in force until the outcome of any review of the decision.

Reporting and recording

- 86 The lead Secretary of the Student Discipline Committee keeps a record of student misconduct offences and penalties and informs the relevant Senate committee annually of all cases considered by Student Discipline Officers and the Student Discipline Committee.
- 87 Details of any discipline penalty imposed on a student are held on the relevant student's record.

Independent review

- 88 Once the appeal has been completed, the student is entitled to ask the Scottish Public Services Ombudsman (SPSO) to look at their appeal. The SPSO considers complaints from people who remain dissatisfied at the conclusion of the appeal process. The SPSO looks at issues such as service failure and maladministration (administrative fault) as well as the way the University has handled the appeal. Information on how to complain to the SPSO will be provided to the student on completion of the appeal. Full information on the SPSO and on how it handles complaints can be found at the SPSO website: [Scottish Public Services Ombudsman](http://www.spso.gov.uk).

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 20/2015

Postgraduate Degree Programme Regulations

At Edinburgh, the XXX day of XXX, Two thousand and fifteen.

WHEREAS the University Court deems it desirable to produce one comprehensive set of Postgraduate Degree Regulations, including Assessment Regulations (2015/2016);

AND WHEREAS the University Court considers it expedient to promulgate this Resolution to set out these Regulations in full to give effect to the essential elements contained within these Regulations including Assessment Regulations (2015/2016):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraphs 2 and 8 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Postgraduate Degree Regulations are hereby set out:

Compliance

1. The degree programme regulations define the types of award, their key characteristics, and their grounds for award. These regulations apply to all categories of postgraduate study at the University of Edinburgh, except for those qualified by a Senatus approved Memorandum of Agreement or Understanding for joint or collaborative awards. Students must comply with any requirements specific to their degree programme as set out in the Degree Programme Tables, the relevant College Regulations and the University's Assessment Regulations for the current academic session:

www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

2. Every student must comply with the detailed requirements of the curriculum for the degree as set out in the appropriate Degree Programme Table, the programme handbook, the course handbook, the order in which courses are attended and the assessment for the programme, which are published in the University Degree Regulations and Programmes of Study.

3. When selecting courses, students must comply with the pre-requisite, co-requisite and prohibited combination requirements for the Degree Programme, unless a concession is approved by the relevant College.

Authority Delegated to Colleges

4. Where the Head of College has the authority to grant permissions and concessions, this authority may be delegated to appropriate nominees in the College or Schools. Students must consult their Personal Tutor, Student Support Team, Supervisor or School as to the appropriate point of contact, and must not approach the College directly. Where the College does not have authority to award a particular concession then the Curriculum and Student Progression Committee may award the concession.

Codes of Practice

5. The degree regulations are supported by the following Codes of Practice:

- Code of Practice for Supervisors and Research Students
 - Code of Practice for Taught Postgraduate Programmes
- www.ed.ac.uk/schools-departments/academic-services/policies-regulations/codes

These Codes of Practice, although not regulatory, provide essential information for staff and students.

Fitness to Practise

6. The relevant College's Fitness to Practise Committee must be satisfied at all times that in respect of health, conduct and any other matters which the Committee may reasonably deem relevant, whether such matters relate to the student's University programme or are unrelated to it, the student will not constitute a risk to the public, vulnerable children or adults or to patients and is a suitable person to become a registered member of the relevant professional body. Students are subject to the Fitness to Practise regulations both while actively studying and while on an interruption of study. Any student who fails to satisfy the relevant College's Fitness to Practise Committee, irrespective of his/her performance in assessment, will be reported to the College who has power to recommend exclusion from further studies and assessments or Professional Examinations, or to recommend the award of the degree be withheld. An appeal against this decision may be submitted to the University's Fitness to Practise Appeal Committee:

www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Fitness_to_Practise.pdf

Disclosure

7. Students must comply with the University's Student Disclosure Assessment process to ensure that students do not pose a risk to those with whom they interact during their studies, in particular, vulnerable groups.

[Code of Practice for Student Criminal Convictions and Disclosure Assessment](#)

Postgraduate Awards and Degree Programmes

8. The University awards the following types of postgraduate degrees, diplomas and certificates. The University's postgraduate awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/) unless an exemption has been approved by the Curriculum and Student Progression Committee, or the award is not included in the SCQF. The SCQF credit levels required for each programme are specified within the appropriate Degree Programme Table.

General Postgraduate Certificate Postgraduate Certificate in a named subject discipline	At least 60 credits of which a minimum of 40 should be at SCQF Level 11 or above
General Postgraduate Diploma Postgraduate Diploma in a named subject discipline	At least 120 credits of which a minimum of 90 should be at SCQF Level 11 or above

Masters in a named subject discipline Master of a named discipline	At least 180 credits of which a minimum of 150 are at SCQF Level 11
Masters in a named subject discipline Master of a named discipline	At least 240 credits of which a minimum of 150 are at SCQF Level 11
MSc by research	At least 180 credits of which a minimum of 150 are at level 11. The research element will be worth a minimum of 120 credits.
MPhil, MMus	At least 240 credits of which a minimum of 150 are at SCQF Level 11
ChM	At least 120 credits at SCQF Level 12.
Doctorate	At least 540 credits of which a minimum of 420 are at SCQF Level 12
EngD	720 credits of which at least 540 are at SCQF Level 12. Of the remaining 180 credits 150 should be at SCQF Level 11 or above
PhD with Integrated Study	720 credits of which at least 540 are at SCQF Level 12. Of the remaining 180 credits 150 should be at SCQF Level 11 or above
MD, DDS, DVM&S* Doctor of a named discipline	*Note: these awards are not included in the SCQF therefore a credit value has not been included here

A General Postgraduate Degree Regulations

Late Admission

9. No student will be admitted to a postgraduate degree, diploma or certificate programme or a course that is part of their programme more than two weeks after their given start date without the permission of the Head of College. A student who leaves a course after six weeks will be deemed to have withdrawn and the course enrolment remains on the student's record.

Part-time Study

10. Some postgraduate degree programmes may be pursued by part-time study on either a continuous or intermittent basis. Requirements for progression through individual programmes of study are shown in the relevant Degree Programme Table for taught postgraduate programmes and/or programme handbook for postgraduate taught and research programmes. Conditions for part-time study will be set out in the programme handbook.

Registration for University Staff

11. Members of the University staff may only be registered for part-time study. Exceptions may be approved by the College.

Conflicting Studies

12. Students at this University must not, except in exceptional cases and with the permission of the College, undertake any concurrent credit bearing studies in this (or in any other) institution other than the one for which they are registered in this University.

Applicants Awaiting Results

13. Applicants for postgraduate study may be studying at this or another institution just prior to the start of their postgraduate studies. Such applicants must have finished these studies before the start of the programme to which they have an offer.

14. If successful completion of this prior study is a requirement of admission, applicants are expected to provide evidence of achievement before the start of the programme.

Consecutive Registration

15. At the time of application, MSc by Research applicants may be invited to be registered for consecutive MSc by Research, followed by PhD study within the same School. This option may not be available in all Schools. Depending on the outcome of assessment the student will be invited to follow one of three routes:

- a. Start First Year of Doctoral Programme. If successful in the MSc by Research programme, the student graduates and also registers in the next academic session on the first year of the doctoral programme; or
- b. Start Second year of Doctoral Programme. Prior to the completion of the masters dissertation, the School is content that the quality of the student's work merits treating the masters year as the first year of doctoral study. No dissertation is submitted, no masters degree is awarded, and the student registers in the next academic session on the second year of the doctoral programme; or
- c. Graduate with MSc by Research Degree and Exit. If successful in the MSc by Research programme, the student graduates and permanently withdraws.

Recognition of Prior Learning (RPL)

16. At the point of admission to the University, the College has the authority to recognise a student's prior learning. Before approval is granted the College must be satisfied that the learning to be recognised provides an adequate current basis for the programme or courses as set out in the appropriate Degree Programme Table. The University RPL policy for admissions is available at:

www.ed.ac.uk/polopoly_fs/1.150472!/fileManager/Recognition%20of%20prior%20learning%20policy%20Sept%202014.pdf

Colleges may also grant transfer of credit gained by students during their programme of study at the University. The maximum number of credits that the Colleges will grant RPL for taught programmes is:

- College of Humanities and Social Science: one-third of the total credits for the award for which the student is applying, i.e. 20 credits for a certificate; 40 credits for a diploma; and 60 credits for a masters;
- College of Medicine and Veterinary Medicine: one-third of the total credits for the award for which the student is applying, i.e. 20 credits for a certificate; 40 credits for a diploma; and 60 credits for a masters; and
- College of Science and Engineering: a maximum of 40 credits for a masters; no RPL credit are awarded for certificate or diplomas.

Colleges can approve RPL for research programmes up to a maximum of 360 credits.

17. University of Edinburgh courses which have a substantial curriculum overlap with any of the courses that contributed to a student's admission on the basis of RPL will not count towards the student's degree programme.

Permissible Credit Loads

18. Exceptionally, with College approval, students may take up to 20 credits of additional study at Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/) levels 7-11 during each year of study.

19. Students may attend courses on a class-only basis (i.e. not for credit), with the approval of the Programme Director and, where relevant, the supervisor or Personal Tutor. Decisions will be based on the overall load (credit and non-credit bearing) on the student in the year. The additional credits must not be more than one-third of the scheduled number of credits for the year.

Credit Award

20. A student who has previously submitted work for one course or programme at the University must not submit the same work to attempt to achieve academic credit through another course or programme.

21. A student cannot, except under recognition of prior learning or application for associated postgraduate diploma or masters, or a formally approved jointly-delivered programme of study, achieve an award comprising academic credit that contributed (or will contribute) to another award.

Transfer to another Programme

22. A student may be allowed to transfer to a different degree programme from another within the University by permission of the receiving College. When such permission is granted, the student shall, in addition to satisfying the requirements for the degree to which transfer is made, pursue such further courses of study as the College may require.

Attendance and Participation

23. Students must attend and participate as required in all aspects of their programme of study. This includes being available for teaching sessions, assessment, examination and meeting, Personal Tutors, Programme Directors or supervisors face-to-face and/or electronically. The Degree Programme Table and programme handbook sets out programme requirements for attendance and participation.

24. During a period of study, including authorised interruptions of study and change of study location, it is a student's responsibility to provide a current postal contact address and to ensure that any legal requirements, including those imposed by his or her funding or grant authority, are met. All students are required to check their University email account frequently for communications from the University and respond where appropriate.

[University policy on Contacting Students by Email](#)

www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Contacting_Students_by_Email.pdf

Study Period

25. A student must complete the requirements of the degree programme within the prescribed period of study, plus any permitted submission period, unless given a concession with the approval of the College.

The Prescribed Period of Study

26. The University defines the prescribed period of study for each authorised programme. These are as stated in the study period table, unless the Curriculum and Student Progression Committee (CSPC) has approved a different prescribed period of study for the programme. The prescribed period of study for each programme is recorded in the offer of admission.

[Study Period Table:](http://www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/StudyPeriodTable.pdf)
www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/StudyPeriodTable.pdf

Reductions to the Prescribed Period of Study

27. The College may reduce the prescribed period of study as indicated below:
- Postgraduate Certificate:
 - for **part-time continuous** students by up to 4 months.
 - for **part-time intermittent** by up to 8 months.
 - Postgraduate Diploma:
 - for **part-time continuous** students by up to 8 months.
 - for **part-time intermittent** students by up to 16 months.
 - Postgraduate Masters:
 - for **part-time continuous** students by up to 12 months.
 - for **part-time intermittent** students by up to 24 months.
 - Postgraduate Doctoral and MPhil:
 - Members of the University staff and students holding a PhD research appointment under the auspices of the University may be registered for a minimum period of 36 months part-time (MPhil 24 months part time) . Members of staff of Associated Institutions who can devote the whole of their period of study to research and who have regular and adequate involvement in the work of the University School may also be registered for a minimum period of 36 months part-time (MPhil 24 months part time).
 - For full-time students the College may reduce the prescribed period by up to three months (two months for MPhil). The College may reduce the prescribed period by up to 36 months for part-time PhD students (24 months for part-time MPhil). Reductions to the prescribed period are not available to those members of staff who are registered for the minimum period of 36 months (24 months part-time MPhil).

Submission Period

28. The submission period for doctoral and MPhil degrees begins three months prior to the end of the prescribed period of study. In addition, some research degree programmes permit students to have a submission period following the prescribed period of study. This is for a maximum of a year, for either full-time or part-time students. The MSc by Research does not have a submission period.

