



University
of Dundee

UNDERGRADUATE



2018/19

A

Accountancy - School of Social Sciences (BAcc and BAcc with Honours)

Academic Practice in Higher Education - Academic Skills (PGCAPE)

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

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

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

Architecture - School of Social Sciences (BA, Arch. BA Arch. with Honours, MArch and MArch with Honours)

- Architecture
- Architecture with Urban Planning

Art & Design - School of Art and Design

- Level 1 Students 2018/9
- Level 2 & 3 Students 2018/9
- Level 4 Students 2018/9

Contemporary Art Practice (BA)

- Art & Philosophy
- Fine Art
- Time Based Art (students entering level 4 2018/9 only)

Communication Design (BDes)

- Animation
- Graphic Design
- Illustration

Design & Craft (BDes)

- Interior & Environmental Design (students entering level 3 & 4 2018/9 only)
- Jewellery & Metal Design
- Textile Design

Social Digital (BSc)

- Digital Interaction Design
- Interior & Environmental Design (students entering level 1 & 2 2018/9 only)
- Product Design
- Visual Media (BA) Ballyfermot

B

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

- Biochemistry
- Biological Chemistry and Drug Discovery
- Biological Sciences
- Biomedical Sciences
- Microbiology
- Molecular Biology
- Molecular Genetics

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

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

C

Community, Learning and Development - School of Education and Social Work (BA Hons)

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

- Business Computing

D

Dentistry - School of Dentistry

- Bachelor of Dental Surgery (BDS)
 - Pre-and Para-clinical Dentistry Part 1 Examination
 - Pre-and Para-clinical Dentistry Part 2 Examination
 - Clinical Dentistry Part 1 Examination (3 BDS)
 - Clinical Dentistry Part 2 Examination (4 BDS)
 - Clinical Dentistry Part 3 Examination (5 BDS)
- Introduction to Clinical Skills
- Bachelor of Medical Sciences (BMSc Honours)
- Bachelor of Science (BSc) in Medical Science
- Oral Health Sciences (BSc)
- Gateway to Dentistry (Pre-Dental Year)

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

E

Economics - School of Social Sciences - (MA and MA with Honours)

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

Economics - School of Social Sciences - (BSc and BSc with Honours)

- Business Economics with Marketing
- Economics
- Economics and
 - Financial Economics

Education - School of Education and Social Work

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

Engineering - School of Science and Engineering

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

English/Creative Writing/Film Studies - School of Humanities - (MA and MA with Honours)

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

Environmental Science - School of Social Sciences

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

Environment Sustainability - School of Social Sciences - (MA and MA with Honours)

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

European Studies - School of Social Sciences - (MA and MA with Honours)

- European Studies
 - with Languages
- European Studies and
 - Economics
 - English
 - European Languages and Culture
 - Geography
 - History
 - International Relations
- Philosophy
- Psychology

F

Finance - School of Social Sciences - Dundee School of Business (with Honours)

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

Forensic Anthropology (BSc) - School of Science and Engineering

G

Geography - School of Social Sciences (MA and MA with Honours)

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

Geography School of Social Sciences (BSc)

H

History - School of Humanities - (MA and MA with Honours)

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

I

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

International Business - School of Social Sciences (MA and MA with Honours)

- International Business
- International Business and
 - Environmental Sustainability
 - International Relations
- International Business with Marketing

International Business - School of Social Sciences (BSc and BSc with Honours)

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

International Finance - School of Social Sciences (BIFin and BIFin with Honours)

IT - School of Science and Engineering (BSc)

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

L

Law - School of Social Sciences (LLB)

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

Liberal Arts - School of Humanities - (MA and MA with Honours)

M

Mathematics - School of Science and Engineering

- Mathematics (BSc)
- Mathematics (MMath)

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

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

Medicine - School of Medicine

- MBChB
- Bachelor of Medical Sciences (BMSc Honours)
- Gateway to Medicine (Pre-Medicine Year)
- Scottish Graduate Entry to Medicine (ScotGEM)

N

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

- Nursing

Nursing Post-Registration - School of Nursing and Health Sciences (BSc)

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

O

Oral Health Sciences - School of Dentistry (BSc)

P

Philosophy - School of Humanities (MA and MA with Honours)

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

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

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

Politics/International Relations - School of Social Sciences (MA and MA with Honours)

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

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

Professional Development - School of Education and Social Work(BA)

Psychology - School of Social Sciences

- Psychology (MA)
- Psychology (BSc)

S

Social Work - School of Education and Social Work (BA)

T

Town Regional Planning - School of Social Sciences - (MA and MA with Honours)

- Town Regional Planning (MA)

ACCOUNTANCY PROGRAMME REGULATIONS

- Bachelor of Accountancy
- Bachelor of Finance
- Bachelor of International Finance
- BSc in Business Management
- BSc in Business Management (Accounting and Finance)

PREAMBLE

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

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

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

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

1. GENERAL

1. Degree Programmes

The following Degree Programmes are offered in the School:

- Bachelor of Accountancy/Bachelor of Accountancy (Honours) - BAcc/BAcc(Hons)
- Bachelor of Finance/Bachelor of Finance (Honours) - BFin/BFin (Hons)
- Bachelor of International Finance/Bachelor of International Finance (Honours) - BIFin/BIFin (Hons)
- Bachelor of Science in Business Management/Bachelor of Science in Business Management (Honours) - BSc Business Management/ BSc Business Management (Hons)
- Bachelor of Science in Business Management [Accounting and Finance]/Bachelor of Science in Business Management [Accounting and Finance] (Honours) - BSc Business Management [A&F]/ BSc Business Management [A&F] (Hons)

2. ENTRY

2(1) Entry

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

2(2) Advanced Entry

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

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

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

3. GENERAL PROGRESSION REQUIREMENTS

3(1) Credit Rating of Degrees and other Awards

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

BAcc/BFin/BIFin	
Honours	Minimum of 480 credits including at least 120 at Stage 3/Level 9 and 90 at Stage 4/Level 10.
Non-Honours	Minimum of 360 credits including at least 120 at Stage 3/Level 9.
BA General Degree	Minimum of 360 credits including a minimum of 60 credits at Stage 3/Level 9.
BSc:	
Honours	Minimum of 480 credits including at least 120 at Stage 3/SCQF Level 9 and 90 at Stage 4 / SCQF Level 10.
Named Degree	Minimum of 360 credits including 90 at Stage 3/SCQF Level 9 in the subject area of the degree programme.
Un-named Degree	Minimum of 360 credits including a minimum of 60 credits at Stage 3/SCQF Level 9.
OTHER AWARDS: All Programmes	
Dip.HE	Minimum of 240 credits including at least 90 at Stage 2/SCQF Level 8
Cert.HE	Minimum of 120 credits at Stage 1/SCQF Level 7.

First Year

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

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

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

Second Year

You will normally take 6 modules at Stage 2/Level 8, amounting to 120 credits in order to progress into Third Year.

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

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

- Your studies will be liable for termination if you have previously had to repeat a year or have less than 200 credits.
- If permitted to continue your studies then you will normally be required to repeat the year

Third Year

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

To be eligible for progression into Honours, you must have obtained the full number of credits required by your Programme, which must total at least 120 credits at Stage 1, 120 credits at Stage 2/Level 8 (or at least 90 credits at Stage 2/Level 8 for BSc) and 120 credits at Stage 3/Level 9

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

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

Honours Year

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

3(2) Duration of Study

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

4. PROGRAMME OF STUDY

4(1) Compulsory Modules for Degree Programmes

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

4(2) Optional Modules for Degree Programmes

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

4(3) Programme of Study

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

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

4(4) Studying Modules outside the Degree Programme

Attendance at module(s) in another University or equivalent institution may be permitted as part of an inter-university co-operation scheme approved by the University. If you have spent a complete semester or full academic year in a university other than the University of Dundee, you may substitute the modules taken in that university for the equivalent modules in the Programme Schedule. If you have spent less than a complete academic year in a university other than the University of Dundee, you may offer the modules taken in that other university, together with an examination and/or work specifically assessed for this purpose in the University of Dundee in respect of each module taken during the same academic year, provided always:

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

4(5) Exemptions

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

4(6) Taking a Year Out

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

4(7) Termination of Studies

If you fail to achieve the minimum standards shown in Regulation 3 you may be required to discontinue your studies, in which event you will have the right to appeal to the Progression Committee. If your appeal is

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

5. ASSESSMENT

5(1) Form of Module Assessments

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

5(2) Grading of Module Assessments

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

5(3) Mitigating Circumstances

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

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

5(4) Eligibility to take Degree Examinations

Each year:

- (i) Your approved programme of study in any academic year will normally comprise the requirements set out in Programme Schedule for each of the degrees, which can be found on the My Dundee webpages for UDSB. UDSB reserves the right to modify the module requirements for each of the degrees subject to the approval of the School Learning and Teaching/ Quality Assurance Committee and the Quality Assurance Senate Committee.
- (ii) You may not take any Degree Examination, and your studies will be stopped, if you have been absent from classes in all modules for which you are registered for a continuous period of six weeks, excluding vacation.

5(5) Degree Examination Diets

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

5(6) Results of Final Degree Examinations

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

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

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

If you have entered assessment(s) for the Honours Degree and have failed to be placed in any Honours class, the relevant Board of Examiners may recommend to the Senatus that you be permitted to count the assessment(s) taken, and the time spent in the study for the Honours Degree, for the purpose of graduating with the Degree

without Honours. The relevant Board of Examiners will only do this if the examiners are satisfied that the modules taken and the standard attained in the assessment(s) are the same as, or equivalent to, those required for the Degree without Honours.

5(7) Failure to Complete Degree Examinations

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

5(8) Failure at Resit Diet

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

6. ACADEMIC INTEGRITY

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

<https://www.dundee.ac.uk/qf/documents/details/academic-misconduct.php>. Any Regulations not specifically set out in this document will be as laid out in the University of Dundee Regulations.

ACADEMIC PRACTICE PROGRAMME REGULATIONS

- PG Certificate in Academic Practice in Higher Education

1. ENTRANCE REQUIREMENTS

To qualify for admission to the programme you should normally:

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

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

2. ACADEMIC REQUIREMENTS

2.1 Award requirements

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

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

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

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

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

2.2 Duration of Studies requirements

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

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

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

2.3 Withdrawal, Temporary Absence and Discounted Periods of Study

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

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

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

2.4 Termination of Studies

2.4.1 If your studies are terminated, you will have the right of appeal to the Board of Examiners. If your appeal is successful, you will be permitted to continue your studies subject to such conditions as the Board of Examiners may determine. If your appeal is successful, you will not be required to repeat any modules which

you have already completed and for which credit has been awarded. If the Board requires you to repeat a year, the repeat year will be discounted for the purposes of Regulation 2.2.1.

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

2.5 Progression

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

3. ASSESSMENT

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

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

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

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

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

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

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

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

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

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

4. PROGRAMME MANAGEMENT

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

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

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

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

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

5. THE ASSOCIATE MODULE (MANDATORY PARTICIPATION)

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

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

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

ARCHITECTURE PROGRAMME REGULATIONS

- Degree of Master of Architecture
- Degree of Master of Architecture with Urban Planning

1. ADMISSION

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

2. CREDIT RATING OF THE DEGREE AND OTHER AWARDS

Credit Rating of an Award

You may receive an award only by

- withdrawing from study in the case of the certificate and diploma award and
- graduating in the case of a degree award. The award will only be at the highest level of qualification to which your Total Accumulated Credit (TAC) entitles you.