Leave of Absence

29. For students not on distance learning programmes, leave from attendance and participation is permitted to undertake study, research or other activities outside their programme of study, that enhance the student's career or study. It requires College approval after consideration of an application by the student's, personal tutor, supervisor or programme director. The College will define how all absences will be approved and recorded.

Withdrawal and Exclusion

30. Any student may withdraw permanently from his/her programme of study at any point in the year. Students may be excluded for reasons outlined within the procedure for Withdrawal and Exclusion from Studies:

www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Withdrawal_Exclusion_from_Study.pdf

Collaborative Degrees

31. The University of Edinburgh and one or more partner universities can collaboratively offer a degree programme. This can be awarded jointly. The University maintains a repository of approved collaborative degrees.

Interruptions of Study

32. A student may apply for an Interruption of Study, and it may be authorised by the College if there is a good reason for approving the interruption. Students must provide evidence to support their applications. Interruptions of study may not be applied retrospectively. Any one period of authorised interruption of study will not exceed one year, unless authorised by the College. The total period of authorised interruption of study is the same for full-time and part-time students and will not exceed 100% of the prescribed period of full-time study.

Extensions of Study

33. In exceptional circumstances, a student may apply through the supervisor or school postgraduate director to the College for an extension and it may be authorised by the College if there is good reason.

Authorised Interruption of Study or Extension to Study – postgraduate research

www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/PGR_Interruption_of_Study.pdf

Maximum Degree Completion Periods

34. The maximum periods for completion of research degree programmes are the total of the prescribed period of study, any submission period, any interruptions of study and any extensions of study. Examples are provided in the following table. The maximum period for completion of a three-year full-time PhD is 9 years, and for the related part-time degree it is 12 years. The maximum period includes any concessions.

[Study Period Table:](#)

www.docs.sasg.ed.ac.uk/AcademicServices/Regulations/StudyPeriodTable.pdf

Additional Regulations for Doctoral and MPhil Degrees by Research

Supervision

35. Each student will work under the guidance of at least two supervisors appointed by the College. There are two types of supervisory arrangement: Principal Supervisor plus Assistant Supervisor (or supervisors if more than one), and Co-Supervisors, one of whom is designated the Lead Supervisor. The former option is the usual arrangement, but the latter option may be chosen when it is clear that the student's work involves interdisciplinary research.

- a. At least one supervisor (the Principal/Lead Supervisor) must be appointed prior to registration, and the other should be appointed within two months of the programme start date.
- b. The Principal/Lead Supervisor is responsible to the School's Postgraduate Director for the duties set out in the Code of Practice for Supervisors and Research Students, and must be:
 - a salaried member of the academic staff of the University; or
 - a non-academic member of staff employed by the University who has appropriate expertise in research; or
 - an honorary member of staff

The nomination of non-academic or honorary members of staff to act as Principal/Lead Supervisor for a stated period must be specifically approved by the College. In appropriate cases the other supervisor(s) may not need to be a member of the staff of the University, provided s/he assumes his/her supervisory duties in accordance with University regulations and requirements. Supervisors must maintain regular contact with their students who, in turn, have a responsibility to make themselves available at times agreed with their supervisors.

- c. In certain circumstances when the student is studying full time in an Associated Institution the Principal/Lead Supervisor may, if the College Committee with responsibility for postgraduate research matters approves, be a full-time employee of the Associated Institution. In such a case the assistant supervisor(s) must be a University employee. A Principal/Lead Supervisor who is a member of an Associated Institution has exactly the same responsibilities as one working within the university.
- d. Students, including those on leave of absence, must maintain frequent contact with their supervisor as and when required and at least twice in each three month period.

Attendance and Engagement Policy:

www.ed.ac.uk/polopoly_fs/1.141572!/fileManager/Tier%204%20Student%20Attendance%20and%20Engagement%20Policy%200614.pdf

Code of Practice for Supervisors & Research Students:

www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPSupervisorsResearchStudents.pdf

QAA UK Quality Code Chapter B11: Research Degrees:

www.qaa.ac.uk/en/Publications/Pages/Quality-Code-Chapter-B11.aspx#.VUIdFPmDIBI

Transfers from Another Institution

36. The research studies of students who apply to transfer from another institution in order to study for the doctoral or MPhil degree of the University of Edinburgh may be counted towards the prescribed period of study for the degree. In such cases the prescribed period of study at the University of Edinburgh must be at least 12 months.

Request for Reinstatement

37. A student who has been excluded for lapse of time may ask the College to reinstate his/her registration at a later date to permit examination of a completed thesis. The College will decide whether or not a student should be reinstated, and factors such as the passage of time and its implications for the topic of study will be taken into account. The student must provide good reason for the previous failure to complete. If, exceptionally, reinstatement is approved, the student's thesis will be examined in accordance with the Postgraduate Assessment Regulations for Research Degrees, subject to payment of a reinstatement and examination fee.

Vacation Leave for Research Students

38. Research Students are entitled to up to six weeks vacation leave in a year without applying for an interruption of study. Students must seek approval for vacation leave from their supervisor and the School Postgraduate Office. Visa restrictions may also apply in the case of International students.

Grounds for the Award of Doctoral and MPhil Research Degrees

Demonstration by Thesis and Oral Exam for the Award of PhD

39. The student must have demonstrated by the presentation of a thesis and/or portfolio, which presents a coherent body of work, and by performance at an oral examination that the student is capable of pursuing original research making a significant contribution to knowledge or understanding in the field of study, relating particular research projects to the general body of knowledge in the field, and presenting the results of the research in a critical and scholarly way.

Thesis Length - Word Count

40. The thesis must not exceed a maximum word count of 100,000. There is no minimum word count.

The word count of the thesis includes the main text, preface material, footnotes and references but does not include material in the appendices, bibliography, abstract or lay summary. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic.

Additional Thesis Considerations

41. Taught professional doctorates will have additional entrance, curriculum and examination requirements. Information is provided in relevant Degree Programme Tables and programme handbooks. Students will be required to successfully complete the taught component, submit the thesis and/or portfolio and fulfil any placement requirements.

MPhil by Research

42. The thesis must not exceed a maximum of 60,000 words. There is no minimum word count. The student must have demonstrated by the presentation of a thesis and/or portfolio containing a significant amount of material worthy of publication or public presentation, and by performance at an oral examination, that the student is capable of pursuing original research making a significant contribution to knowledge or understanding in the field of study, relating particular research projects to the general body of knowledge in the field, and presenting the results of the research in a critical and scholarly way. The word count of the thesis includes the main text, preface material, footnotes and references but does not include material in the appendices, bibliography, abstract or lay summary. In exceptional circumstances, on the recommendation of the supervisor, permission may be granted by the College to exceed the stated length on the ground that such extension is required for adequate treatment of the thesis topic.

PhD (by Research Publications)

43. Applicants must be either graduates of the University of Edinburgh of at least five years' standing; or members of staff of the University of Edinburgh or of an Associated Institution of not less than three years' standing. Permission to register will not be granted to applicants who are in a position to submit for the PhD by dissertation or who already possess a PhD. Applicants must have been active postgraduate researchers in their field of expertise for a minimum of five years, and they must not submit material published more than ten years prior to the date of registration.

44. The portfolio submitted for the PhD by Research Publications must demonstrate a substantial and coherent body of work which would have taken the equivalent of three years of full-time study to accomplish. The portfolio must demonstrate original research and make a significant contribution to knowledge or understanding in the field of study, and is presented in a critical and scholarly way.

45. Applicants must apply to the relevant College for approval of their candidature. Applicants are required to submit their published work, together with a 500-word abstract, their CV and a self-critical review of all their submitted work. If College approves registration, it will appoint an adviser to assist the applicant with the format of his/her submission and to guide him/her on the selection, coherence and quality of the portfolio of research work, the abstract and critical review.

46. The portfolio of published work must consist of either one or two books or at least six refereed journal articles or research papers, which are already in the public domain. The total submission, including the critical review should not exceed 100,000 words.

- The critical review must summarise the aims, objectives, methodology, results and conclusions covered by the work submitted in the portfolio. It must also critically assess how the work contributes significantly to the expansion of knowledge, indicate

how the publications form a coherent body of work and what contribution the student has made to this work. The critical review must be at least 10,000 words, but not more than 25,000 words in length.

- Students must either be the sole author of the portfolio of published work or must be able to demonstrate in the critical review of the submitted work that they have made a major contribution to all of the work that has been produced by more than one author.

Additional Regulations for Postgraduate Taught Degrees and MSc by Research, Postgraduate Diplomas and Postgraduate Certificates

Programme-Specific Regulations

47. These regulations may be supplemented by certain programme-specific regulations for degrees offered in collaboration with other institutions.

Period of Study

48. The prescribed period of study is defined in the Degree Programme Table. This period may not be reduced, and may be extended only in exceptional circumstances.

Assessment

49. Students must comply with any assessment requirements specific to their degree programme and the University's taught or research (as appropriate) assessment regulations for the current academic session:

www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

MSc by Research Degrees only

50. In addition to any requirements as detailed in the relevant Degree Programme Table, the student must have demonstrated by the presentation of a dissertation and/or portfolio that they are capable of pursuing research, or a critical survey of knowledge in the field of study, or both combined with a satisfactory plan for a more advanced research project. The research must demonstrate competence, knowledge and be presented in a critical and scholarly way. The assessed work, including the dissertation must not exceed 30,000 words. The MSc(R) is a research degree and therefore the majority of the 180 credits should be attributable to research content. The degree is consistent with the Scottish Credit and Qualifications Framework (<http://scqf.org.uk/>): 150 of the 180 credits are at level 11. The research element will be worth a minimum of 120 credits of which a minimum of 60 must be attributable to the dissertation or to a portfolio of artefacts, artworks and other practice-based outputs (a portfolio).

MSc by Research Structure:

www.docs.sasg.ed.ac.uk/AcademicServices/Staff/Curriculum/MScByResearch_Structure.pdf

Application for Associated Postgraduate Diploma or Masters

51. A candidate who already holds a postgraduate certificate or diploma from the University of Edinburgh may be permitted by the appropriate College to apply for candidature for the associated postgraduate diploma or masters degree, provided that not more than five years have elapsed between his or her first graduation and acceptance as a candidate for the subsequent award. Such a candidate will be required to achieve further credit points, as deemed appropriate by the College.

Posthumous Awards

52. Senatus may authorise the conferment of posthumous degrees, diplomas and certificates if proposed by the College and approved by the Curriculum and Student Progression Committee. A posthumous award is conferred where the student has significantly completed the relevant year of study at the time of death.

Aegrotat Awards

53. In exceptional circumstances Senatus may authorise the conferment of *aegrotat* degrees to postgraduate students. Each such conferment requires a proposal from the relevant College to be approved by the Curriculum and Student Progression Committee. An *aegrotat* degree is conferred only where the student was nearly qualified to receive the degree and was unable to complete it due to circumstances beyond his or her control. Before any proposal is referred to Senatus, the College must check that the student is willing to receive the degree *aegrotat*.

B College of Humanities and Social Sciences Postgraduate Degree Regulations: Degree Specific Regulations

Doctor of Clinical Psychology (DClinPsychol)

54. The degree specific regulations are:

- a. **Grounds for Award.** Awarded on successful completion of supervised clinical practice, written examination, assessed essay and research portfolio, including thesis, small-scale research projects and experimental case reports.
- b. **Mode of Study and Prescribed Period of Study.** The programme can be taken on a full-time or mixed full-time/part-time basis, but the first year is taken on a full-time basis only. The prescribed period of study is 36 months full-time, or between 48 and 60 months on a mixed full-time/part-time basis.
- c. **Thesis Length.** The thesis must not exceed 30,000 words unless, in exceptional cases, the College has given permission for a longer thesis.

Doctor of Psychotherapy (DPsychotherapy)

55. The degree specific regulations are:

- a. **Placement.** Students will undertake a practice placement, consisting of 300 hours of supervised counselling practice and 60 hours of counselling supervision.
- b. **Thesis Length.** The thesis will be between 35,000 and 45,000 words in length unless in exceptional cases the College has given permission for a longer thesis.
- c. **Resits.** A student who fails the practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement if in the opinion of the Board the failure was attributable to illness, hardship or other relevant circumstances beyond the student's control. A repeat placement is to be completed within a further 24 months.
- d. **Recognition of Prior Learning (RPL).** In the case of formal, certificated study, up to 60 credits of prior learning at Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/) level 11 may be recognised. In the case of non-certificated study, up to 20 credits of prior learning may be recognised.

Doctor of Education (EdD)

56. The degree specific regulations are:

- a. **Grounds for Award.** The degree of EdD may be awarded on the basis of successful completion of assessed coursework, a research project and a thesis.
- b. **Prescribed Period of Study.** The prescribed period of study is 60 months part-time, but this may be increased to a maximum of 72 months.
- c. **Thesis Length.** The thesis length should be no more than 75,000 words.