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

3. DURATION OF STUDY

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

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

4. PROGRAMME OF STUDIES

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

5. DEGREE EXAMINATIONS

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

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

Degree	4 th year %	5 th year %
BA Arch. Honours	100%	-
M. Arch	40%	60%

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

6. CLASS CERTIFICATES

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

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

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

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

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

7. PROGRESSION

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

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

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

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

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

8. HONOURS DEGREE

(1) Before entering the programme of study leading to the award of the Honours Degree, candidates must have completed the requirements for the award of the BA Degree and must satisfy the Architecture

Examination Board that they are academically prepared to enter the proposed Honours programme.

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

(3) A candidate for the Honours Degree who fails a module (s) will not be awarded a classified Honours Degree.

(4) Such candidates may present themselves for re-examination in the modules failed and if successful may be awarded an unclassified BA Honours Architecture degree and may progress to Masters study.

(5) Candidates who are unsuccessful in examinations having already completed the requirements for the BA degree will be awarded the BA Architecture Degree without Honours and will not be permitted to progress to Masters study.

(6) A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard in the examinations and other assessments shall be qualified for the award of the Degree with Honours.

9. MASTERS DEGREE

(1) Before entering the programme of study leading to the award of the Masters Degree, candidates must have completed the requirements for the award of the BA Honours Degree and must satisfy the Architecture Examination Board that they are academically prepared to enter the proposed Masters programme.

(2) A candidate for the Masters Degree who fails any modules will be deemed to have failed the Masters programme.

(3) Such candidates may present themselves for re-examination in the modules failed and if successful may be awarded a Postgraduate Diploma in Architecture/Postgraduate Diploma in Architecture with Planning.

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

(5) A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard at the first diet of examination shall be qualified for the award of the Masters Degree.

Appendix A - Programme of Studies

Master of Architecture

Level	Module Code	Module Name	Credits
1 (SCQF Level 7)	AR11011	Architecture Studio 1.1.1	20
	AR11012	Architecture Studio 1.1.2	20
	AR12007	Architecture Studio 1.2	40
	AR11014	Architecture, Sustainability & Context 1	20
	TP12002	Design & the Environment	20
2 (SCQF Level 8)	AR21007	Architecture Studio 2.1	20
	AR21008	Architecture Studio 2.2	20
	AR22006	Architectural Studio 2.3	40
	AR22007	Architectural Technology 2	20
	HT21007	Between Thinking & Making	20
3 (SCQF Level 9)	AR30003	Constructing & Conceiving Architecture 3	90
	HT30006	Practice & Precedent Humanities 3	30

4 (SCQF Level 10)	AR41001	Urban Theory, Analysis and Strategy	30
	HT40003	Architectural Humanities	30
	AR40007	Integrated Architectural Design 4	60
5 (SCQF Level 11)	AR50005	Architectural Thesis	120

Master of Architecture with Planning

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

ART PROGRAMME DEGREE REGULATIONS

Level 1 and Level 2 Students 2018/19

1. ADMISSION

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

2. CREDIT RATING OF THE DEGREE AND OTHER AWARDS

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

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

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

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

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

(2) The programmes with relevant pathways are:

Contemporary Art Practice

- BA in Art & Philosophy
- BA in Fine Art

Communication Design

- BDes in Animation
- BDes in Graphic Design
- BDes in Illustration

Design & Craft

- BDes in Interior & Environmental Design (only for students entering Level 4 in 2018/19)
- BDes in Jewellery & Metal Design
- BDes in Textile Design

Social Digital

- BDes in Interior & Environmental Design (only for students entering Levels 1, 2 & 3 in 2018/19)
- BSc in Digital Interaction Design
- BSc in Product Design

3. DURATION OF STUDY

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

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

4. PROGRAMME OF STUDIES

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

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

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

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

a) Changes to this agreed programme for Semester 1 will not be permitted after the second week of semester 1.

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

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

5. ESSENTIAL MODULES

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

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

6. PROGRESSION

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

(a) to take the examination in the following year without a second attendance;

(b) to repeat the failed module(s) in the following year; or

(c) to discontinue studies.

(2) A candidate who is repeating all or part of a programme will be required to submit work for review at the end of the first semester and if necessary before the Easter vacation. If in the opinion of the relevant Programme Director and the Associate Dean of Learning & Teaching the work is unsatisfactory, the candidate may be required to discontinue studies at either stage.

(3) Except with the permission of the Senatus Academicus, a candidate must complete all examinations for the Degree within a maximum period of four consecutive years.

(4) A candidate who fails to satisfy the provisions of Regulation 6(2) shall be required to discontinue studies for the degree.

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

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

(7) Every candidate, unless granted a concession or exemption under these Regulations, must be in attendance in the University during one academic year, on courses of instruction in subjects prescribed in these Regulations and must pass the examinations and other assessments similarly prescribed.

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

On the rare occasion where a student elects to withdraw from study in their final Honours year (Level 4), they must discuss this with their Programme Director well in advance of making this decision.

The deadline for an application for withdrawal from study is **the last Friday of the teaching session in semester 2 before the Easter Vacation period commences (week 25)**. Application for temporary or permanent withdrawal beyond this date will not normally be accepted and therefore if work is not submitted for assessment it will be deemed a fail unless a request for Mitigating Circumstances, substantiated by documentary evidence, has been submitted.

8. SATISFACTORY ATTENDANCE & CLASS CERTIFICATES

(1) Satisfactory attendance and submission of coursework are basic requirements for all modules and a candidate whose attendance, conduct and work, in any module has been unsatisfactory may be required to meet with the Programme Director and/or Associate Dean Learning & Teaching to discuss progression within the module and/or programme.

(2) Satisfactory attendance is a compulsory requirement for modules where the assessment is based on participation in a specific activity and a candidate whose attendance has been unsatisfactory may be prevented from taking the assessment or submitting coursework for assessment.

(3) Subject to section (5) of this Regulation, a candidate shall be eligible to enter the corresponding Degree examination at the end of each module and, in most cases, at the resit diet in July of that academic year (with the exception of Honours candidates who are not permitted to resit examinations), but for no further examination except with the consent of the Associate Dean of Learning & Teaching and/or the Dean of DJCAD.

(4) In exceptional circumstances a candidate may be granted a deferred assessment, which is valid only for the second diet of examination in the academic year in question.

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

(6) A candidate who is absent from any module for a continuous period of four weeks or more, excluding University vacation periods, may not be eligible for assessment except with the consent of the Senatus Academicus. Such consent will be given only in special cases of hardship, upon the submission of a written case by the candidate. Absence from all examinations and class tests must be confirmed by a medical certificate signed by a GP, regardless of the duration of the illness. These must be submitted to the DJCAD School Office no later than seven days after the event to allow the circumstances to be taken into consideration. Where the absence is from a degree examination at the end of semester two the medical certificate must be supplied within the seven days, or at least two days in advance of the meeting of the Board of Examiners, whichever is sooner.

9. SUB-DEGREE QUALIFICATIONS

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

The sub-degree qualifications are as undernoted:

(1) **Certificate of Higher Education (Cert HE)**

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

(a) The Certificate of Higher Education may be conferred upon a candidate who has successfully completed all first year modules of their programme of study, and has passed the corresponding degree examinations prescribed in the Syllabus of Examinations within a period of two academic years from the date of first matriculation.

(b) The CertHE shall only be awarded to candidates withdrawing from study within DJCAD.

(c) The CertHE may not be awarded to a candidate who is eligible for the award of the Dip HE or the degree relating to the programme of study.

(2) **Diploma of Higher Education (Dip HE)**

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

(a) The Diploma of Higher Education may be conferred upon a candidate who has successfully completed all second year modules of their programme of study and has passed the corresponding degree examinations

prescribed in the Syllabus of Examinations within a period of three academic years from the date of first matriculation.

(b) The DipHE shall only be awarded to candidates withdrawing from study within DJCAD.

(c) The DipHE may not be awarded to a candidate who is eligible for the degree award relating to the programme of study.

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

(3) Ordinary Degree Examinations

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

(b) With the permission of the relevant Programme Director and Associate Dean of Learning & Teaching, candidates may be permitted to undertake alternative modules at an appropriate level offered elsewhere in the University.

(c) For each module the Examination Board will decide on the overall grade to be awarded according to the University marking scheme.

(d) Unless otherwise stated, all DJCAD module coursework for Undergraduate Levels 1, 2, 3 submitted after the agreed deadline, whether at a first attempt or reassessment, will be marked according to the University late submission policy with grade reduction for up to five working days after the agreed deadline; work submitted after this deadline will not be marked and will receive AB (non-submit).

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

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

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

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

10. HONOURS DEGREE

(1) Before entering the programme of study leading to the award of the Honours Degree, candidates must have completed the requirements for the award of the BA, BDes or BSc Ordinary Degree and must satisfy the Duncan of Jordanstone College of Art and Design Examination Board that they are academically prepared to enter the proposed Honours programme.

(2) A candidate for the Honours Degree who fails any final year module will be deemed to have failed the Honours programme but will, having already completed the requirements for the award of the BA, BDes or BSc Degree, be awarded the Degree without Honours.

(3) Candidates who have completed the examination for Honours may not be presented a second time for the Degree with Honours.

(4) If a candidate for Honours is prevented by certified illness or other sufficient cause from completing the normal final assessment, the Examination Board may, at its discretion, award an unclassified Honours (Aegrotat) Degree or, in exceptional circumstances, a classified Honours Degree. Alternatively, if the Examination Board considers that there is insufficient evidence to enable it to exercise this discretion, the candidate may be permitted to sit the Honours Examination at a subsequent diet.

(5) Except with the special permission of the Senatus Academicus, a candidate must complete all the examinations prescribed for the Honours Degree within a maximum period of five consecutive years.

(6) A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard in the examinations and other assessments shall be qualified for the award of the Degree with Honours.

(7) For the Honours degree any coursework/form of assessment submitted after the deadline will normally be awarded a fail (CF) or late submission penalties awarded in line with the University of Dundee Assessment Policy, subject to special cases of hardship as described in 8.5 above. This applies to all forms of assessment, including dissertations.

(8) Honours Degree classifications will be determined using a combined average of the module grades from Levels 3 and 4 weighted 40:60 (see 3.7.3 of the University of Dundee Assessment Policy for Taught Provision 2015). <https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/assessment-policy-for-taught-provision-policy/>

Level 3 & 4 Students 2018/19

1. ADMISSION

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

2. CREDIT RATING OF THE DEGREE AND OTHER AWARDS

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

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

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

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

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

(2) The programmes with relevant pathways are:

Contemporary Art Practice

- BA in Art & Philosophy
- BA in Fine Art

Communication Design

- BDes in Animation
- BDes in Graphic Design
- BDes in Illustration

Design & Craft

- BDes in Interior & Environmental Design (only for students entering Levels 4 in 2018/19)
- BDes in Jewellery & Metal Design
- BDes in Textile Design

Social Digital

- BDes in Interior & Environmental Design (only for students entering Levels 1,2 & 3 in 2018/19)
- BSc in Digital Interaction Design
- BSc in Product Design

3. DURATION OF STUDY

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

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

4. PROGRAMME OF STUDIES

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

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

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

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

(a) Changes to this agreed programme for Semester 1 will not be permitted after the second week of semester 1.

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

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

5. ESSENTIAL MODULES

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

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

6. PROGRESSION

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

(a) to take the examination in the following year without a second attendance;

(b) to repeat the failed module(s) in the following year; or

(c) to discontinue studies.

(2) A candidate who is repeating all or part of a programme will be required to submit work for review at the end of the first semester and if necessary before the Easter vacation. If in the opinion of the relevant Programme Director and the Associate Dean of Learning & Teaching the work is unsatisfactory, the candidate may be required to discontinue studies at either stage.

(3) Except with the permission of the Senatus Academicus, a candidate must complete all examinations for the Degree within a maximum period of four consecutive years.

(4) A candidate who fails to satisfy the provisions of Regulation 6(2) shall be required to discontinue studies for the degree.

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

(6) Although the majority of BA/BDes Level 1 students will proceed to the specialist programme of their choice, successful completion of Level 1 does not confer the automatic right of entry to Level 2 of a specialist degree programme. Entry to Level 2 is competitive, by submission of a portfolio of work deemed to be of the appropriate standard by the receiving programme and is subject to the number of places available. Students

who fail to gain a place in Level 2, but who have passed all modules and attained 120 credits, may be required to exit the programme with the Certificate of Higher Education.

(7) Every candidate, unless granted a concession or exemption under these Regulations, must be in attendance in the University during one academic year, on courses of instruction in subjects prescribed in these Regulations and must pass the examinations and other assessments similarly prescribed.

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

On the rare occasion where a student elects to withdraw from study in their final Honours year (Level 4), they must discuss this with their Programme Director well in advance of making this decision.

The deadline for an application for withdrawal from study is **the last Friday of the teaching session in semester 2 before the Easter Vacation period commences (week 25)**. Application for temporary or permanent withdrawal beyond this date will not normally be accepted and therefore if work is not submitted for assessment it will be deemed a fail unless a request for Mitigating Circumstances, substantiated by documentary evidence, has been submitted.

8. SATISFACTORY ATTENDANCE & CLASS CERTIFICATES

(1) Satisfactory attendance and submission of coursework are basic requirements for all modules and a candidate whose attendance, conduct and work, in any module has been unsatisfactory may be required to meet with the Programme Director and/or Associate Dean Learning & Teaching to discuss progression within the module and/or programme.

(2) Satisfactory attendance is a compulsory requirement for modules where the assessment is based on participation in a specific activity and a candidate whose attendance has been unsatisfactory may be prevented from taking the assessment or submitting coursework for assessment.

(3) Subject to section (5) of this Regulation, a candidate shall be eligible to enter the corresponding Degree examination at the end of each module and, in most cases, at the resit diet in July of that academic year (with the exception of Honours candidates who are not permitted to resit examinations), but for no further examination except with the consent of the Associate Dean of Learning & Teaching and/or the Dean of DJCAD.

(4) In exceptional circumstances a candidate may be granted a deferred assessment, which is valid only for the second diet of examination in the academic year in question.

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

(6) A candidate who is absent from any module for a continuous period of four weeks or more, excluding University vacation periods, may not be eligible for assessment except with the consent of the Senatus Academicus. Such consent will be given only in special cases of hardship, upon the submission of a written case by the candidate. Absence from all examinations and class tests must be confirmed by a medical certificate signed by a GP, regardless of the duration of the illness. These must be submitted to the DJCAD School Office no later than seven days after the event to allow the circumstances to be taken into consideration. Where the absence is from a degree examination at the end of semester two the medical certificate must be supplied within the seven days, or at least two days in advance of the meeting of the Board of Examiners, whichever is sooner.

9. SUB-DEGREE QUALIFICATIONS

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

The sub-degree qualifications are as undernoted:

(i) **Certificate of Higher Education (Cert HE)**

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

(a) The Certificate of Higher Education may be conferred upon a candidate who has successfully completed all first year modules of their programme of study, and has passed the corresponding degree examinations

prescribed in the Syllabus of Examinations within a period of two academic years from the date of first matriculation.

(b) The CertHE shall only be awarded to candidates withdrawing from study within DJCAD.

(c) The CertHE may not be awarded to a candidate who is eligible for the award of the Dip HE or the degree relating to the programme of study.

(2) **Diploma of Higher Education (Dip HE)**

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

(a) The Diploma of Higher Education may be conferred upon a candidate who has successfully completed all second year modules of their programme of study and has passed the corresponding degree examinations prescribed in the Syllabus of Examinations within a period of three academic years from the date of first matriculation.

(b) The DipHE shall only be awarded to candidates withdrawing from study within DJCAD.

(c) The DipHE may not be awarded to a candidate who is eligible for the degree award relating to the programme of study.

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

(3) **Ordinary Degree Examinations**

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

(b) With the permission of the relevant Programme Director and Associate Dean of Learning & Teaching, candidates may be permitted to undertake alternative modules at an appropriate level offered elsewhere in the University.

(c) For each module the Examination Board will decide on the overall grade to be awarded according to the University marking scheme.

(d) Unless otherwise stated, all DJCAD module coursework for Undergraduate Levels 1, 2, 3 submitted after the agreed deadline, whether at a first attempt or reassessment, will be marked according to the University late submission policy with grade reduction for up to five working days after the agreed deadline; work submitted after this deadline will not be marked and will receive AB (non-submit).

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

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

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

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

10. **HONOURS DEGREE**

(1) Before entering the programme of study leading to the award of the Honours Degree, candidates must have completed the requirements for the award of the BA, BDes or BSc Ordinary Degree and must satisfy the Duncan of Jordanstone College of Art and Design Examination Board that they are academically prepared to enter the proposed Honours programme.

(2) A candidate for the Honours Degree who fails any final year module will be deemed to have failed the Honours programme but will, having already completed the requirements for the award of the BA, BDes or BSc Degree, be awarded the Degree without Honours.

(3) Candidates who have completed the examination for Honours may not be presented a second time for the Degree with Honours.

(4) If a candidate for Honours is prevented by certified illness or other sufficient cause from completing the normal final assessment, the Examination Board may, at its discretion, award an unclassified Honours (Aegrotat) Degree or, in exceptional circumstances, a classified Honours Degree. Alternatively, if the Examination Board considers that there is insufficient evidence to enable it to exercise this discretion, the candidate may be permitted to sit the Honours Examination at a subsequent diet.

(5) Except with the special permission of the Senatus Academicus, a candidate must complete all the examinations prescribed for the Honours Degree within a maximum period of five consecutive years.

(6) A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard in the examinations and other assessments shall be qualified for the award of the Degree with Honours.

(7) For the Honours degree any coursework/form of assessment submitted after the deadline will normally be awarded a fail (CF) or late submission penalties awarded in line with the University of Dundee Assessment Policy, subject to special cases of hardship as described in 8.5 above. This applies to all forms of assessment, including dissertations.

(8) For students entering Level 2 and Level 3 during session 2017/8 the Honours Degree Classification when they reach Level 4 will be determined using:

the new University Assessment Policy of a combined average of the module grades from Levels 3 and 4 weighted 40:60 (see 3.7.3 of the University of Dundee Assessment Policy for Taught Provision 2015) **and** the DJCAD weighting of Level 4 grades only which are weighted 75:25 studio/ dissertation.

Based on the calculation using these two methods, the student will be awarded the higher of the two awards.

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

BA VISUAL MEDIA PROGRAMME REGULATIONS

1. ADMISSION

Before entering the programme of study in Ballyfermot College of Further Education for BA Visual Media: Animation and BA Visual Media: Game Design, the candidates must satisfy the general entry requirements of the College and any additional conditions deemed necessary by the University of Dundee.

2. CREDIT RATING OF THE DEGREE AND OTHER AWARDS

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

BA (Hons) Degree: Minimum of 480 credits including a minimum of 120 at Level 4.

BA Degree: Minimum of 360 credits including a minimum of 120 at Level 3.

3. DURATION OF STUDY

Every candidate, unless granted a concession or exemption under these Regulations, must be in attendance in the College during not less than three academic years in the case of the Degree, and not less than four academic years in the case of the Honours Degree, on programmes of instruction in subjects prescribed in these Regulations and must pass the Degree examinations and other assessments similarly prescribed.

A candidate undertaking part of the programme of study in another university or equivalent institution under the terms of an agreement approved by the College and University of Dundee may be exempted from some or all of the Degree examinations provided that appropriate programme work has been undertaken and examinations deemed by the College and the University of Dundee to be of equivalent standard in appropriate subjects have been passed.

4. PROGRAMME OF STUDIES

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

1. In the case of the BA Visual Media: Animation degree, Levels 1 and 2 are comprised of a two-year HND in Classical and Computer Animation undertaken at Ballyfermot College of Further Education or equivalent.

2. In the case of the BA Visual Media: Game Design degree, Levels 1 and 2 are comprised of a two-year HND in Creative Media Production (Games Design) undertaken at Ballyfermot College of Further Education or equivalent.

5. DEGREE EXAMINATIONS

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

Late Submission of work for assessment:

If you submit work late for your assessment without prior authorisation, marks will be deducted and if the work is more than 5 days late it will not be marked and the grade will be recorded as an absence or non-submit.

Unauthorised late submission of work will be penalised by one numeric point on the 19 point marking scale, per day up to a maximum of 5 days late.

Please note that if there is documented evidence of extenuating circumstances reasonable adjustments can be made.

With the permission of the Principal of Ballyfermot College of Further Education and the Deputy Principal of Duncan of Jordanstone, candidates may be permitted to undertake alternative modules at an appropriate level offered elsewhere in the University.

6. EXITING WITH AN ORDINARY DEGREE

If you decide to exit with an Ordinary Degree award after the successful completion of Level 3, the exam board can recommend two levels of degree to reward excellent or good performance.

These are:

‘with Distinction’ for students who have no failed modules on their record and have achieved B3 or above for each of the Level 3 modules. 50% of the grades must be A5 or above.

‘with Merit’ for students who have no failed modules on their record and have achieved C3 or above for each of the Level 3 modules. 50% of the grades must be B3 or above

7. CLASS CERTIFICATES

A candidate whose attendance, conduct and work in any module has been satisfactory to the Board of Management of Ballyfermot College of Further Education is entitled to a class certificate for that module. Only those candidates entitled to a class certificate in a module shall be eligible to enter the corresponding assessments and Degree examination.

Subject to section (5) of this Regulation, a candidate entitled to a class certificate in any module shall be eligible to enter the corresponding Degree examination at the end of each module and at the resit diet in August/September (with the exception of Honours candidates who are not permitted to resit examinations) in the academic year in which the award of the certificate is made, but for no further examination except with the consent of the Board of Management of Ballyfermot College of Further Education and the Deputy Principal of Duncan of Jordanstone.

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

Degree Examinations shall be held during the second semester and in August/September. Only those candidates who attempted and failed in the end of module examinations or who have received special permission from the Board of Management of Ballyfermot College of Further Education and Duncan of Jordanstone College may enter the August/September examinations.

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

8. RESITS

The mark for any resit work, that is work submitted as a second attempt at a module, will be marked at D3

9. PROGRESSION

A candidate who fails to satisfy the examiners at Level 3 of the Degree Programme shall be required either:

1. to take the examination in the following year without a second attendance;
2. to repeat the failed module (s) in the following year; or
3. to discontinue studies.

A candidate who is repeating all or part of a programme will be required to submit work for review at the end of the first semester and if necessary before the Easter vacation. If in the opinion of the Programme Director the work is unsatisfactory, the candidate may be required to discontinue studies at either stage.

Except with the permission of the University of Dundee, a candidate must complete all examinations for the Degree within a maximum period of four consecutive years.

A candidate who fails to satisfy the provisions of Regulation 7.2 shall be required to discontinue studies for the degree.

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

10. HONOURS DEGREE

Before entering the programme of study leading to the award of the Honours Degree, candidates must have completed the requirements for award at Level 3 and must satisfy the Ballyfermot College of Further Education Examination Board that they are academically fit to enter the proposed Level 4 Honours programme.