PhD in Composition in Music

57. **Grounds for Award.** The student must compose to a high creative level as demonstrated both by the student presenting a portfolio of compositions as well as attendance at an oral examination. The portfolio of compositions must comprise original work which:

- a. is suitable for professional performance and worthy of publication;
- b. shows competence in the ancillary technical skills appropriate to the chosen style;
- c. contains material which presents a body of work such as could reasonably be achieved on the basis of three years postgraduate study;
- d. is presentationally satisfactory and intelligible to any musician who might have to use it.

58. The portfolio of compositions should include at least one major and extended work, except where a shorter submission may be accepted in the case of electronic compositions. If a substantial part of the portfolio was completed before registration for the degree, the student should indicate this and identify the part of the portfolio so completed.

PhD(eca) - Submission by Portfolio

59. The degree specific regulations, when a student is submitting for award of PhD(eca) by means of a portfolio of artefacts, artworks and other practice-based outputs, are:

- a. The portfolio of artefacts or artworks must comprise original work of a high creative level which is worthy of public exhibition and also an integral part of the contribution to knowledge made by the overall work of the candidate submitted in fulfilment of the requirements of the PhD. It must show competence in the appropriate ancillary technical skills; must contain material which presents a body of work such as could reasonably be achieved on the basis of three years postgraduate study; must be satisfactory and intelligible in its presentation. There should also be a permanent record of the work; and
- b. The portfolio of artefacts and artworks will be accompanied by a thesis of not more than 50,000 words (including bibliography and footnotes but excluding appendices).

MPhil(eca) - Submission by Portfolio

60. The degree specific regulations, when a student is submitting for award of MPhil(eca) by means of a portfolio of artefacts, artworks and other practice-based outputs, are:

- a. The portfolio of artefacts or artworks must comprise original work of a high creative level worthy of public exhibition. It must show competence in the appropriate ancillary technical skills; must contain material which presents a body of work such as could reasonably be achieved on the basis of two years postgraduate study; must be satisfactory and intelligible in its presentation. There should also be a permanent record of the work; and
- b. The portfolio of artefacts or artworks should normally be accompanied by a thesis of not more than 20,000 words (including bibliography and footnotes but excluding appendices).

Master of Fine Art

61. The Master of Fine Art is gained upon the successful completion of 240 Credits at Scottish Credit and Qualifications Framework (SCQF, www.scqf.org.uk/) Level 11. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed by a combination of practical studio work with theoretical and written studies, including professional practice elements.
- b. **Prescribed Period of Study.** The period of study will be 21 months full-time.

Master of Social Work/Diploma in Social Work (MSW/DipSW)

62. The degree specific regulations are:

- a. **Grounds for Award.** Students will undertake two practice placements
- b. **Prescribed Period of Study.** The period of study will be 21 months full-time.
- c. **Re-Sit Options.** A student who fails a unit of academic assessment other than the dissertation on the first occasion may be allowed one further attempt to complete the assessment requirements. A student who fails a practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement.

Master of Chinese Studies (MCS)

63. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed by essays, examinations, a placement report and a dissertation. An oral examination will be required in the Chinese language and may be required for other courses. Students must work in the University of Edinburgh and in a Chinese institution approved by the Programme Director.
- b. **Prescribed Period of Study.** The period of study will be between 24 and 36 months, full-time.

Master of Teaching

64. The degree specific regulations are:

- a. **Mode of Study and Prescribed Period of Study.** The period of study is between 36 and 60 months part time.
- b. **Recognition of Prior Learning.** The total number of exemptions which may be granted for any student is 90 credits.
- c. **Grounds for Award.** Students will be assessed directly or synoptically on each course taken. In accordance with the national guidelines, courses are assessed on a pass/fail basis. Students who fail a course will be permitted a further attempt to pass the assessment of that course within three months of the result being made known to the student.

Diploma in Educational Leadership and Management/Scottish Qualification for Headship Programme

65. The degree specific regulations are:

- a. **Grounds for Award.** Students will be assessed on each course through coursework (assignments, portfolios, reports and oral assessments) and through school visits by SQH field assessors in the case of course 5. In accordance with the national agreement all courses are assessed only on a pass/fail basis. Students who fail a course will be permitted one further attempt to pass the assessment of that course within six weeks of the result being made known to the student.
- b. **Mode of Study and Prescribed Period of Study.** The programme is available by part-time study only, and the period of study is between 27 and 60 months.

Master of Counselling/Diploma in Counselling (MCouns/DipCouns)

66. The degree specific regulations are:

- a. **Grounds for Award.** Students will undertake a practice placement, consisting of at least 150 hours of supervised counselling practice and 30 hours of counselling supervision.

- b. **Mode of Study and Prescribed Period of Study.** The period of study will be 24 months full time or 48 months part-time. Each student must complete the requirements of the degree before the expiry of a further 12 months.
- c. **Re-Sits.** Students who fail a unit of academic assessment other than the dissertation on the first occasion may be allowed one further attempt to complete the assessment. A student who fails the practice placement may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement. A repeat placement must be completed within a further 24 months.

MSc/Dip in Arab World Studies

67. The degree specific regulations are:

- a. **Collaboration.** The first year of study is taken at the University of Edinburgh. An intensive course is taken in an Arabic speaking country during the summer, followed by year two at the University of Edinburgh.
- b. **Progression.** Progression from Year 1 to Year 2 will be decided by the University of Edinburgh's Board of Examiners, after completion of the taught element, and before the students commence their summer placement in an Arab country. Decisions on progression to Year 2 will be conditional on each student's satisfactory completion of the period of residence abroad.

Postgraduate Certificate in Democracy and Public Policy (Edinburgh Hansard Research Scholars Programme)

68. The degree specific regulations are:

- a. **Mode of Study and Prescribed Period of Study.** The period of study is 13 weeks full time.
- b. **Assessment Type.** Students will be assessed on each unit through coursework, examination and a research project linked to a placement. All units are assessed only on a pass/fail basis. Students who fail a unit will be permitted one further attempt to pass the assessment of that unit within six weeks of the result being made known to the student.

MSc in Architectural Project Management

69. **Mode of Study and Prescribed Period of Study.** The programme is delivered by distance learning over a period of 48 to 84 months. Each institution will provide 60 credits of teaching material in addition to a dissertation of 60 credits.

MSc in Advanced Sustainable Design (mixed mode)

70. **Mode of Study and Prescribed Period of Study.** The programme is delivered on campus and by distance learning over a period of 24 months (mixed mode).

PhD in Creative Music Practice

71. **Grounds for Award.** The degree is assessed on a single output that consists of two components:

- a. A text of not more than 50,000 words; and
- b. A portfolio, performance(s), recording(s), and/or other musical output containing original or interpreted pre-existing works such as composition, installation, sound design, interactive music software etc. Such work would be supported by documentation of the process (e.g. video, photographs, recordings, sketches, studies, web pages) by which it was made.

PhD in Trans-Disciplinary Documentary Film

72. **Grounds for Award.** There are three possible variations for final submission, which combine the submission of audio-visual material and a thesis:

- a. audio-visual material to a maximum of 1 hour documentary film or 100 photographs, plus an extended critical essay of 25,000 - 30,000 words; or
- b. audio-visual material to a maximum of 40 minutes documentary film or 70 photographs, plus an extended critical essay of 45,000 - 50,000 words; or
- c. audio-visual material to a maximum of 20 minutes documentary film or 40 photographs, plus an extended critical essay of 65,000 - 70,000 words.

PhD in Architecture by Design

73. The thesis for the PhD in Architecture by Design must not exceed 50,000 words. In addition to the thesis the student will be required to submit a body of design work including studies, sketches and maquettes, which will be in addition to and fully integrated with the text and presented in a format which can be archived.

Master of Architecture

74. **Grounds for Award.** The programme will be delivered by a series of advanced level design exercises and projects, engaging with structural, environmental, cultural, theoretical and aesthetic questions. Students must pass the Academic Portfolio for exemption from ARB/RIBA Part 2.

Master of Public Policy (MPP/DipPP), PG Dip and PG Cert of Public Policy

75. The degree specific regulations are:

- a. **Prescribed Period of Study – Master.** The period of study is 15 months.
- b. **Prescribed Period of Study – PG Dip and PG Cert.** Students on the PG Certificate in Public Policy may complete this full-time over four months or part-time over a two year period. On successful completion of the PG Certificate, students may transfer to the PG Diploma in Public Policy (within a three year time period). Students on the PG Diploma in Public Policy may complete this full-time over nine months or part-time over a four year period. On successful completion of the PG Diploma, students may transfer to the Master Public Policy programme (within a three year time period).
- c. **Grounds for Award.** Students will complete a compulsory programme of courses in the first and second semesters, comprising eight 15-credit courses, and a three-month placement in a policy organisation on which the Capstone Project/dissertation will be based. Students who decide not to complete the Capstone Project may, at the discretion of the College, be awarded a Postgraduate Diploma in Public Policy.
- d. **Resits.** Students who fail a unit of academic assessment other than the Capstone Project on the first occasion may be allowed one further attempt to complete the assessment.
- e. **Placement.** A student who fails the placement component of the Capstone Project may, on the recommendation of the Board of Examiners, be offered a second opportunity to undertake the placement. A repeat placement must be completed within a further 12 months.

Diploma in Professional Legal Practice

76. The degree specific regulations are:

- a. **Grounds for Award.** Students must pass all of the core courses and three elective courses to be awarded the Diploma in Professional Legal Practice. Attaining a mark of 50% or more in the assignments, participation and attendance gives exemption from sitting the examination in Company and Commercial, Financial Services and Related Skills and Professional Responsibility.

- b. **Assessment Type.** Students will be assessed in writing in each course of the curriculum. Students may only present themselves for examination in a course if they have been certified as having given regular attendance and having successfully completed the requisite work of the class in that course. Students may be permitted a single re-sit examination for each course of the curriculum in which they have failed.

PhD in Creative Writing

77. Grounds for award. The programme is assessed via a portfolio of writing which should include:

- a. A substantial piece or pieces of creative work of no more than 75,000 words of creative prose; or 75 page of verse; or a dramatic composition of no more than three hours length and
- b. An extended critical essay of no more than 25,000 words reflecting on the work's aims and context(s).

The balance between creative and critical elements should be 75% Creative, 25% Critical.

C College of Medicine and Veterinary Medicine Postgraduate Degree Regulations: Degree Specific Regulations

Professional Masters

Master of Clinical Dentistry (MClin Dent) (orthodontics/Paediatric Dentistry/Prosthodontics/Oral Surgery)

78. Students will pursue an integrated programme of teaching and taught clinical practice. Work for an independent research dissertation will commence during the first year and will be spread over the duration of the programme. Students may be given the opportunity of one resit attempt for the theoretical and practical components. Students who, after resit examinations, have an aggregate mark of less than 40% for the first year will be excluded. The independent research component will be assessed by examination of the written dissertation and subsequent oral examination. The opportunity to resit does not apply to the dissertation.

Masters in Surgical Sciences (MSc)

79. Students may be given the opportunity of one resit attempt for their final written examinations at the end of their year 1 and /or year 2, if they have failed their first attempt. If they pass the resit they will be awarded the Postgraduate Certificate (Year 1) or Postgraduate Diploma (Year 2); they will not progress into Year 3 (Masters Year).

Master of Surgery (ChM)

80. The ChM suite of programmes are two year Scottish Credit and Qualifications Framework (SCQF www.scqf.org.uk/) level 12 programmes worth 120 credits. In order to be awarded the ChM students must:

- a. pass at least 80 credits at SCQF level 12 with a mark of at least 50% in each of the courses which make up these credits; and
- b. attain an average of at least 50% for the 120 credits at SCQF level 12 and;
- c. satisfy any other specific requirements for the ChM degree programme, that are clearly stated in respective handbooks.

There is only one named award (ChM) for the programme; no named Certificate or named Diploma exit awards will be made if the requirements for the award of ChM are not fulfilled.

Masters in Transfusion, Transplantation and Tissue Banking (MSc)

81. Students may be given the opportunity of one resit attempt for their final written examinations at the end of their year 2, if they have failed their first attempt.

Professional Higher Degrees

Doctor of Medicine (MD)

82. An applicant for the degree of Doctor of Medicine (MD) must:

- a. hold a qualification which is registrable with the General Medical Council and must have been engaged since graduation for at least one year either in scientific work bearing directly on the applicant's profession, or in the practice of Medicine or Surgery, and will be performing their work in the South East of Scotland*, either employed as a member of staff of the University of Edinburgh; or as an NHS employee or as a research worker employed or self-financed or grant-funded, in the University of Edinburgh or an Associated Institution or an NHS establishment
- b. all applicants are required to meet the University of Edinburgh standard postgraduate research admissions requirements.