A candidate for the Honours Degree who fails either or both modules will be deemed to have failed the Honours programme but will, having already completed the requirements for award at Level 3, be awarded the Degree without Honours.

Candidates who have completed the examination for Honours may not present themselves a second time for the Degree with Honours.

If a candidate for Honours is prevented by illness or other sufficient cause from completing the normal final assessment, the Examination Board may, at its discretion, award an unclassified Honours (Aegrotat) Degree or, in exceptional circumstances, a classified Honours Degree. Alternatively, if the Examination Board considers that there is insufficient evidence to enable it to exercise this discretion, the candidate may be permitted to sit the Honours Examination at a subsequent diet.

Except with the special permission of the University of Dundee, a candidate must complete all the examinations prescribed for the Honours Degree within a maximum period of five consecutive years.

A candidate who has satisfied all the conditions prescribed in these Regulations and has attained a satisfactory standard in the examinations and other assessments shall be qualified for the award of the Degree with Honours.

BIOLOGICAL SCIENCES AND BIOMEDICAL SCIENCES PROGRAMME REGULATIONS

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

1. INTRODUCTION

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

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

2. AN OVERVIEW OF THE DEGREE STRUCTURE

2.1 Levels 1 and 2

All undergraduate Biological and Biomedical Sciences degree programmes have a common structure and in level 1 and level 2 they all share the same core curriculum.

2.2 Levels 3 and 4

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

2.2.1 BSc Ordinary Degrees

Students leaving at the end of level 3 can graduate with a BSc Ordinary degree within the programme stream studied (i.e. Biological Sciences or Biomedical Sciences). BSc Ordinary degrees may be awarded 'with distinction' or 'with merit' in accordance with the University's Assessment Policy for Taught provision (available at <https://www.dundee.ac.uk/qa/quality-and-academic-standards/assessment/assessment-policy-for-taught-provision-policy/>)

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

2.2.2 BSc Honours Degrees

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

2.3 MSci

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

2.3.1 MSci Degree

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

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

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

Table 1: Credit ratings for levels 1-5

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

Module documentation is available via MYDUNDEE.

4. REGULATIONS FOR UNDERGRADUATE DEGREE PROGRAMMES

4.1 Matriculation

4.1.1 Matriculation for new entrants

As a new entrant, your non-core module choices must be approved by your Advisor of Studies. If you wish to change your selection of non-core modules you must do so normally before the end of the first teaching week of each module but no later than 4pm on the Friday of the 2nd week of the module. Any changes to your selection

of non-core modules or to your chosen degree programme MUST be authorised by your Advisor of Studies and approved by the appropriate Programme Lead(s).

4.1.2 Matriculation for returning students

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

4.2 Transfer between degree programmes

4.2.1 Transfer from BSc Honours to MSci programmes

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

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

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

4.3 Progression requirements for BSc Honours and MSci programmes

4.3.1 For progression to level 2 in BSc Honours degree programmes

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

4.3.2 For progression to level 3 in BSc Honours degree programmes

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

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

You must have accumulated 360 credits of which 120 must be achieved at level 3 normally in one academic year.

4.3.4 For Progression to level 5 for all MSci degree programmes

Progression to MSci is competitive and is subject to acceptance by an interview panel. To be eligible for consideration you must have accumulated 480 credits, of which a minimum of 90 must be gained at level 4 with a minimum combined grade average of B3 across the modules taken at Level 4.

4.4 Failure to progress in BSc Honours or MSci programmes

4.4.1 Failure to progress to level 4 (BSc Honours)

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

4.4.2 Failure to progress to level 4 (MSci)

If you are on an MSci programme and have failed to achieve the progression requirements for entry into level 4 according to the criteria listed in section 4.2.1, but have achieved the requirements for entry into Honours, you will be automatically moved from the MSci programme to the cognate BSc Honours programme. Please note that you CANNOT transfer back onto the MSci programme at a later stage of your studies.

4.4.3 Failure to progress to level 5 (MSci)

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

4.4.4. Failure to complete level 5 (MSci)

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

5. MODULE SELECTION

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

6. REGULATIONS FOR MODULE ASSESSMENTS

6.1 Form of module assessments

The relative contribution of examinations and in-course assessments to an overall module grade is published via MY DUNDEE. Your overall module grade (see [section 6.2](#) below) is calculated from your grades for all the summatively assessed elements of the module, taking into account their individual weighting. You are deemed to have passed the module if you gain an overall pass grade and only then will you be awarded the credits for the module.

Grading of modules and module assessments

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

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

Table 2: University of Dundee literal reporting scale for assessment

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

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

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

6.2 Penalties for late submission of module coursework

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

6.3 Eligibility to take module degree examinations

6.3.1 Eligibility to take a 'resit' assessment

If you have failed to meet the criteria for obtaining an overall pass grade for a module at levels 1, 2 or 3, you are eligible to 'resit' appropriate assessments for that module, normally in a designated examination diet (see section 6.4 below). Students passing their Module at the resit (second attempt) will have their module result capped at a D3.

Please note that there are NO RESITS allowed at level 4 (Honours) or level 5 (MSci), and that recourse to resit examinations in levels 1, 2 or 3 may in some cases affect your progression to MSci programmes (see [section 4.3](#) above).

6.4 Timing of degree examinations

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

6.4.1 Resit examinations/assessments (second diet)

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

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

6.4.2 Failure in the second examination diet

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

7. DEGREE CLASSIFICATIONS

7.1 BSc Ordinary degree merit and distinction criteria

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

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

7.2 BSc Honours degree classifications

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

7.3 MSci degree classifications

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

7.4 The classification of BSc Honours and MSci degrees

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

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

7.4.1 Compensation and condonement

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

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

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

7.4.3 Failure to complete degree examinations

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

8. DURATION OF STUDY FOR DEGREES

8.1 Advanced entry

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

Table 3: Credits awarded in recognition of prior achievement

Level of entry	Maximum number of credits awarded on entry
Level 2	120 at Level 1
Level 3	120 at Level 1 and 120 at Level 2
Level 4	120 at Level 1, 120 at Level 2 and 120 at Level 3

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

8.2 Minimum progression requirements to avoid termination of studies

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

8.2.1 Termination of studies committees

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

8.2.2 Termination of studies appeals

If you find yourself liable to termination of studies, advice and information can be found at <https://www.dundee.ac.uk/governance/dca/appeals/> and you are strongly advised to take full advantage of the documentation available to help you with your appeal. It is also important to note that you MUST submit a letter of appeal, addressed to the Undergraduate Teaching Office of the School of Life Sciences, Carnelley Building, The University, Dundee DD1 4HN, marked for the attention of the Head of Administration for Learning and Teaching, within TEN DAYS of the date of receipt of a letter informing you that your studies are liable to termination. Your letter of appeal should be accompanied by any documents you wish to submit in support of it (e.g. medical certificate or letters of corroboration or support from third parties such as minister of religion, member of academic staff or any other person, for other grounds). If the School Termination of Studies Committee decide that your studies should be terminated, your letter of appeal, and any supporting documents, will be passed on to be considered by the Termination of Studies (Appeals) Committee of the University Senate.

8.2.3 General undergraduate appeals procedure

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

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

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

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

9. INTERRUPTIONS TO FULL-TIME STUDY

9.1 Industrial placements

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

9.2 Taking a year out

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

9.3 Discounting a year for valid reasons

If you are prevented from completing your programme of study at any level by illness, or other valid reason, you may apply to the Associate Dean of Learning & Teaching, School of Life Sciences by week 25 in Semester 2 for permission to have the academic year discounted. The discounted year will not be counted as a year of attendance for the purpose of meeting the progression requirements shown in [section 4.3](#) and [section 8.2](#) above. Please note that during your discounted year, your student status is temporarily withdrawn.

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

10.1 The School of Life Sciences Mitigating Circumstances Committee

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

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

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

If a student grade has been subject to the application of a Plagiarism Penalty or other academic misconduct (<https://www.dundee.ac.uk/qf/documents/details/academic-misconduct.php>), there will not be any further adjustment due to Mitigating Circumstances.

EDUCATION & SOCIAL WORK PROGRAMME REGULATIONS

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

1. INTRODUCTION

These Regulations specify the minimum requirements the student must meet in terms of: admission; academic requirements including progression, attendance and participation, withdrawal, and termination of studies;

assessment; and programme management. The student Programme Handbook provides additional guidance to support students.

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

2. ENTRANCE REQUIREMENTS

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

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

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

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

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

3. ACADEMIC REQUIREMENTS - GENERAL

3.1 General progression requirements

3.1.1 In order to progress or to complete a programme and become eligible for an award, the student must satisfy the Board of Examiners that they have met the minimum accumulated credit requirements for the programme as outlined in the appropriate table on pages 5 and 6.

Progression to a subsequent year of study requires the student to have gained the minimum accumulated credit set out in the table. However, in the event the student fails a module, following approval of the Board of Examiners, they must retake it in the subsequent year of study (or take such other equivalent module as may be appropriate to the programme requirements and approved by the relevant Programme Director and Board of Examiners) in addition to the normal programme of work for that year. See Section 4, on Assessment, for further guidance.

Programme	BA Childhood Practice / BA Childhood Studies	BA Professional Development (all pathways)	BA(Hons) Community Learning & Development	BA(Hons) Social Work	MA(Hons) Education
Entrance Requirements	https://www.dundee.ac.uk/study/ug/childhood-practice-childhood-studies/#info-entry-requirements	https://www.dundee.ac.uk/study/ug/professional-development/#info-entry-requirements	https://www.dundee.ac.uk/study/ug/community-learning-development/#info-entry-requirements	https://www.dundee.ac.uk/study/ug/social-work/#info-entry-requirements	https://www.dundee.ac.uk/study/ug/education/#info-entry-requirements
Mode of Delivery	Part-time Distance Learning	Part-time Distance Learning	Full-time Campus Based	Full-time Campus Based	Full-time Campus Based
Credits per year	60 credits	60 credits	120 credits	120 credits	120 credits
Accreditation Body	Scottish Social Services Council	n/a	CLD Standards Council Scotland	Scottish Social Services Council	General Teaching Council Scotland
Practice	No	No	Yes	Yes	Yes
Attendance	Not monitored	Not monitored	Attendance or participation in any module (including practice) must be above 80%	Attendance or participation in any module (including practice) must be above 80%	Attendance or participation in any module (including practice) must be above 80%
Protecting Vulnerable Groups	n/a	n/a	Satisfy the requirements of the Police Act 1997, Part V. and registration for the Scottish Government Protecting Vulnerable Groups Scheme	Satisfy the requirements of the Police Act 1997, Part V. and registration for the Scottish Government Protecting Vulnerable Groups Scheme	Satisfy the requirements of the Police Act 1997, Part V. and registration for the Scottish Government Protecting Vulnerable Groups Scheme
SCQF Level 7					
Credits awarded on entry	Varies according to point of entry	Varies according to point of entry	None	None	None
Minimum period of study for award	2 years*	2 years*	1 year	1 year	1 year
Minimum credits required for progression	n/a	n/a	100 including 20 in practice**	100	100 including 20 in practice**
Minimum accumulated credits required for award	120 with 90 at Level 7 or above	120 with 90 at Level 7 or above	120 with 90 at Level 7 or above	120 with 90 at Level 7 or above	120 with 90 at Level 7 or above
Title of exit award	Certificate of HE	Certificate of HE	Certificate of HE	Certificate of HE	Certificate of HE

Programme	BA Childhood Practice / BA Childhood Studies	BA Professional Development (all pathways)	BA(Hons) Community Learning & Development	BA(Hons) Social Work	MA(Hons) Education
SCQF Level 8					
Credits awarded on entry	120 at Level 7	120 at Level 7	120 at Level 7	120 at Level 7	120 at Level 7
Minimum period of study for award	2 years*	2 years*	1 year	1 year	1 year
Minimum credits required for progression	n/a	n/a	220	220 including 40 in practice**	220 including 40 in practice**
Minimum accumulated credits required for award	240 with 90 at Level 8 or above	240 with 90 at Level 8 or above	240 with 90 at Level 8 or above	240 with 90 at Level 8 or above	240 with 90 at Level 8 or above
Title of exit award	Diploma of HE	Diploma of HE	Diploma of HE	Diploma of HE	Diploma of HE
SCQF Level 9					
Credits awarded on entry	120 at Level 7 and 120 at Level 8	120 at Level 7 and 120 at Level 8	120 at Level 7 and 120 at Level 8	120 at Level 7 and 120 at Level 8	120 at Level 7 and 120 at Level 8
Minimum period of study for award	2 years*	2 years*	1 year	1 year	1 year
Minimum credits required for progression	n/a	n/a	360 including 40 in practice at level 9**	360 including 40 in practice at level 9**	360 including 20 in practice at level 9**
Minimum accumulated credits required for award	360 with 90 at Level 9	360 with 90 at Level 9	360 with 60 at Level 9	360 with 60 at Level 9	360 with 60 at Level 9
Title of exit award	BA Childhood Practice / BA Childhood Studies	BA Professional Development	BA	BA	BA
SCQF Level 10					
Credits awarded on entry	n/a	n/a	120 at Level 7, 120 at Level 8 and 120 at Level 9	120 at Level 7, 120 at Level 8 and 120 at Level 9	120 at Level 7, 120 at Level 8 and 120 at Level 9
Minimum period of study for award	n/a	n/a	1 year	1 year	1 year
Minimum credits required for progression	n/a	n/a	n/a	n/a	n/a
Minimum accumulated credits required for award	n/a	n/a	480 with 180 at Levels 9 and 10 and 90 at Level 10	480 with 180 at Levels 9 and 10 and 90 at Level 10	480 with 180 at Levels 9 and 10 and 90 at Level 10
Title of exit award	n/a	n/a	BA (Hons) Community Learning & Development	BA (Hons) Social Work	MA (Hons) Education
Professionally accredited award	Yes	n/a	Yes	Yes	Yes

* These minimum periods of study apply to students who are required to complete the full programme credit requirement. Exceptions will apply if the student has been awarded credits on the basis of APL or APEL. ** Completion of practice module is normally compulsory for progression

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

(See table at Regulation 3.1.1)

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

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

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

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

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

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

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

3.2.1 If attendance or participation in any module or period of practice is deemed by the Programme Director to be unsatisfactory, normally below 80%, progress will be considered by the Board of Examiners. If attendance is deemed unsatisfactory prior to commencing practice, the Board of Examiners will consider this progress also. In some cases students may not be permitted to progress under Regulation 3.1.1.

3.3 Withdrawal, Temporary Absence and Discounted Periods of Study

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

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

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

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

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

3.3.6 If a full-time student is absent for a period of over 6 weeks without approval under Regulation 3.3.1 and the absence is due to medically certified illness, students may be permitted to seek retrospective approval for a discounted period of temporary withdrawal. Any absence under 6 weeks should be reported by the student by self-certificate and/or medical certification.

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

3.4 Termination of Studies

3.4.1 If studies are terminated, the student will have the right of appeal to the School Termination of Studies (Appeals) Committee. Appeals should be made following the University's Undergraduate Appeal Procedure Regulations. See <http://www.dundee.ac.uk/pgla/dca/appeals/ug-appeals-regulations/>

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

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

3.5 Suspension of Studies

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

3.5.2 Conduct: If student conduct, either on or off University premises, is deemed by the Dean to be unsatisfactory, they may be suspended from studies at any time. If deemed appropriate, the School Fitness to Practise Committee may be convened to consider issues of conduct. Unsatisfactory behaviour is defined as any serious, unprofessional behaviour, which, in the opinion of the Dean, may adversely affect clients, service users, other students, teaching staff or the reputation of the University.

3.5.3 If studies are suspended under Regulation 3.5.1 or 3.5.2, the Dean will, within 10 working days, either re-admit the student to studies with immediate effect or institute proceedings under the University's Student Discipline Ordinance 40. <http://www.dundee.ac.uk/pgla/dca/discipline/student-discipline/>

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

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

4. ASSESSMENT

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

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

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

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

4.5 Students resubmitting modules in Year 1 or Year 2 will be reassessed and graded as per normal. Students resubmitting modules in Year 3 and Year 4 will be reassessed and graded no higher than a D3. For the purposes of honours classifications, the first submission grade will stand in Year 4.

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

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

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

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

4.10 If, through disability, the student is unable to be assessed by the usual methods specified for the programme the methods may be varied, on the recommendation of the School Manager and with the approval of the University Secretary.

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

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

5. PROGRAMME MANAGEMENT

5.1 The student will be provided with a copy of the Programme Handbook. These supplement the Regulations and are approved by School Board.

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

5.3 Membership of the Board of Examiners is approved by School Board and consists of the academic staff involved in teaching modules, approved External Assessors, the relevant External Examiners and the School Manager. The Chair of the Board of Examiners will normally be the Associate Dean for Quality and Academic Standards or the Associate Dean for Learning and Teaching.

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

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

BDS PROGRAMME REGULATIONS

- Degree of Bachelor of Dental Surgery (BDS)

1 The Degree may be awarded without qualification or “with Honours” or “with Commendation” as specified in the Honours and Commendation criteria documentation and upon ratification by the Clinical Dentistry BDS Examinations Board. Outstanding performance in any year may result in the award of pass “with Merit” or passes “with Distinction”.

2 Subject to any exemptions granted under the terms of Regulation 8, a candidate for the Degree shall be required to pursue the studies detailed in course documentation for a period of not less than five academic years.

3 The curriculum for the Degree shall consist of Years 1-5, as detailed in the module handbooks.

4 Except where exemptions have been granted in terms of these Regulations, a candidate will be examined in the contents of the curriculum as specified in course and examination documentation for the Degree.

5 There will be Degree Examination(s) at the end of the Pre-dental Year, the Introduction to Clinical Skills Course and each of the five years of the Dental Course (including CMS in 3BDS).

6 Subject to Regulation 12(1) below there will be two diets of examination for each set of the Degree Examinations referred to in the preceding Regulation. Each examination subject will be allocated to an appropriate period of examination as determined by the University.

7 Before being permitted to study for the BDS Degree, an intending candidate must have satisfied the general requirements for entrance to the University and should normally possess the qualifications as detailed in the University Undergraduate Prospectus.

8 Subject to Regulation 10 below, an intending candidate for the Degree with additional qualifications may be granted exemption from study or examination, or both, to such extent as the School may determine.

9 **In the case of a student whose ability, conduct or knowledge** gives rise to concerns that patient safety could be compromised, the Dean of Dentistry, following consultation with relevant clinical staff, may temporarily debar the student from all or any clinical work on the course. Such instances will be dealt with by the Professionalism and Capability Committee, in accordance with the Dundee Dental School Fitness to Practise Guidelines, at the earliest reasonable opportunity.

10 Candidates' knowledge shall be assessed at such times and by such means as the School Board determines:

Provided:

first, that except where exemption has been granted under the terms of these Regulations, the appropriate degree examination must be taken in each Year

and

second, that in order to be eligible to sit all or part of a Degree Examination at any diet, candidates must demonstrate that their work and attendance at classes, clinics and examinations has been satisfactory and that they fulfil the requirements for eligibility contained within the Regulations for each Degree Examination.

11 Every candidate must take, at the first diet, the Degree Examination appropriate to the year of the course being studied unless granted exemption under the terms of Regulation 8, or debarred from sitting the examination under Regulation 9 or Regulation 10, or permitted by the Dean of Dentistry (who will take the necessary advice) to withdraw from that diet of the examination.

12 Unless otherwise specified in Regulation 11 above:

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

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

BDS Programme Credits:

- DS21001 - 1BDS 60 credits
- DS22001 - 1BDS 60 credits
- (1BDS total, 120)

- DS22006 - 2BDS 120 credits
- DS22007 - ICS 25 credits
- (2BDS total, 145)

- DS30001 - 3BDS 143 credits
- DS30003 - CMS 25 credits
- (3BDS total, 168)

- DS40002 - 4 BDS 140 credits
- DS50002 - 5 BDS 165 credits

- Total credits for BDS programme 738

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

Degree of Bachelor of Medical (BMSc) regulations

The regulations described here relate to the Degree of Bachelor of Medical (BMSc). The BMSc regulations are additional to, and should be read in conjunction with, the University of Dundee, Senate Regulations, which apply to all undergraduate programmes, unless otherwise stated.

Students are also directed to;

- The appropriate course handbook for detailed course content
- The study guides for information on timetable and assessment

with Honours have been revised to bring them into harmony with the new MBChB regulations.

1 The Degree of Bachelor of Medical Science may be conferred as an Honours Degree or without classification.

2 There shall be three grades of Honours, to be called First, Second and Third Class. The Second Class shall be divided into an upper and lower division.

3 Every candidate for the Degree, unless granted a concession or exemption under these Regulations must attend in the University, or another University approved by the School Board, during not less than nine academic months, courses of instruction in subjects prescribed in these Regulations, and must pass the Degree examinations similarly prescribed.

4 Before being admitted to any course for the Honours Degree of Bachelor of Medical Science, a candidate must, depending on their background, fulfil either item (A) or item (B):

[A] (i) have completed successfully the First 3 Years Professional Examinations for the Degree of MBChB in the University or completed an agreed number of years at another medical school; (ii) satisfy the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and (iii) have the permission of the Dean of School of Medicine or their nominee.

[B] (i) have completed successfully the First and Second Professional Examinations for the Degree of BDS in the University or the equivalent; (ii) satisfy the respective Course Leader(s) in consultation with the Head(s)

of the Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and (iii) have the permission of the Dean (or their nominee) of Dentistry.

5 A candidate for the Honours Degree shall be required to pursue, for at least two semesters and to the satisfaction of the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned, a course of advanced study, hereinafter referred to as the Honours Year, in one or more of the subjects listed in the Schedule to these Regulations provided below.

6 Subject to the approval of the School Board a candidate who has been registered as a dental or medical student of the University of Dundee for at least two and three years respectively, may pursue the studies for the Honours degree in another university or institution with the permission of the of the Dean of School of Medicine or Dean of the Dentistry (or their nominee respectively).

ASSESSMENT

7 A candidate shall be required to complete successfully the examinations described in Regulation 10.

8 Before being admitted to the written and oral parts of the Degree examination a candidate must have duly performed the work of the Honours year.

9 Degree examinations in all BSc Honours courses shall be held during the academic year and at a time that is specified by the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned over the two semesters; the entire examination may be attempted at a single period of examination.

10 The Degree examination in each BSc Honours course shall consist of: (a) written examination, (b) oral examination, (c) assessment of the work of a candidate either by practical examination or by such other means, which may include a dissertation and viva, as the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned may determine.

11 A candidate whose results in examination do not, in the opinion of the examiners, justify the award of Honours may, if the examiners so recommend, be awarded the Degree of BSc without classification.

12 A candidate, prevented by illness or other sufficient cause, from beginning or completing the Honours Degree examination may, if the examiners so recommend: (a) be awarded Honours within one of the classes described in Regulation 2 above, or (b) be awarded unclassified Honours, or (c) be awarded the Degree without classification, or (d) be permitted to apply to the School Board for permission to take the examination at a later date of examination. Any student who was absent from any assessment procedure and has failed to provide the school with sufficient evidence of mitigating circumstances will be deemed to have failed that assessment.