83. The grounds for the award of the degree of MD are:

- a. a student must have demonstrated by the presentation of a thesis, a significant amount of material worthy of publication or public presentation, and by performance in an oral examination (unless this is exceptionally waived by the College) that the student is capable of pursuing original research in the field of study, relating particular researches to the general body of knowledge in the field, and presenting the results of the researches in a critical and scholarly way.
- b. the thesis must deal with one or more of the subjects of study in the curriculum for the degrees of MB ChB of the University or with subjects arising directly from contemporary medical practice. It must be an original work making a significant contribution to knowledge in or understanding of the field of study; contain material worthy of publication; show a comprehensive knowledge and a critical appreciation of the field of study and related literature; show that the student's observations have been carefully made; show the exercise of independent critical judgment with regard to both the student's work and that of other scholars in the same general field; contain material which presents a unified body of work; be satisfactory in its literary and general presentation, give full and adequate references and have a coherent structure understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions. A concise and informative summary should be included with the thesis.

84. Supervisors must accommodate the student and the project within their research facilities, and obtain permission from line managers as required. Supervisors will be located in the University of Edinburgh or in NHS facilities within the supervision of the NHS Education for Scotland South East Scotland* postgraduate deanery.

85. Registration may be full-time or part-time.

- a. Full-time registration will apply to students who will spend >80% full-time equivalent devoted to research related to the MD project. They may be either not in employment for >20% full-time equivalent, or employed in a post in which at least 80% full time equivalent time is available for research related to their MD project rather than for clinical training or practice or other duties. Full time students have a prescribed period of two years in which they will conduct the research with up to two years to write up the thesis thereafter. Thesis submission is permitted at two years at the earliest and within four years.

- b. Part-time registration will apply to students who are in employment unrelated to their MD project for >20% full-time equivalent, or who elect not to devote as much as 80% of their time to the MD research project. Students may opt to study either at 40% full-time equivalent, for which they will have a prescribed period of research of four years, or at 60% equivalent, for which the prescribed period is 3 years. Students will have two years to write up the thesis at the end of the prescribed period. Thesis submission is permitted at the end of the prescribed period of study at the earliest.

MD Timetable for submission

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
MD full time	Prescribed Period		submission period			
MD part time 60%	Prescribed Period			submission period		
MD part time 40%	Prescribed Period				submission period	

86. Student progress will be monitored. It is recommended that a progress report will be prepared annually and submitted through the relevant local route to the College Postgraduate Research Board of Examiners. Where significant difficulties are identified, the committee may consider alterations to the student's registration.

87. A student who is registered for a MD may apply to the College Postgraduate Research Board of Examiners for conversion to an alternative degree, including abbreviating the prescribed period to 1 year full time equivalent in order to complete a MSc by Research, completing a 2 year full time equivalent prescribed period to complete a MPhil, or extending the prescribed period to 3 years full time equivalent in order to complete a PhD. Conversion can only be considered prospectively, in advance of completing the necessary prescribed period of research, and will incur fees applicable for the new degree.

88. A student must submit a thesis specially written for the degree concerned and must not have submitted it in candidature for any other degree, postgraduate diploma or professional qualification. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

*for this purpose, South-East Scotland is the areas covered by the Borders, Fife and Lothian Health Boards.

Doctor of Dental Surgery (DDS)

89. An applicant for the degree of Doctor of Dental Surgery (DDS) must hold a qualification which is registrable with either the General Dental Council or the General Medical Council or both and must have been engaged since graduation for at least two years either in scientific work bearing directly on the applicant's profession, or in the practice of Dentistry or other related disciplines, and will perform their research work in the South-East of Scotland*, either employed as a member of staff of the University of Edinburgh; or as an NHS employee or as a research worker employed or self-financed or grant-funded, in the University of Edinburgh, or an Associated Institution or an NHS establishment.

All applicants are required to meet the University of Edinburgh standard postgraduate research admissions requirements.

90. The grounds for the award of the DDS are that:

- a. the student must have demonstrated by the presentation of a thesis and by performance in an oral examination (unless this is exceptionally waived by the College) that the student is capable of pursuing original research in the field of study, relating particular researches to the general body of knowledge in the field, and presenting the results of the researches in a critical and scholarly way.
- b. the thesis must deal with one or more of the subjects arising directly from contemporary dental or surgical practice relevant to oral health. It must be an original work that:
 - makes a significant contribution to knowledge in or understanding of the field of study;
 - contains a significant amount of material worthy of publication or presentation;
 - shows a comprehensive knowledge and a critical appreciation of the field of study and related literature;
 - shows that the student's observations have been carefully made;
 - shows the exercise of independent critical judgment with regard to both the student's work and that of other scholars in the same general field;
 - contains material which presents a unified body of work;
 - is satisfactory in its literary and general presentation, gives full and adequate references and has a coherent structure;
 - is understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.

A concise and informative summary should be included with the thesis.

91. The supervisors must undertake that they will accommodate the student and the project within their research facilities, and obtain permission from line managers as required.

92. Registration may be full-time or part-time.

- a. Full-time registration will apply to students who will spend >80% full-time equivalent devoted to research related to the DDS project. They may be either not in employment for >20% full-time equivalent, or employed in a post in which at least 80% full time equivalent time is available for research related to their DDS project rather than for clinical training or practice or other duties. Full time students have a prescribed period of two years in which they will conduct the research with up to two years to write up the thesis thereafter. Thesis submission is permitted at two years at the earliest and within four years.
- b. Part-time registration will apply to students who are in employment unrelated to their DDS project for >20% full-time equivalent, or who elect not to devote as much as 80% of their time to the DDS research project. Students may opt to study either at 40% full-time equivalent, for which they will have a prescribed period of research of four years, or at 60% equivalent, for which the prescribed period is three years. Students will have two years to write up the thesis at the end of the prescribed period. Thesis submission is permitted at the end of the prescribed period of study at the earliest.

DDS Timetable for submission

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
DDS full time	Prescribed Period		Submission period			
DDS part time 60%	Prescribed Period			Submission period		

DDS part time 40%	Prescribed Period	Submission period
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93. Student progress will be monitored. It is recommended that a progress report will be prepared annually and submitted through the relevant local route to the College Postgraduate Research Board of Examiners. Where significant difficulties are identified, the committee may consider alterations to the student's registration.

94. A student must submit a thesis specially written for the degree concerned and must not have submitted it in candidature for any other degree, postgraduate diploma or professional qualification. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

*for this purpose, South-East Scotland is the areas covered by the Borders, Fife and Lothian Health Boards.

Doctor of Veterinary Medicine and Surgery (DVM&S)

95. A thesis for the degree of DVM&S must deal with one or more of the subjects of study in the curriculum for the degree of BVM&S of the University or with subjects arising directly from contemporary veterinary practice.

96. The grounds for the award of the degree of DVM&S are:

- a. the student must have demonstrated by the presentation of a thesis and by performance in an oral examination (unless this is exceptionally waived by College) that the student is capable of pursuing original research in the field of study relating particular researches to the general body of knowledge in the field, and presenting the results of the researches in a critical and scholarly way.
- b. the thesis must be an original work making a significant contribution to knowledge in or understanding of the field of study; contain material worthy of publication; show a comprehensive knowledge and a critical appreciation of the field of study and related literature; show that the student's observations have been carefully made; show the exercise of independent critical judgement with regard to both the student's work and that of other scholars in the same general field; contain material which presents a unified body of work; be satisfactory in its literary and general presentation, give full and adequate references and have a coherent structure understandable to a scholar in the same general field with regard to intentions, background, methods and conclusions.

97. Registration is five years part-time. An intending student shall submit to the College a suggested topic and description of the work on which the thesis will be based. A registration fee is paid upon initial registration, an annual advisory fee is paid at the beginning of each year of study (including the first year) and an examination fee is paid at the time of thesis submission. After formal acceptance of the suggested topic and description, a period of normally at least 18 months must elapse before the thesis is submitted.

98. When the College accepts a student, an adviser, who will be a member of the academic staff or an honorary member of staff, will normally be appointed from whom the prospective student should seek advice.

99. A student must submit a thesis specially written for the degree and must not have submitted it in candidature for any other degree, postgraduate diploma or professional qualification. The thesis length should be no more than 60,000 words. Material to be included in a thesis may be published before the thesis is submitted. The thesis must record the fact of such publication or take the form of bound publications with appropriate introduction and discussion. The thesis must conform to the Postgraduate Research Degree Assessment Regulations.

D College of Science and Engineering Postgraduate Degree Regulations: Degree Specific Regulations

Doctor of Engineering (EngD)

100. The EngD is a four-year doctoral level research and training programme worth 720 credits which leads to the award of an EngD degree. The EngD degree is equivalent in academic standing to a conventional PhD but is achieved through research which is much more industrially focused and which is designed to produce graduates who have a sound understanding of the business implications of industrial research activity.

2. These Regulations, including Assessment Regulation (2015/2016), shall apply to degrees as set out in appendix 1 of this Resolution.
3. This Resolution shall supersede those parts of all previous Resolutions and Ordinances dealing with postgraduate regulations for degrees set out in appendix 1 and specifically revokes Resolution 47/2014.
4. This Resolution shall come into force with effect from the commencement of the 2015/2016 academic year on 1 August 2015.

For and on behalf of the University Court

SARAH SMITH

University Secretary

Appendix 1 to Resolution No. 20/2015 (Postgraduate Degree Resolutions)

Degrees covered by these Regulations

Research Degrees

Doctor of Philosophy (PhD)
Master of Philosophy (MPhil)
MSc by Research (MScR)
Master of Research (MRes)

College of Humanities and Social Science

Master of Letters (MLitt)
Master of Education (MEd)
Doctor of Education (EdD)
Master of Theology by Research (MTh by Research)
Master of Laws by Research (LLM by Research)

College of Medicine and Veterinary Medicine

Master of Medical Sciences by Research (MMedSci by Research)
Master of Veterinary Sciences by Research (MVetSci by Research)

College of Science and Engineering

Doctor of Engineering (EngD)
PhD with Integrated Study (PhD)

Higher Professional Degrees

College of Medicine and Veterinary Medicine

Doctor of Medicine (MD)
Doctor of Dental Surgery (DDS)
Doctor of Veterinary Medicine and Surgery (DVM&S)

Postgraduate degrees (by coursework)

Master of Science (MSc)

College of Humanities and Social Science

Doctor of Clinical Psychology (DClinPsychol)
Doctor of Psychotherapy and Counselling (DPsychotherapy)
European Masters in Landscape Architecture (EMLA)
Master of Architecture (MArch)
Master of Art (eca) MA (eca)
Master of Fine Art (MFA)
Masters in Architecture (MArch)
Master of Architecture (Studies) (MArch (Studies))

Master of Landscape Architecture (MLA)
Master of Architecture (Design) (MArch (Design))

Master of Architecture (Digital Media Studies) (MArch (Digital Media Studies))
Master of Business Administration (MBA)
Master of Counselling (MCouns)
Master of Chinese Studies (MCS)
Master of Laws (LLM)
Master of Music (MMus)
Master of Nursing (MN)
Master of Public Policy (MPP)
Master of Social Work (MSW)
Master of Teaching (MTeach)
Master of Theology (MTh)
Master of International Relations (MIA)

College of Medicine and Veterinary Medicine

Master of Clinical Dentistry (MCLinDent)
Master of Public Health (MPH)
Master of Surgery (General Surgery) (ChM (General Surgery))
Master of Surgery (Trauma and Orthopaedics) (ChM (Trauma and Orthopaedics))
Master of Surgery (Urology) (ChM (Urology))
Master of Surgery (Vascular and Endovascular) (ChM (Vascular and Endovascular))
Master of Veterinary Sciences (MVetSci)
ChM Master of Surgery (Clinical Ophthalmology)
Master of Family Medicine (MFM)
Doctor of Clinical Dentistry (DClinDent)
DClinDents in Oral Surgery/ Orthodontics/ Paediatric Dentistry and Prosthodontics

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 21/2015

Undergraduate Degree Programme Regulations

At Edinburgh, the XXX day of XXX, Two thousand and fifteen.