13 The list of candidates from each course who have successfully completed the Honours Degree examination must be signed by not less than three examiners of whom at least one shall be an external examiner.

WITHDRAWAL & PROGRESSION

14 Students may withdraw from the Intercalated BSc programme after consulting with the Dean of the School of Medicine or Dean of Dentistry (or his/her nominee respectively) without this affecting their return to their respective medical or dental degrees

15 Students, who do not complete the requirements to be awarded the Intercalated BSc Honours Degree, are still allowed to return to their respective medical or dental degrees;

ATTENDANCE

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

SCHEDULE

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

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

DEGREE OF BACHELOR OF SCIENCE (BSC) IN MEDICAL SCIENCE PROGRAMME REGULATIONS

1 Any student enrolled in the University for the Degree of BDS may, with the permission of the Dean of the School of Dentistry, transfer to these Regulations and study for the Degree of Bachelor of Science in Medical Science. Passes in examinations for the Degree of BDS will be counted as examination passes towards the Degree of BSc (MedSci).

2 Every candidate for the Degree, unless granted exemption under these Regulations, must

(a) attend in the University, during not less than six academic Semesters, courses of instruction in the subjects described in the 1-3BDS Module Handbooks (unless the student undertook and passed the Pre-Dental Year) and

(b) sit and pass the examinations in these subjects.

3 The curriculum and regulations shall be identical to the curriculum and regulations for the Degree of BDS.

PRE- AND PARA-CLINICAL DENTISTRY PART 1 EXAMINATION REGULATIONS

GENERAL

The Pre- and Para-clinical Dentistry Part 1 Examination consists of written and spot examinations in the disciplines of:

1. Systems in health:

- Neuroscience
- Oral and development biology
- Biostatistics Dental Materials

2. Disease processes and prevention:

- Microbiology
- Immunology
- Genetics
- Pathology
- Caries and Periodontal Disease
- Dental Public Health

TIMING

The **Continuous Assessment** will consist of 2 diets of class examinations that take place at the end of semesters 1 and 2.1. Both contribute to the 1st BDS assessment mark - this applies to a candidate's first sitting of the degree exam. There is no continuous assessment contribution to the resit diet of the exam.

The **degree examination** will normally take place in May, with the resit examination normally in July. Students are expected to be available for the whole duration of the examination diet. The exact timing of the degree examinations will be determined by the Dental School **and** University examination schedules. Examination details (dates, times and venues) will be available via the "my Dundee" VLE. It is the student's responsibility to ensure that they check this information regularly (i.e. at least daily).

CLASS EXAMINATIONS

There will be 2 diets of summative class examinations that contribute 20% of the overall 2BDS assessment (Diet 1) mark.

Class Examination Diet 1 (CE1):

- Timing: End of semester 1 (i.e. before Christmas vacation)
- Format: CE1 Written Paper:
- Subjects: Neuroscience, Oral and Development Biology, Microbiology, Immunology, Genetics and Dental Materials
- Format: 8 multiple short answer questions (MSAQs) and 1 extended question
- Duration: 1.5 hours
- Contribution 10% overall 2BDs (1st Diet) assessment mark

Class Examination Diet 2 (CE1.2):

- Timing: End of semester 2 (i.e. before Easter vacation)
- Format: CE2 Written Paper:
- Subjects: Oral Biology, Microbiology, Immunology, Pathology, Dental Materials, Biostatistics, Caries and Periodontal Disease, Aetiology and Dental Public Health
- Format: 8 multiple short answer questions (MSAQs) and 1 extended question
- Duration: 1.5 hours
- Contribution 10% overall 2BDs (1st Diet) assessment mark

- No other assessments will contribute to the continuous assessment for 2BDS.
- Attendance at class examinations is **compulsory**.
- Any absence from one of these examinations must be supported by a valid reason (e.g. an illness supported by a contemporaneous medical certificate). Such cases will be reviewed by the Dental School Mitigating Circumstances Committee.
- Absence from a class examination, without good reason, has two consequences:
 - a) the award of 0% for that assessment, and
 - b) the submission of a formal report to the Dean and Dental School Progress Committee.
- Students will be given the opportunity to submit details and evidence of any mitigating circumstances, e.g. illness, which may affect their performance in the examination. These will be considered by the School Mitigating Circumstances Committee which will determine the effect of the circumstances and any subsequent recommendation to the relevant examination board in accordance with the procedures outlined in the University Assessment Policy.

Eligibility to sit the 2BDS degree examinations

In order to be eligible to sit the degree examination, a student **must**:

- Satisfactorily complete practical portfolio (in Oral Biology in the first instance)
- Achieve a good attendance (at least 90%) record at the compulsory elements of the course (see details below).

Students are expected to achieve a good attendance record at the compulsory elements of the course as defined by University regulations (timetabled teaching events which include: practical classes, clinical related activity lectures and tutorials). Registers are taken at these classes and it is the responsibility of each student to ensure that he/she registers his/her attendance in person. Course teachers will report to the Year Lead any student who fails to attend on a regular basis*. The Year Convenor may, after due consideration, refer the matter to the Dental School Progress Committee which can recommend to the Dean of Dentistry that he/she should use his/her power to refuse permission for this student to sit the degree examination - regardless of the student's performance in the class assessments.

Any student failing to fulfil one or more of the above criteria will be reported to the Dean and Dental School Progress Committee with the likely consequence that they will be refused permission to sit the Degree Examination.

* An acceptable attendance is at least 90% of the compulsory classes **in the year as a whole**. A poorer attendance than this - unless excused by valid reasons (e.g. medically certificated illness), will result in a report being made to the Dental School Progress Committee, which can recommend the possible consequences listed above.

EXEMPTION

There is **no** exemption scheme. **All** students must sit **all** parts of the class and degree examinations.

2BDS Degree Examination (Diet 1)

The Degree Examination will consist of 3 written papers and a spot examination. The disciplines covered by each examination are as follows:

Degree Examination Paper 1 (DE1.1)

- Timing: May 2019 - as defined in the University Degree Examination Timetable
- Duration: 2 hours
- Disciplines: Neuroscience, Oral and Developmental Biology, Dental Materials and Biostatistics
- Format: 12 multiple short answer questions and one Extended answer
- Contribution: 32% of overall 2BDS assessment mark

Degree Examination Paper 2 (DE1.2)

- Timing: May 2019 - as defined in the University Degree Examination Timetable
- Duration: 2 hours
- Disciplines: Microbiology, Immunology, Genetics, Pathology, Caries and Periodontal Disease Aetiology + Prevention, Dental Public Health
- Format: 12 multiple short answer questions and one Extended answer
- Contribution: 32% of overall 2BDS assessment mark

Degree Spot Examination: (DE1.3)

- Timing: May 2019
- Subject Areas: Practical components of the 2nd BDS disciplines
- Format: Online/written examination
- Contribution: 16% of final 2BDS assessment mark

Breakdown of Contributions to 2BDS (Diet 1) Marks

➤ Class Examination Diet 1 December 2018	10%
➤ Class Examination Diet 2 March 2019	10%
➤ Degree Examination Paper 1 May 2019	32%
➤ Degree Examination Paper 2 May 2019	32%
➤ Degree Examination Spot Examination May 2019	<u>16%</u>
Total	100%

EXAMINATION PASS CRITERIA:

The pass mark for each component of the examination will be **standard set**. To pass the examination, students must satisfy **both** of the following criteria:

The pass mark for each component of the examination will be **standard set**. To pass the examination, students must satisfy **both** of the following criteria:

1. **Achieve the overall pass mark:**

The **overall pass mark** will be **derived from standard set pass marks of the individual components** - a student achieving **less than the standard set pass mark** overall will **fail** the examination.

2. **Achieve the pass mark in at least 2 of the 3 Degree examination components** (Papers 1, 2 and spot exam):

Should a candidate fail to achieve the pass mark in a single component, they must achieve the qualifying standard (80% of the pass mark) in this component to be able to pass the examination.

Pass with Merit or Distinction

- Merits and distinctions may be awarded at the discretion of the Board of Examiners on the basis of a candidate's performance in the overall 2nd BDS assessment.
- The award of "with Merit" or "with Distinction" can only be made at the first diet of the examination or, in the case of a candidate excused the first diet by way of a valid certificate, the first sitting of the examination.
- Those who generate a sufficient number of Merit and Distinction passes over the whole BDS course may qualify for the degree of BDS "with Honours" or "with Commendation".
- The threshold for a pass with merit or with distinction will be set using a **standard setting** procedure.

2BDS Degree Resit Examination (Diet 2)

Candidates who fail the 2BDS assessment at the 1st diet will be expected to resit the **whole** examination:

Resit Degree Examination Paper 1 (DE2.1)

- Timing: July 2018 - as defined in the University Degree Examination Timetable
- Duration: 2 hours
- Disciplines: Neuroscience, Oral and Developmental Biology, Dental Materials and Biostatistics
- Format: 12 multiple short answer questions and one Extended answer
- Contribution: 40% of overall 2BDS assessment mark

Resit Degree Examination Paper 2 (DE2.2)

- Timing: July 2019 - as defined in the University Degree Examination Timetable
- Duration: 2 hours
- Disciplines: Microbiology, Immunology, Genetics, Pathology, Caries and Periodontal Disease Aetiology + Prevention, Dental Public Health
- Format: 12 multiple short answer questions and one Extended answer
- Contribution: 40% of overall 2BDS assessment mark

Resit Degree Spot Examination (DE2.3)

- Timing: July 2019
- Subject Areas: Practical components of the 2nd BDS disciplines
- Format: Online/written examination
- Contribution: 20% of final 2BDS assessment mark
- The timing of the resit will be determined by the University resit examination schedule (normally during July).
- The resit examination will NOT contain marks derived from the class examinations.
- The pass criteria are the same as for the 1st Diet
- Candidates will not be exempted from parts of the exam in which they had performed well in the first diet.

ASSESSMENT PROCEDURES AND REGULATIONS FOR THE 3 BDS PROFESSIONAL EXAMINATIONS: CLINICAL MEDICAL SCIENCE

Clinical Medical Science

GENERAL

Assessment for the course has the following components:

- Case Portfolio
- Immediate Life Support (ILS)
- Academic Continuous Assessment
- Degree examination written paper
- Degree examination OSCE

ELIGIBILITY

In deciding eligibility to sit the CMS examination the following will be considered by the Dental School Progress Committee:

- **Case Portfolio**

Students will be required to complete case reports on two patients from within Dundee Dental Hospital & School each with a different chronic medical problem as specified in the course handbook. The CMS course tutors will provide suitable cases in the unlikely event of students being unable to identify patients from their own caseload. Guidance on the expected format of the case report and the submission deadlines will be provided on 'My Dundee', and in a teaching session.

The case reports will be marked anonymously on Turnitin by two of the course tutors, and given an agreed grade of satisfactory or unsatisfactory. This assessment will not contribute to the overall grade of the Degree Examination but is an essential part of the course work. Students will be informed of their grades for each case report during the course. Where a student receives an unsatisfactory grade, one further submission of the work will be allowed, by an agreed date, following supportive input from a member of teaching staff. If the Case Portfolio is deemed unsatisfactory, the student will not be permitted to sit the Degree Examination and a fresh Case Portfolio will be required as part of the resit diet of assessment.

In the absence of an acceptable excuse for a case report that is handed in late, the student will be deemed to have failed the assessment and a further case report will be required by an agreed date.