WHEREAS the University Court deems it desirable to produce one comprehensive set of Undergraduate Degree Regulations, including Assessment Regulations (2015/2016);

AND WHEREAS the University Court considers it expedient to promulgate this Resolution to set out these Regulations in full to give effect to the essential elements contained within these Regulations including Assessment Regulations (2015/2016):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraphs 2 and 8 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Undergraduate Degree Regulations are hereby set out:

COMPLIANCE

1. These regulations apply to all categories of undergraduate study at the University of Edinburgh, except for those qualified by a Senatus approved Memorandum of Agreement or Understanding for joint or collaborative awards. Every undergraduate student must comply with these regulations. In exceptional circumstances a concession to allow relaxation of a specific regulation may be granted by the appropriate Head of College. Where the Head of College does not have authority to award a particular concession then the Curriculum and Student Progression Committee may award the concession.
2. Where the Head of College has the authority to grant permissions and concessions, this authority may be delegated to appropriate nominees in the College or Schools. Students must consult their Personal Tutor or Student Support Team as to the appropriate point of contact, and must not approach the Head of College directly.
3. Students must comply with any requirements specific to their degree programme as set out in the Degree Programme Tables, the relevant College Regulations specified in sections B, C and D below and the University's Taught Assessment Regulations for the current academic session: www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations
4. Where a student's degree programme is subject to Fitness to Practise requirements, the relevant College Committee must be satisfied at all times that in respect of health, conduct and any other matters which the Committee may reasonably deem relevant, whether such matters relate to the student's University programme or are unrelated to it, the student will not constitute a risk to the public,

vulnerable children or adults or to patients and is a suitable person to become a registered member of the relevant professional body. Students are subject to the Fitness to Practise regulations both while actively studying and while on an interruption of study. Any student who fails to satisfy the relevant College Committee, irrespective of his/her performance in assessment, will be reported to the Head of College who has power to recommend exclusion from further studies and assessments or Professional Examinations, or to recommend the award of the degree be withheld. An appeal against this decision may be submitted to the University's Fitness to Practise Appeal Committee:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Fitness_to_Practise.pdf

5. Students must comply with the University's Student Disclosure Assessment process (see [Code of Practice for Student Criminal Convictions and Disclosure Assessment](#)) to ensure that students do not pose a risk to those with whom they interact during their studies, in particular, vulnerable groups.

6. The University awards the following types of undergraduate degrees, diplomas and certificates. The University's undergraduate awards and degree programmes are consistent with the Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>), unless an exemption has been approved by the Curriculum and Student Progression Committee. The credit levels required for each programme are specified within the appropriate Degree Programme Table (DPT).

I	Undergraduate Certificate of Higher Education	At least 120 credits of which a minimum of 90 are at level 7 or higher.
li	Undergraduate Diploma of Higher Education	At least 240 credits of which a minimum of 90 are at level 8 or higher
A.	Single Honours (in a named subject/discipline)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
B.	Single Honours (with a subsidiary subject)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
C.	Combined Honours (in two disciplines)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
D.	Group Honours (more than two disciplines)	At least 480 credits of which a minimum of 180 is at levels 9 and 10, including at least 90 at level 10.
E.	Non-Honours Degrees	At least 360 credits of which a minimum of 60 is at level 9.
F.	General and Ordinary	At least 360 credits of which a minimum of 60 is at level 9.
G.	Intercalated Honours Degrees	See appropriate Degree Programme Table
H.	Integrated Masters with Honours (in named subject/discipline)	At least 600 credits of which a minimum of 120 is at level 11.
	Integrated Masters (with a subsidiary subject)	At least 600 credits of which a minimum of 120 is at level 11.
	Integrated Masters (with combined honours in two disciplines)	At least 600 credits of which a minimum of 120 is at level 11.
I.	MBChB (5 year programme)	720 credits

J.	BVM&S Graduate Entry Programme	560 credits
	BVM&S 5 Year Programme	640 credits

7. Every student must comply with the detailed requirements of the curriculum for the degree as set out in the appropriate Degree Programme Table, the programme handbook, the course handbook, the order in which courses are attended and the assessment for the programme, which are published in the University Degree Regulations and Programmes of Study.

8. When selecting courses, students must comply with the pre-requisite, co-requisite and prohibited combination requirements for the degree programme, unless a concession is approved by the relevant Head of College.

9. No student will be admitted to a degree programme more than two weeks after the start of the academic year without the permission of the Head of College. No student will be enrolled on a course that is part of their degree programme more than two weeks after the start of semester in which the course is taught without the permission of the Head of College. A student who leaves a course after six weeks will be deemed to have withdrawn and the course enrolment remains on the student's record.

MODE OF STUDY

10. Programmes are offered on a full-time or part-time basis. Students' mode of study is defined when they are admitted to the degree programme.

11. Only in exceptional circumstances, and with the permission of the Head of College, is a student allowed to change mode of study. For academic reasons, the University may require a student to change their mode of study.

STUDY PERIOD

12. A student must complete the requirements of the degree programme within the period of study specified in the Degree Programme Table, unless given a concession with the approval of the Head of College.

13. The maximum period for completion of an Ordinary or General degree programme is 8 years. The maximum period for completion of an Honours degree programme is 10 years. This maximum period includes any concessions.

14. With the annual permission of the Head of College, a student may take longer than the study period specified in the Degree Programme Table to undertake an Ordinary, General or Honours degree programme, provided that a minimum of 40 credit points are undertaken in each year of study.

15. Where a student needs to meet specific progression requirements, the Head of College may approve a student taking fewer than 40 credit points.

16. Certain elements of a degree programme may require full-time attendance. Students given permission to undertake study over an extended period must comply with any requirements specified for a particular degree programme.

17. For the award of a University of Edinburgh degree a student must study University of Edinburgh courses for a minimum period of two years and obtain 240

credits or the pro-rata equivalent in the case of part-time study (for part-time study, the period of study will be longer but the same minimum credit levels must be achieved). This regulation does not apply to intercalating medicine and veterinary medicine students. In exceptional circumstances, the Head of College may approve a concession to allow the award of a University of Edinburgh degree to a student who has studied University of Edinburgh courses for a minimum of one year (obtaining 120 credits or the pro-rata in the case of part-time study). This may include students studying at the University of Edinburgh on 2+2 arrangements, or students entering the University directly into year 3 of study.

18. A student studying for an Honours degree is not allowed to substitute study at another institution for the final year of his/her Honours programme.

19. A student may apply for an interruption of study and it may be authorised by the Head of College if there is good reason for approving the interruption. Students must provide evidence to support their applications. Interruptions of study may not be applied retrospectively. Any one period of authorised interruption of study will not exceed one academic year, unless authorised by the Head of College. The total period of authorised interruption of study is the same for full and part-time students and will not exceed 100% of the prescribed period of full-time study.

20. Study undertaken at another institution during a period of authorised interruption of study will not be credited to a student's programme of study at the University of Edinburgh.

21. Students registered for the MBChB or BVM&S may elect to take an intercalated Honours year, or undertake a postgraduate degree programme during their period of enrolment. This is not categorised as interruption of study.

RECOGNITION OF PRIOR LEARNING (RPL)

22. RPL can only be recognised at the point of admission to the University. The Head of College has the power to recognise up to 240 credits of prior learning and on this basis to admit a student to the second or later years of a programme of study. RPL can potentially be granted for programmes taken at the University of Edinburgh, as well as those from elsewhere. Before approval is granted the College must be satisfied that the learning to be recognised provides an adequate basis for the programme or courses as set out in the appropriate Degree Programme Table. The University RPL policy for admissions is available at:

http://www.ed.ac.uk/polopoly_fs/1.150472!/fileManager/Recognition%20of%20prior%20learning%20policy%20Sept%202014.pdf

23. University of Edinburgh courses which have a substantial curriculum overlap with any of the courses that contributed to a student's admission on the basis of RPL will not count towards the student's degree programme.

ATTENDANCE AND PARTICIPATION

24. Students must attend and participate as required in all aspects of their programme of study. This includes being available for teaching sessions, assessment, examination and meeting Personal Tutors face to face and electronically. The Degree Programme Table and programme handbook sets out programme requirements for engagement. The Procedure for Withdrawal and Exclusion from Studies is available at:

http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Withdrawal_Exclusion_from_Study.pdf

25. During a period of study, including authorised interruptions of study and leave of absence, it is a student's responsibility to provide a current postal contact address and to ensure that any legal requirements, including those imposed by his or her funding or grant authority, are met. All students are required to check their MyEd and University email account frequently for communications from the University and respond where appropriate. University policy on contacting students by email: http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Contacting_Students_by_Email.pdf

26. Students require the permission of the relevant Head of College to attend another academic institution on a recognised exchange scheme or other approved programme of study or to undertake an approved placement. This is categorised as a leave of absence.

WITHDRAWAL AND EXCLUSION

27. Any student may withdraw permanently from his/her programme of study at any point in the year. Students may be excluded for reasons outlined within the procedure for Withdrawal and Exclusion from Studies:

PROGRESSION AND PERMISSIBLE CREDIT LOADS

28. To gain a specific degree award, students must achieve the Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) credit point and level requirements of the particular programme, as set out in the appropriate Degree Programme Table.

29. Full-time undergraduate study comprises 120 credit points in each year of study. Part-time study is defined on a pro-rata basis in the relevant Degree Programme Table.

30. Students must attain the credits and other requirements, e.g. core courses, for each stage of study, as outlined in the relevant Degree Programme Table. In addition, students must meet any other requirements set out in their programme and/or course handbook. In order to progress, a full-time student must attain the following minimum number of credits (pro-rata for a part-time student):

- 80 credit points by the end of Year 1;
- 200 credit points by the end of Year 2;
- 360 credit points by the end of Year 3;
- 480 credit points by the end of Year 4;
- 600 credit points by the end of Year 5 for Integrated Masters.

31. Any student who has not attained the required credit points for their year of study (e.g. 120 credits for full-time students) may be required to take resit exams, supplementary or alternative assessments, or additional courses to make good the deficit where permitted.

32. Students who do not attain sufficient credits within the specified period may be excluded for unsatisfactory academic progress. The College will follow the procedure for Withdrawal and Exclusion from Studies:

33. In pre-Honours years, a student may be allowed to take up to 40 credits of additional Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 7 and 8 courses (in addition to the normal 120 credits), subject to the approval of the student's Personal Tutor.

34. Exceptionally, students in their honours years, with College approval, may take up to 40 credits of additional Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 7 or 8 credit and, more rarely, up to 10 credits at levels 9-11 in the Honours years.

35. Students may attend courses on a class-only basis (i.e. not for credit), with the agreement of the Course Organiser and the approval of the Personal Tutor. Decisions will be based on the overall load (credit and non-credit bearing) on the student, which must not exceed 160 credits.

36. A student who has previously submitted work for one course at the University must not submit the same work to attempt to achieve academic credit at the University through another course.

37. Students can only be registered for one full-time award at the University of Edinburgh.

TRANSFER TO DIFFERENT DEGREE PROGRAMME

38. A student may be allowed to transfer to a different degree programme from another within the University by permission of the host of the receiving College.

39. Unless granted a concession by the Head of the receiving College, students must comply with the pre-requisite and co-requisite requirements of the new programme shown in the Degree Programme Table.

AWARDS AND QUALIFICATIONS

40. In order to achieve the award of the Undergraduate Certificate of Higher Education must have attained a minimum of 120 credit points (of which a minimum of 90 are at level 7 or higher) gained from passes in courses of this University which count towards graduation.

41. In order to achieve the award of the Undergraduate Diploma of Higher Education must have attained a minimum of 240 credit points. At least 120 credit points must be gained from passes in courses of this University counting towards graduation and at least 90 of the 120 credit points gained from courses passed at this University must be in courses at level 8 or above.

42. The attainment requirements for students for General and Ordinary degrees are specified in the relevant College regulations below.

43. The attainment requirements for students for MBChB and BVM&S degrees are specified in the College of Medicine and Veterinary Medicine regulations below (Section C).

44. The award of Honours is based on the student's performance in assessment in the Honours year(s). For information on the award of Honours see the Taught Assessment Regulations for the current academic session: www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

45. A student who satisfies the examiners in the Final Honours assessment shall be awarded Honours in one of following classifications: First Class, Second Class Division I, Second Class Division II and Third Class.
46. A student who has been assessed, classed or failed for Honours may not present him or herself for re-assessment in the same programme, or assessment in a closely related programme. The Head of College determines whether a programme is closely related.
47. During a single period of continuous registration, a student may be awarded only the University qualification with the highest status for which he or she has attained the required credits.
48. A candidate who already holds a General or Ordinary degree may be permitted by the appropriate Head of College to apply for the degree with Honours, provided that not more than five years have elapsed between his or her first graduation and acceptance as a candidate for the subsequent degree with Honours. Such a candidate will normally be required to achieve a further 240 credit points, or credit points as deemed appropriate by the Head of the receiving College, at the levels stipulated in the appropriate Degree Programme Table.
49. In exceptional circumstances, notwithstanding any existing Resolutions to the contrary, the University may confer all existing Honours degrees with unclassified Honours if insufficient information is available to the relevant Board of Examiners to classify those degrees. Where a Board of Examiners has insufficient information to enable an unclassified Honours degree to be conferred on a candidate for Honours, a General or Ordinary degree may be awarded to that candidate where he or she is qualified for such a degree under the existing Regulations. Conferment of an unclassified Honours degree or General or Ordinary degree in these cases is an interim measure: final awards will be confirmed when sufficient information is available to the relevant Board of Examiners.
50. Senatus may authorise the conferment of posthumous degrees, diplomas and certificates if proposed by the College and approved by the Curriculum and Student Progression Committee. A posthumous award is conferred where the student has significantly completed the relevant year of study at the time of death.
51. In exceptional circumstances Senatus may authorise the conferment of aegrotat degrees, which are unclassified. Each such conferment requires a proposal from the College concerned to be approved by the Curriculum and Student Progression Committee. An aegrotat degree is conferred only where the student was nearly qualified to receive the degree and was unable to complete it due to circumstances beyond his or her control. Before any proposal is referred to Senatus, the College must check that the student is willing to receive the degree aegrotat.

College of Humanities and Social Sciences Undergraduate Degree Regulations: Degree Specific Regulations

52. These degree programme requirements relate to undergraduate programmes in the College of Humanities and Social Science. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to all undergraduate programmes, unless otherwise stated.
53. The College Fitness to Practise policy is available at:
<http://www.ed.ac.uk/schools-departments/humanities-soc-sci/academic-administration/student-conduct/fitness-to-practise>

General and Ordinary Degrees

BA(Humanities and Social Science) and BA (Humanities and Social Science) in a Designated Discipline

54. BA (Humanities and Social Science)

To qualify for the award of the degree of BA (Humanities and Social Science) students must have obtained 360 credit points from passes (or accreditation of prior learning) normally at the rate of 120 credit points per year.

The overall curriculum must include at least:

360 credit points, of which at least 240 credit points should be at SCQF level 8, 9 or 10, comprising:

- A minimum of 200 credit points from courses in Humanities and Social Science.
- 140 credit points in a major subject of study in Humanities and Social Science (which may be part of the 200 credit points listed in the point above) comprising related and consecutive courses in this subject over three years of which 60 credit points must be at SCQF level 9 or 10

In addition, there must be at least two other subjects of study defined as 40 credits at SCQF levels 7-10.

Students have a free choice of the remaining credits at SCQF levels 7-10.

BA (Humanities and Social Science) in a designated discipline:

To qualify for the award of the BA (Humanities and Social Science) in a designated discipline students must have obtained 360 credit points (or accreditation of prior learning) normally at the rate of 120 credit points per year.

The overall curriculum must include at least:

360 credit points, of which at least 240 credit points should be at SCQF level 8, 9 or 10, comprising:

- A minimum of 200 credit points from courses in Humanities and Social Science.
- 160 credit points in a major subject of study in Humanities and Social Science (which may be part of the 200 credits listed in the point above) comprising related and consecutive courses in this subject over three years of which 80 credit points must be at SCQF level 9 or 10.

In addition there must be at least two other subjects of study defined as 40 credits at SCQF levels 7-10.

Students have a free choice of the remaining credits at SCQF levels 7-10.

Merit and Distinction

55. General and Ordinary degrees may be awarded with Merit or Distinction.

For Merit a student must achieve grade B or above at first attempt, in courses totalling 180 credit points, of which at least 40 credits points must be at level 9 or 10, and at least 80 of the remaining credit points must be at level 8 or higher.

For Distinction, a student must achieve grade A at first attempt, in courses totalling at least 160 credit points, of which at least 40 credit points must be at level 9 or 10, and at least 80 of the remaining credit points must be at level 8 or higher.

56. The LLB Ordinary, Graduate Entry degree may be awarded with Merit or Distinction.

For Merit a student must achieve grade B or above at first attempt, in courses totalling 120 credit points.

For Distinction, a student must achieve grade A at first attempt, in courses totalling at least 100 credit points.

57. Students of the MA Fine Art with Honours degree will be awarded a Distinction in either Art or History of Art if their performance in the subject is of first class standard but their overall degree result is lower than first class. Students are eligible for distinction in History of Art or Art Practice.

Distinction in Oral Language

58. Students of the MA with Honours which includes an Honours oral examination in any one of the following languages will be awarded a Distinction in Oral Language if their performance at the oral examination is of first-class standard: Arabic, Chinese, Danish, French, German, Italian, Japanese, Norwegian, Persian, Portuguese, Russian, Spanish and Swedish.

Degree of Bachelor of Medical Sciences and Bachelor of Science in Veterinary Science with Honours

59. The degree programme requirements of the Bachelor of Medical Sciences and Bachelor of Science in Veterinary Science are in the College Undergraduate Degree Regulations of the College of Medicine and Veterinary Medicine (Section C).

College of Medicine and Veterinary Medicine Undergraduate Degree Regulations: Degree Specific Regulations

60. These degree programme requirements relate to undergraduate programmes in the College of Medicine and Veterinary Medicine. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to all undergraduate programmes, unless otherwise stated.

61. The College Fitness to Practise policy is available at <http://docstore.mvm.ed.ac.uk/Committees/Fitness-to-Practise.pdf>

MBChB

COMPLIANCE

62. Students should refer to the appropriate Year Study Guides on the Edinburgh Electronic Medical Curriculum (EEMeC) on <https://www.eemec.med.ed.ac.uk> for detailed curriculum and assessment information.

63. Students entering the first year MBChB programme are subject to a check, carried out by Disclosure Scotland, under the Protection of Vulnerable Groups legislation. Admission to the medical profession is excepted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Students on the MBChB programme are therefore not entitled to withhold information about any conviction on the grounds that it is, for other purposes, spent under the Act. Subject to the provisions of the Rehabilitation of Offenders Act 1974, failure to disclose a relevant conviction may result in the withdrawal of an offer of admission or exclusion from a programme of studies.

64. Students are subject to blood borne virus checks as they are admitted to the MBChB programme. Students declining testing or found to be infected by a blood borne virus will be allowed to continue on their degree programme leading to full Medical Registration, provided that they formally accept the requirement they will not be allowed to perform Exposure Prone Procedures (EPPs), and recognise that careers in some specialties may not be open to them if their infection persists.

ATTENDANCE AND PARTICIPATION

65. Students in Years 3, 4 & 5 are required to undertake placements in hospitals outside Edinburgh.

66. Students enrolled for Years 3, 4 and 5 of the degrees of MBChB during the Academic Year 2013-2014 are required to attend for compulsory periods throughout the year. Students should consult the Edinburgh Electronic Medical Curriculum (EEMeC) on <http://www.eemec.med.ed.ac.uk> and relevant year study guides for detailed attendance dates and timetable information.

67. In special circumstances students may be permitted to interrupt studies or repeat a year of study because of 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. Exceptions are very unlikely to be considered in the case of prolonged or repeated academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

PROGRESSION

68. MBChB students are only entitled to two assessment attempts for courses which are part of the MBChB programme. This regulation supersedes the resit assessment regulation within the Taught Assessment Regulations.

69. A student who fails the Professional Examination in Year 4 may be required by the Boards of Examiners to use part or all of the free elective period to undertake one or more guided electives before being permitted to re-sit.

70. A student whose progress in Year 5 is unsatisfactory will be required to undertake a period of remedial study before being permitted to re-sit.

71. No student may proceed to the next year of study for the MBChB programme until he/she has passed all components of the previous year of the programme

AWARDS

Passes with Distinction

72. Students who have attained a sufficiently high standard in any of the Professional Examinations will be recorded as having passed that examination 'with distinction'.

Honours at Graduation

73. Students who have displayed special merit in the Professional Examinations over the whole degree programme will be awarded MBChB with Honours at the time of graduation.

BVM&S

COMPLIANCE

74. Students should refer to the appropriate Course Books for detailed curriculum and assessment information.

75. Students are subject to health clearance as they are admitted to the BVM&S programmes. Failure to comply with this regulation may result in exclusion from a programme of studies.

ATTENDANCE AND PARTICIPATION

76. In special circumstances students may be permitted to interrupt studies or repeat a year of study because of 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. Exceptions are very unlikely to be considered in the case of prolonged or repeated academic failure. Approved study for an intercalated degree does not constitute interrupted progress.

PROGRESSION

77. Students for the Final Professional Examination must produce satisfactory evidence that they have, subsequent to commencing studies in the Third Year of the degree curriculum, received extra-mural clinical instruction for a total period of not less than 26 weeks, in accordance with arrangements approved by the College of Medicine & Veterinary Medicine. Students shall be required to produce records of extra-mural clinical teaching received, which have been attested by the extra mural teacher or teachers concerned.

78. Before proceeding to the Third Year of the curriculum for the degree a student must normally present satisfactory evidence of having had at least 12 weeks extra-mural experience of livestock husbandry, in accordance with arrangements approved by the College of Medicine & Veterinary Medicine. This should normally be obtained during vacations subsequent to the commencement of the First Year of study, and be completed prior to sitting the Second Professional Examination.

79. Where a student fails to meet this requirement by the end of the session in which they pass the Second Professional Examination, the College of Medicine & Veterinary Medicine will normally recommend to Senatus that they be excluded from

further attendance at courses of instruction and examinations in the College of Medicine & Veterinary Medicine.

80. No student may proceed to the next year of study for the BVM&S programme until he/she has passed all components of the previous year of the programme, unless a concession is awarded by the Head of College.

AWARDS

Passes with Distinction

81. Students who have attained a sufficiently high standard in any of the Professional Examinations will be recorded as having passed that examination 'with distinction'.

Distinction at Graduation

82. Students who have displayed special merit in the Professional Examinations over the whole degree programme will be awarded BVM&S with Distinction at the time of graduation. Awards are made based on calculations equally across all years and are weighted by course credit value.

Bachelor of Medical Sciences

Honours Degree

83. Every student admitted for the degree must also be a student for the degree of MBChB. A student in another University studying for a recognised primary medical undergraduate qualification may be admitted as a student for the degree of Bachelor of Medical Sciences with Honours, subject to the approval of the College of Medicine and Veterinary Medicine.

84. In addition, every student must pursue studies for at least one academic year in the University of Edinburgh in one of the Honours Degree Programmes available at <http://www.ed.ac.uk/schools-departments/medicine-vet-medicine/undergraduate/medicine/mbchb/intercalated-honours>

85. The Bachelor of Medical Sciences degrees are intercalated after Year 2 of the MBChB programme.

86. Limitation on Courses Taken in Honours Years: Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours award and classification.

Ordinary Degree

87. No student shall be admitted to the degree, except on transfer from candidature for the degrees of MBChB. Students are eligible to be considered for a BMedSci (Ordinary) degree if they have successfully achieved 240 credits from the First and Second Professional Examinations and , have attained at least 80 of the available 120 credits in the Third Year MBChB assessments. The Ordinary Degree of Bachelor of Medical Sciences may not be conferred on any student who already holds or is eligible to receive the Degree of Bachelor of Medical Sciences with Honours.

88. The compliance, attendance and participation, and progression requirements for the degrees of MBChB apply.

BSc in Veterinary Science

Honours Degree

89. Every student admitted for the degree must also be a student for the degree of BVM&S, or have obtained the BVM&S degree not more than five years before the date of admission as a student for the Honours Degree. A student in another University studying for a recognised primary veterinary undergraduate qualification may be admitted as a student for the degree of BSc in Veterinary Science, subject to the approval of the College of Medicine & Veterinary Medicine.

90. Every student for the degree must normally attend in the University of Edinburgh during not less than two academic years the courses of instruction in the classes of the first two years of the curriculum for the BVM&S degree and pass the assessments prescribed for these courses.

91. In addition every student must pursue studies for at least one year in the University of Edinburgh in one of Honours Degree Programmes available at: <https://www.eevec.vet.ed.ac.uk/secure/page.asp?ID=in0000id>

92. The year of study in the Honours Degree Programme may be intercalated not earlier than the end of the second year of study, provided that a student has successfully completed the appropriate assessments and satisfied such conditions as the Head of the School concerned may require, subject to the approval of the College of Medicine & Veterinary Medicine.

93. Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours award and classification.

Ordinary Degree

94. No student shall be admitted as a student for the degree, except on transfer from candidature for the degrees of BVM&S 5 year programme or BVM&S 4 year Graduate Entry Programme. Students on the 5 year programme are eligible to be considered for the ordinary degree if they have successfully completed 240 credits from the First and Second Professional Examinations and, have shown sufficient attainment in the Third Year BVM&S assessments. Students on the graduate entry programme are awarded 120 credits of recognised prior learning. The Ordinary Degree of BSc (Veterinary Science) may not be conferred on any student who already holds, or is eligible to receive, the Degree of BSc in Veterinary Science with Honours.