- **Immediate Life Support (ILS)**

Students will be trained in ILS during the course and assessed at an appropriate juncture. Where a student is deemed to have been unsatisfactory in this assessment, remedial teaching will be offered, followed by further assessment. If an unsatisfactory grade is received on second assessment, the student will be barred from sitting the Degree Examination.

- **Academic Continuous Assessment**

A candidate will not be able to sit for the degree examination if he/she has not attended the class examination. A candidate who is absent from the multi-disciplinary class examination as a result of sickness and who submits a medical certificate and explanation will normally be allowed one further opportunity to attend for the class examination which would be scheduled at a later date.

Assessment of Knowledge

1. Academic Continuous Assessment

Students will sit a class examination delivered as an online assessment. The mark will be converted to a mark out of 25 and will contribute to the overall knowledge component of the examination.

2. Degree Examination written paper

The Degree Examination will take place at the end of the course, during Semester 2B. The written paper will be delivered as on-line assessment. The mark will be converted to a mark out of 75 and will contribute to the overall knowledge component of the examination

Assessment of Clinical Skills

Degree Examination OSCE

The Objective Structured Clinical Examination (OSCE) will consist of practical clinical skills stations. A description of the OSCE, with sample questions, will be provided to students in advance of the examination.

CMS Overall Examination Grade

To be successful in the Clinical Medical Sciences degree examination both the knowledge component (combined mark from written paper and continuous assessment) and the clinical skills (OSCE) component must

be passed separately. There is no compensation between the knowledge and clinical components. Both components of the exam are standard set.

Knowledge component

The overall result of the knowledge component will be determined as follows:-

Written paper converted to a mark out of 75.

Continuous assessment paper converted to a mark out of 25.

Both papers will have a standard set pass mark. The overall pass mark will be the proportional sum of the standard set marks for each of the two knowledge components. The total mark achieved will be converted to a University reporting grade based on the standard setting matrix which is generated (see Appendix).

Distinction and Merit:

Merits and Distinctions will be awarded on the basis of performance in the **first attempt** at the examination. The award of Merit or Distinction will be on the basis of performance in all parts of the Examination. A student who has had to resubmit their case report will not normally be eligible for Distinction or Merit.

The final decision is at the discretion of the external examiners at the 3rd BDS examiners' meeting following consultation with the course coordinator.

Resit Examination

The resit examination will consist of written paper and OSCE, both similar in format to the first diet.

Students who obtained a pass in either the knowledge or clinical component at the first sitting will be exempt from the relevant component. To pass the resit examination a pass must be achieved (or be eligible for exemption) in both components of the examination.

There will be no continuous assessment component in the resit diet. The grade for the knowledge-based part of the examination will be derived from the written paper alone.

Students who are unsuccessful at the resit diet of CMS will be required to complete ALL aspects of the year and sit all sections of the examination if permitted to repeat the year. Students unsuccessful in CMS who are permitted to repeat the year will be required to complete all aspects of Clinical Dentistry Part 1 including all assessments regardless of their performance in Clinical Dentistry Part 1 at their first attempt, with the exception of the Radiography Examination in which a pass may be carried into one resit year.

Merits and distinctions will not be awarded at a resit diet of the Examination, unless this constitutes the first sitting of the examination for a candidate due, for example, to illness.

External Examiner

The CMS External Examiner will review the question papers prior to the Degree Examination.

Completed examination papers and case reports will be available to him/her for moderation. The documentation of any student who has been debarred will also be available to the External Examiner.

REGULATIONS FOR INTRODUCTION TO CLINICAL SKILLS

GENERAL

The objective of this "gateway" examination is to test skills in a number of technical procedures as well as appropriate underlying knowledge to ensure that the candidates have shown that they can work safely before they commence the treatment of patients under supervision.

The examination consists of three components:

- (1) A cavity cutting examination (from which candidates may gain exemption)
- (2) Written paper consisting of multiple short answer questions (MSA) paper
- (3) A multi-part practical examination testing a range of generic clinical dental skills

Timing:

The Operative Dentistry (cavity cutting) examination will usually take place at the end of the Operative Dentistry Phantom Head course (normally March/April). Exemption from this may be awarded based on performance in

the course prescribed tests.

Those returning to the BDS programme from BSc studies who have previously passed the Operative Dentistry (cavity cutting) examination or gained exemption from this during their 2nd year will normally carry this pass forward. These students are however required to sit one of the diets of this examination (usually the practical or resit diet) to demonstrate continued practical competence. BSc students who have passed the ICS written paper during their 2nd BDS degree examinations will normally carry this pass forward. These students will sit the practical component of the examination when they rejoin the year group in June, following their BSc.

The ICS written paper will usually take place during the main diet of 2nd BDS degree examinations in May.

The practical examination will take place during the ICS practical course in June.

ELIGIBILITY TO SIT THE EXAMINATION

In order to be eligible to sit the degree examination a student normally must achieve a 90% attendance record. Students are expected to achieve this attendance record at the compulsory elements of the course as defined by University regulations (practical classes, clinical related activity and tutorials). Registers are taken at these classes and it is the responsibility of each student to ensure that he/she registers his/her attendance in person. The ICS Lead may, after due consideration, refer students failing to meet the 90% attendance requirement to the Dental School Progress Committee which can recommend to the Dean of Dentistry that he/she should use his/her power to refuse permission for this student to sit the degree examination.

Students will be given the opportunity to submit details and evidence of any mitigating circumstances, e.g. illness, which impacted on their attendance. These will be considered by the School Mitigating Circumstances Committee which will determine the effect of the circumstances and any subsequent recommendation to the relevant examination board in accordance with the procedures outlined in the University Assessment Policy, they may refuse permission for a student to sit the degree examination.

The Operative Dentistry skill will normally be tested by a practical examination in the presence of at least one external examiner. However, it will be possible for candidates to gain exemption from the practical examination based on the following criteria: -

Exemptions from the practical examination in Operative Dentistry

Candidates will be granted exemption from the practical examination in Operative Dentistry contingent on meeting the following criteria: -

1. They have sat both prescribed summative tests without incurring a grade of 1 or 2 and
2. They have obtained a mark of 5 in either of the prescribed summative tests.

All prescribed tests are marked on the 1-5 scale where 5 is a good pass, 4 is a bare pass, and 3 is a marginal fail. A grade of 1 is obtained if either the wrong tooth or cavity is cut.

Students can be debarred from the examination if their attendance at the course, or performance is raising concern.

DETAILS OF THE ICS EXAMINATION STRUCTURE

(i) Written Paper

- Date: May (University Examination Timetable)
- Duration: 1 hours
- Format: 8 multiple short answer questions. The question topics are as follows:
 - Basic Life Support / Cardio-pulmonary resuscitation - 1 question
 - Infection control - 1 question
 - Communication skills - 1 question
 - Recording / relevance of medical history/social history - 1 question
 - Periodontology & Local anaesthetics joint- 1 questions
 - Operative Dentistry & Local anaesthetics joint - 1 question
 - Periodontology - 1 questions

- Operative Dentistry - 1 question

The questions will be marked on a threshold based system of pass / fail. Each question is marked out of 10 marks and standard setting determines the pass threshold. The total marks scored by the candidates across all questions is calculated. The candidate passes this part of the examination if the sum of their marks is equal or greater than the sum of the standard set marks. A pass mark must be attained in at least 50% of the questions.

(ii) Practical examinations

The practical skills examination will have four component parts covering:

- dental charting & communication
- local anaesthesia
- extraction of teeth
- basic periodontal instrumentation

The practical exercises will take place on simulators and / or models.

Each of the four component parts of the practical examination will count equally and have a pass threshold mark clearly defined. The candidate would pass this part of the examination if the sum of their marks were equal or greater than the sum of the pass thresholds, subject to the requirement that a candidate cannot compensate in more than one component part in which the mark was below the pass threshold. Candidates may incur a 'red flag' at any practical station where the examiner considers patient safety would have been compromised by the candidates' performance. A red flag results in the candidate failing that particular station regardless of marks achieved.

COMPENSATION

There is no compensation scheme between the written and practical components of this examination. Candidates must pass all three components independent of one another (CDT, written and practical examination) in order to pass the ICS examination.

RESIT ARRANGEMENTS

Any of the three components of the ICS examination (CDT, written paper and/ or practical skills examination) which have not been passed in the degree diet, will be retaken in the July resit diet. Where the practical examination has been failed, candidates must resit all practical skill stations in the resit diet. Candidates may resit the cavity cutting examination during the June practical degree diet and/or the July resit diet.

Any student failing to pass all three components by the completion of the resit diet will be referred to the termination of studies committee.

EXTERNAL EXAMINERS

Two or more external examiners will usually be appointed for the Introduction to Clinical Skills Examination. They will be asked to review the written and practical examinations and the procedures which lead to exemptions from specific parts of the examination.

EXAMINATION CONVENER

A convener of the examination will be appointed. They will have an overall co-ordinating role in setting up the examination.

REGULATIONS FOR 3 BDS PROFESSIONAL EXAMINATIONS

Clinical Dentistry Part 1 (3 BDS)

General

The examination will consist of:

Assessment of knowledge: -

- One multidisciplinary multiple short-answer paper (MSAP) of 2½ hours duration.
- Continuous assessment.

Assessment of Clinical Skills: -

- An Objective Structured Clinical Examination (OSCE).

The disciplines examined could include: -

- Operative Dentistry, Fixed Prosthodontics and Endodontology
- Oral Surgery
- Oral Diagnosis
- Oral Radiology
- Periodontology
- Child Dental Health
- Removable Prosthodontics
- Applied Dental Materials
- Communication and Health Education
- Decontamination/Patient Safety.

ELIGIBILITY

In deciding eligibility to sit the 3rd BDS examination the following will be considered by the Dental School Progress Committee:

Attendance

Attendance at all clinical sessions is monitored, and both notified and non-notified absences are recorded. Attendance at less than 90% of timetabled clinical sessions would normally lead to debarment from the examination.

CLINICAL CONTINUOUS ASSESSMENT

Subject areas will be required to submit their continuous assessment grades/LIFTUPP data to the Dental School Progress Committee so that the strengths and weaknesses of students can be discussed, problems identified and appropriate action considered.

Multidisciplinary Class Examination (Academic Continuous Assessment)

Absence from a class examination, without good reason, has two consequences:

- a) the award of 0% for that assessment, and
- b) the submission of a formal report to the Dean and Dental School Progress Committee.

Students will be given the opportunity to submit details and evidence of any mitigating circumstances, e.g. illness, which may affect their performance in the examination. These will be considered by the School Mitigating Circumstances Committee which will determine the effect of the circumstances and any subsequent recommendation to the relevant examination board in accordance with the procedures outlined in the University Assessment Policy.

Radiography Examination

A pass must be obtained in the "Principles of Radiography & Radiation Protection" examination. A failure to achieve this will normally lead to debarment from the examination. One resit opportunity will be provided before the first diet of the degree examination. A second resit opportunity will be provided before the second diet of the degree examination.

Clinical Skills Courses

Satisfactory progress and attendance at the Intermediate Skills Course must have been achieved by the end of Semester 2A. A failure to achieve these would normally lead to debarment.

Removable Prosthodontics Course

A pass must be obtained in the removable prosthodontics course online examination. A failure to achieve this would normally lead to debarment.

Oral Surgery

Satisfactory completion of the Oral Surgery OSCE.

Communication and Health Education

Satisfactory completion of one to one oral health interventions

The Progress Committee will consider performance against these criteria in making the decision on students' readiness to proceed to the examination. The Progress Committee has the right to exercise discretion where it is felt appropriate in the application of these criteria. At such a meeting, in semester 3.2(a), there will be initial identification of students likely to be at risk of being ineligible to sit the 3rd BDS examination.