BSc in Oral Health Sciences

COMPLIANCE

95. Students should refer to the appropriate Year Study Guide for detailed curriculum and assessment information.

96. Admission to the profession is excepted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of

Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Students on the BSc in Oral Health Sciences programme are therefore not entitled to withhold information about a previous conviction on the grounds that it is, for other purposes, spent under the Act. Subject to the provisions of the Rehabilitation of Offenders Act 1974, failure to disclose a relevant conviction may result in the withdrawal of an offer of admission or exclusion from a programme of studies.

97. Students are subject to a Hepatitis B, Hepatitis C and HIV status check prior to entering the BSc in Oral Health Sciences. Failure to comply with this regulation or a positive result will lead to admission being refused or to exclusion from studies.

ATTENDANCE AND PARTICIPATION

98. Except in exceptional circumstances, the maximum period of enrolment on the BSc in Oral Health Sciences may not exceed five years, including any period of leave of absence.

PROGRESSION

99. BSc in Oral Health Sciences students are only entitled to two assessment attempts for courses which are part of the Oral Health Sciences programme. This regulation supersedes the resit assessment regulation within the Taught Assessment Regulations.

100. A student whose progress in any year is unsatisfactory may be required to undertake a period of remedial study before being permitted to resit.

101. No student may proceed to the next year of study for the BSc programme in Oral Health Sciences until he/she has passed all components of the previous year of the programme.

Bachelor of Science

Honours Degree

102. Limitation on Courses Taken in Honours Years: Students in all Honours years may take Honours curriculum courses to a maximum value of 120 credit points, all of which count in the final Honours assessment. Students may attend additional Honours courses on a class-only basis (i.e. not for credit), with the agreement of the Programme Organiser and the approval of the Personal Tutor.

Where a student takes level 9 courses in year 2, such courses should be regarded as part of the non-Honours curriculum and, if failed, may be repeated as a resit in Junior Honours. These courses will not be included in the degree classification. Students intending to graduate with an Ordinary degree may resit a failed level 9 course for the purposes of gaining the required number of credits, as specified in the Undergraduate Assessment Regulations.

Students in Junior Honours are permitted also to take up to 40 credit points of level 7/8 courses, which do not count towards the Honours assessment, as specified in the Undergraduate Assessment Regulations.

Students in Junior Honours must take 60 credit points of level 9/10 courses in semester 1 and 60 credit points of level 9/10 courses in semester 2.

Bachelor of Science General Degree

103. To qualify for the award of the degree of BSc (General) students must have obtained 360 credit points from passes (or recognition of prior learning), normally at the rate of 120 credit points per year: 240 credit points in courses listed in Medicine and Veterinary Medicine Schedule T, Science and Engineering Schedules K-Q and from subject areas Language Sciences and Psychology in Schedule I; 200 credit points at Scottish Credit and Qualifications Framework (SCQF, <http://www.scqf.org.uk/>) level 8, 9 or 10; 80 credit points at SCQF level 8, 9, 10 in courses listed in Medicine and Veterinary Medicine Schedule T, Science and Engineering Schedules K-Q and from subject areas Language Sciences and Psychology in Schedule I; 60 credit points at SCQF level 9 or 10.

Bachelor of Science Ordinary Degree

104. To qualify for the award of the degree of BSc Ordinary Degree in a Designated Discipline students must have obtained 360 credit points from passes (or recognition of prior learning, acceptable under General Undergraduate Regulations). The overall curriculum (including any concessions) must have met the requirement for entry to Senior Honours in that Discipline as indicated in years 3 and 4 of the Honours Degree Programme Table, subject to further restrictions and recommendations that may appear in the appropriate School Programme Guide (excluding the requirement for the Honours courses to have been passed at the first sitting, and excluding any elevated hurdles or prerequisites for Honours).

105. The BSc Ordinary Degree is awarded in designated disciplines corresponding to every BSc Honours degree and with the same titles, with the exception that the titles of the following Ordinary degrees in the designated disciplines are changed as indicated:

a. subject specialisations for the BSc Biomedical Sciences, where the Designated Discipline will be Biomedical Sciences, i.e. without the subject specialisation

College of Science and Engineering Undergraduate Degree Regulations: Degree Specific Regulations

106. These degree programme requirements relate to undergraduate programmes in the College of Science and Engineering. They are additional to, and should be read in conjunction with, the General Undergraduate Degree Regulations above, which apply to all undergraduate programmes, unless otherwise stated.
Qualifications

Bachelor of Science General Degree *

107. For the award of the degree of BSc (General) students must have obtained 360 credit points including at least:

BSc (General)	A total of 360 credit points including at least:
Courses listed in the School collections of Schools in the College of Science and Engineering	180 credits
SCQF http://www.scqf.org.uk/	200 credits at SCQF levels 8,9 or 10 60 credits at SCQF level 9 or 10 30 credits at SCQF level 9 or 10 in courses listed in the School collection of

* The Bachelor of Science: General Degree will not be available to students entering the University from 2012/13 onwards

Bachelor of Science Ordinary Degree in a Designated Discipline or Combined Disciplines

108. To qualify for the award of the BSc Ordinary Degree in a Designated Discipline or Combined Disciplines students must have obtained 360 credit points (or recognition of prior learning, acceptable under General Undergraduate Regulations). The overall curriculum (including any concessions) must have met the requirement for entry to Senior Honours in that Discipline or Combined Disciplines as indicated in years 3 and 4 of the Honours Degree Programme Table, subject to further restrictions and recommendations that may appear in the appropriate School Programme Guide (excluding the requirement for the Honours courses to have been passed at the first sitting, and excluding any elevated hurdles or prerequisites for Honours.)

For those programmes where there is a Schedule of level 9 courses specifically for Ordinary Degrees then the level 9 course may be substituted for the related level 10 course in the DPT for the purpose of eligibility for the Ordinary Degree in a Designated Discipline.

109. The BSc Ordinary Degree is awarded in designated disciplines corresponding to every BSc, BEng, MA, or Integrated Masters (e.g. MPhys, MInf) Honours degree and with the same titles, with the exception that the titles of the following Ordinary degrees in the designated disciplines are changed as indicated:

- a. subject specialisations for the BSc Biological Sciences, where the Designated Discipline will be Biological Sciences, i.e. without the subject specialisation;
- b. subject specialisations within the School of Chemistry, where the Designated Discipline will be either Chemical Sciences or Chemical Sciences with Industrial Experience. The latter may be awarded to students who successfully complete the industrial experience component of the corresponding MChem programme;
- c. subject specialisations within the discipline of Ecological Science, where the Designated Discipline will be Ecological Science, i.e. without the subject specialisation.

110. In the case of Combined Degree programmes, the Examiners will recommend the award of the BSc Ordinary Degree in single (see requirement 4 above) or combined disciplines in order to best reflect the achievements of the individual student.

Degree of Bachelor of Medical Sciences

111. The Degree Programme Requirements of the Bachelor of Medical Sciences and Bachelor of Science (Veterinary Sciences) are in the College Undergraduate Regulations of the College of Medicine and Veterinary Medicine.

Professional requirements: School of Engineering

112. An Honours student who is eligible for progression or for the award of an Honours degree by the University regulations but who fails an Honours course, for which a pass is required for reasons associated with breadth of professional knowledge and/or the stipulation(s) of one or more of the Professional Accreditation bodies, will be required to “resit for professional purposes” the examination and/or resubmit the course work at the next available opportunity. However, the first (fail) mark will be recorded for the Honours degree classification.

113. Should the resit or resubmission still fail to achieve a pass, the student will not be eligible to progress or graduate with Honours. In such cases, the student will be required to interrupt for a year and take a further “resit for professional purposes”. A final year student requiring “resit(s) for professional purposes” will be ineligible for the degree of Bachelor of Engineering with Honours / Master of Engineering with Honours until such time as the necessary passes at “resit for professional purposes” are achieved, but may be eligible for the award of the degree of Bachelor of Science (Ordinary) in a Designated Discipline. The maximum number of attempts will be the same as the number normally allowed by undergraduate assessment regulations.

114. It will be for each Discipline within the School of Engineering to identify “courses for which a pass is required...”. This may be done on the basis of individual courses, and/or on the basis of an aggregate. The requirements for each Discipline will be stated in the Degree Programme Handbook.

2. These Regulations, including Assessment Regulations (2015/2016), shall apply to degrees as set out in appendix 1 of this Resolution.

3. This Resolution shall supersede those parts of all previous Resolutions and Ordinances dealing with undergraduate regulations and assessment regulations for degrees set out in appendix 1 and specifically revokes Resolutions 48/2014.

4. This Resolution shall come into force with effect from the commencement of the 2015/2016 academic year on 1 August 2015.

For and on behalf of the University Court

SARAH SMITH

University Secretary

Appendix 1 to Resolution of the University Court No. 21/2015 (Undergraduate Degree Programme Regulations)

Degrees covered by these Regulations

College of Humanities and Social Science

Degrees of Master of Arts with Honours
Bachelor of Arts in Humanities and Social Science
Bachelor of Music
Bachelor of Music with Honours
Bachelor of Music Technology
Bachelor of Music Technology Honours
Bachelor of Arts (Health Studies)
Bachelor of Arts (Health Studies) with Honours
Bachelor of Nursing with Honours
Bachelor of Science (Social Work)
Bachelor of Science (Social Work) with Honours
Bachelor of Arts
Bachelor of Arts with Honours
Bachelor of Architecture
Bachelor of Architecture with Honours
Master of Arts (Architecture) with Honours
Master of Arts (Architecture in Creative and Cultural Environments) with Honours
Bachelor of Divinity
Bachelor of Divinity with Honours
Master of Divinity with Honours
Bachelor of Arts (Divinity)
Master of Arts (Divinity) with Honours
Bachelor of Arts Religious Studies
Master of Arts Religious Studies with Honours
Bachelor of Arts (Community Education)
Bachelor of Arts (Community Education) with Honours
Bachelor of Arts (Education Studies)
Bachelor of Arts (Childhood Practice)
Bachelor of Education (Design and Technology) with Honours
Bachelor of Education (Physical Education) with Honours
Bachelor of Education (Primary Education) with Honours
Bachelor of Science (Applied Sport Science)
Bachelor of Science (Applied Sport Science) with Honours
Bachelor of Science (Environmental Archaeology) with Honours
Bachelor of Science (Sport and Recreation Management)
Bachelor of Science (Sport and Recreation Management) with Honours
Bachelor of Science (Psychology) with Honours
Bachelor of Laws
Bachelor of Laws with Honours
Bachelor of Medical Sciences with Honours
Bachelor of Arts: General, Ordinary degree in a designated discipline

College of Science and Engineering

Bachelor of Science: General Degree, Ordinary degree in a designated discipline and Honours

degree

Bachelor of Engineering with Honours

Degrees of Master of Arts with Honours

Master of Chemistry with Honours

Master of Chemical Physics with Honours

Master of Earth Science with Honours

Master of Engineering with Honours

Master of Mathematics with Honours

Master of Physics with Honours

Master of Informatics with Honours

Bachelor of Medical Sciences with Honours

Master of Earth Physics with Honours

College of Medicine and Veterinary Medicine

Bachelor of Medicine and Bachelor of Surgery

Bachelor of Veterinary Medicine and Surgery

Bachelor of Science (Medical Sciences)

Bachelor of Science (Medical Sciences) with Honours

Bachelor of Science (Biomedical Sciences)

Bachelor of Science (Biomedical Sciences) with Honours

Bachelor of Science (Oral Health Sciences)

Bachelor of Science (Oral Health Sciences) with Honours

Bachelor of Science (Veterinary Science)

Bachelor of Science (Veterinary Science) with Honours

Bachelor of Medical Sciences

Bachelor of Medical Sciences with Honours

UNIVERSITY OF EDINBURGH

Draft Resolution of the University Court No. 22/2015

Degree of Doctor of Clinical Dentistry (DClinDent)

At Edinburgh, Xxx-xx day of Xxx, Two thousand and fifteen.

WHEREAS the University Court deems it expedient to institute a postgraduate degree of Doctor of Clinical Dentistry:

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 2 of Part II of Schedule 2 to that Act, hereby resolves:

1. The University of Edinburgh may confer the degree of Doctor of Clinical Dentistry and those engaged in postgraduate studies by coursework and research in the University of Edinburgh shall include candidates for the degree of Clinical Dentistry.
2. The Senatus Academicus has the power to make Regulations under this Resolution governing the studies undertaken for the degree of Doctor of Clinical Dentistry, and in particular to register candidates for the degree and ensure their satisfactory supervision and to discontinue registration of unsatisfactory candidates.
3. The degree Doctor of Clinical Dentistry shall not be conferred honoris causa.
4. All candidates for the degree of Doctor of Clinical Dentistry must be registered postgraduate students of the University of Edinburgh. The Regulations made by the Senatus governing registered postgraduate students apply to all candidates.
5. A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the degree of Doctor of Clinical Dentistry.
6. This Resolution shall come into force with effect from the commencement of the 2015/2016 academic year on 1 August 2015.

For and on behalf of the University Court

SARAH SMITH

University Secretary



UNIVERSITY COURT

11 May 2015

Scottish Consortium for Rural Research

Description of paper

1. This paper seeks approval from Court for a revision to the constitution of the Scottish Consortium for Rural Research.

Action requested

2. Court is invited to consider the revised constitution at appendix 1.

Recommendation

3. On the recommendation of the SCRR Board, Court is invited to approve the new constitution.

Background and context

4. The Scottish Consortium for Rural Research (SCRR) is a group of Scottish organisations which are currently active in research and allied scientific matters relating to the land environment and freshwater, coastal and marine environment. Until June 2012 the SCRR was called the Edinburgh Consortium for Rural Research. It was originally a group of organisations based on the University of Edinburgh and neighbouring institutions, but now consists of a large number of organisations based throughout Scotland, hence the name change. Further information on the Consortium can be found at the following URL: <http://www.scr.ac.uk/>

5. The University of Edinburgh has oversight of the activities of the SCRR and as the authorising body for SCRR governance requires to approve changes to its constitution.

Discussion

6. The opportunity to review the constitution was taken at the beginning of this year so that it better reflects the current activities of the Consortium. Changes include re-balancing the Board and the Executive Committee better to reflect the wider membership and a stipulation to address equality and diversity.

Resource implications

7. There are no specific resource implications associated with this proposal.

Risk Management

8. There are no specific risk issues associated with this proposal.

Equality & Diversity

9. The proposal seeks, *inter alia*, to address equality and diversity.

Next steps/implications

10. Following Court approval the new constitution will be adopted by the SCRR.

Consultation

11. The Secretary and Treasurer of SCRR, the Scientific Director (Professor Stuart Monro) and the main Board of SCRR (Chair, Vice-Principal Professor Seckl) have considered and endorsed the revised constitution.

Further information

12. Author and Presenter
Vice-Principal Professor Seckl
Chair SCRR

Freedom of Information

13. This paper is open.



Scottish Consortium
for Rural Research

CONSTITUTION OF THE SCOTTISH CONSORTIUM FOR RURAL RESEARCH

1. Aims and Objectives

- 1.1. To act as a co-ordinating body for the Universities and other Higher Education Institutes and research institutions in Scotland, with a common interest in research and allied scientific matters related to the rural environment whether of national or international dimension
- 1.2. To promote enterprise, stimulate conjoint research activities and applications among SCRR members, in a strategy consistent with emerging policies for science in Scotland, including connectivity with policy-makers, funders and users of science. This would take account of their wider networks, and national and international partners.
- 1.3. To foster public engagement on scientific issues and their social relevance.
- 1.4. To promote the development of science education at all levels.

2. Board Composition

- 2.1. The Board will be chaired by a senior member of the University of Edinburgh, appointed by the Court of the University. The Chairman will hold office for a fixed term of five years and will be re-appointable for a maximum of two terms.
- 2.2. The membership of the Board will comprise senior representatives of the member Institutions. These current Institutions are listed in appendix 1 and will be updated as changes occur.
- 2.3. The Scientific Director and Secretary/Treasurer of SCRR will attend Board meetings ex officio. The status of 'invited observer' will be extended to coordinators of emerging research programmes and to individual senior staff of member organisations whose particular expertise may assist Board deliberations.

3. Conduct of Business by the Board

- 3.1. The membership of the Board will be widely based and should aspire to achieving a balance in terms of equality and diversity. The agreed actions of the Board will be delivered through the aegis of an Executive Committee whose composition will be:

- 3.1.1. A Chairperson to be elected by and from the Board
- 3.1.2. A minimum of two representatives of the University of Edinburgh approved by the Board.
- 3.1.3. A minimum of five representatives of other member institutes approved by the Board.
- 3.1.4. The Scientific Director and the Secretary/Treasurer of SCRR.
- 3.1.5. Other member(s) co-opted on the recommendation of the Executive and with the consent of the Chairperson of the Board.
- 3.2. Members elected to the Executive Committee shall be appointed for a period of 3 years, but appointments may be renewed for one or more further periods.
- 3.3. The Executive Committee shall meet as frequently as is required, but not less than quarterly, and will carry out such functions as may from time to time be authorised by the Board.
- 3.4. The Board, in fulfilling its aims and objectives, shall have the authority to raise funds from member institutions in order to conduct its affairs to best effect, subject to such fund raising being limited to maximum amounts per institution as may from time to time be determined.
- 3.5. In addition, the Board will have the authority to appoint a Scientific Director, and such other staff, as may from time to time be agreed, from the funds collected in the aforesaid manner, always providing that the Board has no authority to make any financial commitment in excess of those as may be mutually agreed by the Board from time to time. Any staff appointed in this way may have their contracts renewed on an annual basis. Emoluments to officers will be made pro rata according to an appropriate spine point of the UoE pay scale, with any annual increments reflecting changes in the pay scale consequent upon national negotiations.

4. Changes to the Constitution

- 4.1. This constitution may be changed, subject to the approval of the University Court, at any meeting of the Board for which due notice has been given and at which 75 per cent of Board Members signify their agreement at the meeting in question or, if absent, signify their written agreement in advance to the Chairman.

5. Quorum

- 5.1. The quorum for meetings of the Board shall be ten members.

6. Casting Vote

6.1. In the event of a tie, the Chairperson shall exercise a casting vote.

7. Scientific Director

7.1. The Board shall appoint a Scientific Director on an annual basis. The Scientific Director will be in attendance at Board and Executive Committee meetings. The job description of the Scientific Director shall be reviewed from time to time to reflect the evolving nature of the organisation.

8. Secretary/Treasurer

8.1. The Board shall appoint an Secretary/Treasurer on an annual basis. The Secretary/Treasurer will be in attendance at Board and Executive Committee meetings. The job description of the Secretary/Treasurer shall be reviewed from time to time to reflect the evolving nature of the organisation.

9. Notice of Board Meetings

9.1. A minimum of fourteen days noticed shall be given for all meetings of the Board.

December 2014.

Appendix 1: SCRR membership

The University of Edinburgh

- College of Science & Engineering
- College of Medicine & Veterinary Medicine
- College of Humanities & Social Science

SRUC (Scotland's Rural College)

- Research & Development
- Education & Training

Royal Botanic Garden Edinburgh (RBGE)

British Geological Survey (BGS)

The Roslin Institute, The University of Edinburgh

Centre for Ecology & Hydrology, Edinburgh

Forest Research, Northern Research Station

Moredun Research Institute

Science and Advice for Scottish Agriculture (SASA)

Scottish Natural Heritage (SNH)

Heriot Watt University

Edinburgh Napier University, School of Life, Sport & Social Sciences

University of Stirling Institute of Aquaculture

University of the Highlands and Islands (UHI)

The James Hutton Institute (JHI)

Biomathematics & Statistics Scotland (BioSS)

Scottish Marine Institute Oban (SAMS)

Crichton Carbon Centre

Field Studies Council, Millport

National Museums Scotland

Royal Society for the Protection of Birds (RSPB)

SNIFFER (Scotland & Northern Ireland Forum for Environmental Research)

Society, Religion and Technology Project (SRT Project)

The University of Glasgow

- College of Medical, Veterinary and Life Sciences

The Royal Zoological Society of Scotland (RZSS)

[List of member organisations updated December 2014]



UNIVERSITY COURT

11 May 2015

Laigh Year Regulations: a proposal to update the calculation of Laigh Year payments

Description of paper

1. The Laigh Year Regulations specify how the stipend paid to Laigh Year office-bearers in both EUSA and EUSU is calculated. Changes to student funding mean that the calculation is no longer appropriate. This paper proposes to update and simplify the way in which Laigh Year payments are calculated.

Action requested

2. Court is invited to consider the proposal.

Recommendation

3. Court is asked to approve the proposed changes to the Laigh Year Regulations with effect from 8 June 2015.

Paragraphs 4 – 14 have been removed as exempt from release due to FOI.

Risk Management

15. There is a risk that changes to personal taxation, Income Tax and National Insurance, could disproportionately advantage or disadvantage office-bearers as compared to postgraduate students potentially exposing the University to reputational risk.

16. It is proposed to mitigate this by reviewing changes to the tax regime at the time when the uplift to the payment is calculated annually, and if necessary adjusting payments accordingly.

Equality & Diversity

17. The revised wording allows for variation to the baseline payments for those in receipt of Disabled Students Support Allowance for necessary adjustments. Other than this there are no Equality and Diversity implications.

18. An Equality Impact Assessment will be completed.

Paragraph 19 has been removed as exempt from release due to FOI.

Consultation

20. The paper has been discussed and agreed with EUSA, EUSU, the Deputy Secretary, Student Experience, the University Payroll Manager and with the Director of the Student Disability Service.

Further information

21. Author

Jim McGeorge
USG Business Manager
27 April 2015

Presenter

Sarah Smith
University Secretary

Freedom of Information

22. Closed - Its disclosure would substantially prejudice the effective conduct of public affairs.



UNIVERSITY COURT

11 May 2015

Donations and Legacies to be notified

Description of paper

1. A report on legacies and donations received by the University of Edinburgh Development Trust from 22 January 2015 to 23 April 2015, prepared for the meeting of Court on 11 May 2015.

Action requested

2. Court is invited to note the legacies and donations received.

Recommendation

3. No further action is recommended at this time.

Background and context

4. This report sets out the legacies and donations received by the University of Edinburgh Development Trust from 22 January 2015 to 23 April 2015, prepared for this meeting of Court.

Paragraphs 5 – 7 have been removed as exempt from release due to FOI.

Risk Management

8. There are policies and procedures in place to mitigate risks associated with funding activities including the procedure for the ethical screening of donations.

Equality & Diversity

9. There are no specific equality and diversity issues associated with the paper. Cognisance is however taken of the wishes of donors' to ensure these reflect the University's approach to equality and diversity and that these comply with legal requirements.

Next steps/implications

10. The University is grateful for the support provided to enable it to continue to provide high quality learning and research.

Consultation

11. This paper has been reviewed and approved by Pete Morrison, Director Development & Alumni services and Heather Wallace, Head of Donor Relations, Development & Alumni.

Further information

12. Author
Natalie Fergusson
Donor Relations Officer,
Development & Alumni
24 April 2015

Freedom of Information

13. Closed - Its disclosure would substantially prejudice the effective conduct of public affairs.



UNIVERSITY COURT

11 May 2015

Request for Delegation of Authority for an equipment purchase

Description of paper

1. This paper is submitted to request permission for purchasing authority to be delegated to Vice-Principal Professor Sir John Savill for an equipment purchase. As this purchase relates to research equipment it is VAT zero rated and a VAT zero rating certificate will be issued to this effect.

2. The proposed expenditure relates to grant funds awarded by BBSRC to Professor Catherina Becker, Professor of Neural Development and Regeneration, Centre for Neuroregeneration, College of Medicine and Veterinary Medicine.

Action requested

3. Court is asked to consider delegating authority to Vice-Principal Professor Sir John Savill to purchase BBSRC grant funded equipment.

Recommendation

4. That Court approve the stated expenditure, in principle, and permit Vice-Principal Professor Sir John Savill to authorise the details of the purchase in question such as verification of proper process followed.

Paragraphs 5 – 7 have been removed as exempt from release due to FOI.

Risk Management

8. Should authorisation not be approved, the principal risk to this project is the potential increase in price of the equipment. Particularly advantageous pricing has been secured for this equipment; it is agreed that this price will be held until 25 June 2015.

Equality & Diversity

9. There are no equality and diversity considerations raised as a result of this project.

Paragraph 10 has been removed as exempt from release due to FOI.

11. Vice-Principal Professor Sir John Savill will be approached to sign contractual documentation which shall be presented with a summary of the background, process followed and recommendation from relevant senior research and professional staff.

Consultation

12. This paper has been reviewed and approved by: George Sked (Assistant Director of Procurement); Andy Kordiak (Procurement Category Manager); Catherina Becker (Professor of Neural Development and Regeneration); Dr David Lyons (Reader, Centre for Neuroregeneration); Dr Elizabeth Patton (Reader, MRC Human Genetics Unit).

Further information

13. Author

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Freedom of Information

14. This paper is closed.