Students may be ineligible to sit the examination where their clinical experience and ability and/or knowledge and understanding of the subject are so deficient as to render them unsuitable for progress to Year 4 of the course. Where a candidate is ineligible to sit, it will be for the entire examination and not for individual parts of it.

Assessment of knowledge

Multiple Short Answer paper

The written examination will consist of 20 compulsory questions which will broadly cover all areas in which basic clinical skills are being acquired. The questions may relate to the identification and interpretation of visual material. The duration of the examination will be 2½ hours.

The paper will be arranged as follows:

- Operative Dentistry, Fixed Prosthodontics and Endodontology - 3 questions
- Periodontology - 3 questions
- Removable Prosthodontics - 3 questions
- Oral Surgery - 3 questions
- Oral Diagnosis - 1 question
- Oral Radiology - 1 question
- Child Dental Health - 2 questions
- Applied Dental Materials- 2 questions
- Communication and Health Education - 1 question
- Decontamination/Patient Safety -

Academic Continuous Assessment

The academic continuous assessment mark will be based on performance in the multi-disciplinary written class examination. The multi-disciplinary class examination will be structured and standard set in the same way as the degree examination paper.

The academic continuous assessment mark that goes forward to the 3rd BDS professional examination will be scrutinised by the Progress Committee.

Assessment Of Clinical Skills

There will be a multi-station OSCE examination assessing core practical clinical skills drawn from the following subject areas:

- Operative Dentistry, Fixed Prosthodontics and Endodontology
- Periodontology
- Removable Prosthodontics
- Oral Surgery
- Oral Diagnosis
- Oral Radiology
- Child Dental Health
- Applied Dental Materials
- Communication and Health Education
- Decontamination/Patient Safety

The OSCE station circuit will be designed to assess clinical or clinically related skills. There will normally be 5 stations and up to 2 rest stations, and the total duration of this examination will not exceed two hours, inclusive of the rest stations.

MARKING OF THE DIFFERENT PARTS OF THE CLINICAL DENTISTRY PART 1 EXAMINATION

Multiple short answer paper

Each answer will be marked out of 10 forming a total of 200. The passing mark for each question will be standard set.

Academic Continuous Assessment

Each answer will be marked out of 10 forming a total of 200. The passing mark for each question will be standard set.

OSCE

A standard setting process will be used to determine the pass mark for each station, and a pass mark for the whole OSCE calculated as the sum of these marks. The total mark for the OSCE will then be converted to a percentage with equal weighting given to each station.

CLINICAL DENTISTRY PART 1 OVERALL EXAMINATION DETERMINATION

To be successful in the Clinical Dentistry Part 1 degree examination both the knowledge components (combined mark from written paper and continuous assessment) and the clinical skills (OSCE) components must be passed separately. There is no compensation between the knowledge and clinical components.

Knowledge component

The overall result of the knowledge component will be determined as follows: -

- Written paper converted to a mark out of 75.
- Continuous assessment paper converted to a mark out of 25.

The final mark will be related to the weighted average of the standard set passing mark for each of the individual knowledge components.

MERITS AND DISTINCTIONS

For the purpose of determining Merits and Distinctions the marks achieved be converted into school grades (1-8). Merits and distinctions will be awarded on the basis of performance in the first attempt at the examination.

Students who achieve an equivalent of 13 points or better across the two areas of assessment in the Clinical Dentistry part 1 examination will be eligible for consideration for merit. A grade 6 or better should be achieved in each of these areas.

Students who achieve an equivalent of 15 points or better across the two areas of assessment in the Clinical Dentistry part 1 examination will be eligible for consideration for distinction. A grade 7 or better should be achieved in each of these areas.

The final decision is at the discretion of the relevant examination board.

Resits

The resit diet for this examination will be in July.

Students who obtained a pass in either the knowledge or clinical component at the first sitting will be exempt from the relevant component. To pass the resit examination a pass must be achieved (or be eligible for exemption) in both components of the examination.

There will be no continuous assessment component in the resit diet. The grade for the knowledge based part of the examination will be derived from the degree written paper alone.

Students who are unsuccessful at the resit diet of Clinical Dentistry Part 1 will be required to complete all aspects of the Clinical Dentistry course and sit all sections of the examination if permitted to repeat the year, with the exception of the Radiography Examination in which a pass may be carried into one resit year.

Students unsuccessful in Clinical Dentistry Part 1 but successful in the CMS Examination who are permitted to repeat the year will NOT be required to repeat the CMS course or assessments, in which a pass may be carried into one resit year.

CLINICAL DENTISTRY PART 2 2018-2019 (4TH BDS) REGULATIONS

GENERAL

The examination will consist of:

- Assessment of Knowledge:
 - Two Multiple Short-Answer papers each of two hours and thirty minutes duration
 - Academic Continuous Assessment (Combined result of the two standard set Class Multiple Short-Answer papers)
- Assessment of Clinical Skills:
 - A Clinical Spotter examination of two hours duration
 - An Objective Structured Clinical Examination (OSCE)
 - Clinical Continuous Assessment (Combined result of the standard set Class OSCE and Clinical Spotter examinations)

ELIGIBILITY

In deciding eligibility to sit the Clinical Dentistry Part 2 (4th BDS Degree) examination the following will be considered by the Dental School Progress Committee (PC):

- Attendance

Attendance at all clinical sessions is monitored, and both notified and non-notified absences are recorded. Attendance at less than 90% of timetabled clinical sessions would normally lead to debarment from the examination.

- Clinical Skills Courses

A pass must be obtained in the molar endodontics and fixed prosthodontics courses and the crown preparation test. A failure to achieve these would normally lead to debarment.

- Dental Public Health and Communication and the Dentist-Patient Interaction Courses

A pass must be obtained in both the Dental Public Health and the Communication and the Dentist-Patient Interaction course assessments. A failure in these assessments would normally lead to debarment.

- Health Care Law and Professionalism

A pass must be obtained in the Health Care Law and Professionalism open book examination. A failure to achieve this would normally lead to debarment.

- Oral Surgery Course

A pass must be obtained in the oral surgery extraction OSCE. A failure to achieve this would normally lead to debarment.

- Periodontology Clinical Tests and Cold Case Viva

An overall pass must be obtained from the periodontology case discussion assessment. A failure to achieve this would normally lead to debarment.

- Removable Prosthodontics Course

A pass must be obtained in the removable prosthodontics course online examination and the structured practical examination. A failure to achieve this would normally lead to debarment.

- Clinical Continuous Performance Data

Subject areas will be required to submit their clinical continuous performance/LIFTUPP data to the Progress Committee so that the strengths and weaknesses of students can be discussed, problems identified and appropriate remedial action considered. Failure to achieve or maintain adequate clinical progress at this stage of the course may result in debarment from the 4BDS Degree examinations and the opportunity to go on elective.

- Multidisciplinary Class Examination

Absence from a class examination, without good reason, has two consequences:

- a) the award of 0% for that assessment, and
- b) the submission of a formal report to the Dean and Dental School Progress Committee.

Mitigating Circumstances

Students will be given the opportunity to submit details and evidence of any mitigating circumstances, e.g. illness, which may affect their performance in the examination. These will be considered by the School Mitigating Circumstances Committee which will determine the effect of the circumstances and any subsequent recommendation to the relevant examination board in accordance with the procedures outlined in the University Assessment Policy.

Progress Committee

The Progress Committee will consider performance against these criteria in making the decision on student's readiness to proceed to the Clinical Dentistry Part 2 examination. The Progress Committee has the right to exercise discretion where it is felt appropriate in the application of these criteria. At such a meeting, in semester 4.2 (a), there will be initial identification of students who are likely to be at risk of being ineligible to sit the Clinical Dentistry Part 2 (4th BDS Degree) examination.

Students may be ineligible to sit the examination where their clinical experience and ability and/or knowledge and understanding of the subject are so deficient as to render them unsuitable for progress to the 5th year of the programme. Where a candidate is ineligible to sit, it will be for the entire examination and not for individual parts of it.

Clinical Dentistry Part 2 Examination

The relative contribution of each of part of the examination will be as follows

- Assessment of Knowledge:
 - Multiple short-answer paper 2
 - Academic Continuous assessment (Class MSA examination)
- Assessment of clinical skills:
 - One clinical spotter examination of two hours duration
 - An Objective Structured Clinical Examination (OSCE)
 - Clinical Continuous assessment (Class OSCE and clinical spotter examinations)
- Assessment of Knowledge

Multiple Short Answer papers

The two-multiple short answer written papers both consist of 16 compulsory clinical scenario-based questions. Each paper will be of two hours and thirty minutes duration. The papers will be arranged as follows:

Multiple short answer Paper 1:

- Operative Dentistry/Cariology - 2 questions
- Endodontics - 2 questions
- Fixed Prosthodontics - 2 questions
- Removable Prosthodontics - 2 questions
- Periodontology - 2 questions
- Child Dental Health - 2 questions
- Orthodontics - 2 questions

Multiple short answer Paper 2:

- Decontamination/Patient Safety - 2 questions
- Medical Emergencies - 2 questions
- Oral Surgery including Therapeutics - 4 questions
- Radiology - 2 questions
- Oral Medicine - 2 questions
- Oral Pathology - 2 questions
- Special Care Dentistry - 2 questions

Academic Continuous Assessment

The academic continuous assessment mark will be derived from the combined marks from the two multi-disciplinary short answer written papers in the class examination. These written class examination papers will be structured and standard set in the same way as the equivalent degree examination written papers.

Assessment of Clinical Skills

Clinical Spotter/Computer-based Assessment of Dental clinical Scenarios (CADS) examination

This computer-based assessment is designed to examine the application of knowledge to various clinical scenarios as well as assessing skills such as interpretation, diagnosis and treatment planning. There will be 15 compulsory scenario-based questions each of which may be illustrated using clinical photographs, radiographs, charts and diagrams. The duration of this exam will be two hours. With the exception of Operative Dentistry, there will be one question in each of the following areas:

- Applied Dental Materials
- Child Dental Health
- Decontamination/Patient Safety
- Endodontics
- Medical Emergencies
- Operative Dentistry (x2)
- Oral Medicine
- Oral Pathology
- Oral Surgery
- Orthodontics
- Periodontology
- Radiology
- Removable Prosthodontics
- Special Care Dentistry

Objective Structured Clinical Examination (OSCE)

There will be a multi-station OSCE which will assess core practical clinical skills and communication drawn from the following subject areas:

- Child Dental Health
- Communication and the Dentist-Patient Interaction
- Decontamination/Patient Safety
- Endodontics
- Fixed Prosthodontics
- Health Care Law and Professionalism
- Medical Emergencies
- Operative Dentistry
- Oral Medicine
- Oral Pathology
- Oral Surgery
- Orthodontics
- Periodontology
- Radiology
- Removable Prosthodontics
- Special Care Dentistry

The OSCE station circuit will be designed to assess clinical or clinically related skills. There will be 11 question stations and the total duration of this examination will not exceed two hours, inclusive of the rest stations.

Clinical Continuous Assessment

The clinical continuous assessment mark will be based on the combined marks derived from the class OSCE and spotter (CADS) examinations. The class OSCE and spotter (CADS) examinations will be structured and standard set in the same way as the equivalent degree examinations.

Marking of the different parts of the examination

Short Answer Papers

Each question will be out of 20 marks forming a total of 300 marks. A standard setting process will be used to determine the pass mark for each paper.

Clinical Spotter Exam/Computer-based Assessment of Dental clinical Scenarios (CADS)

Each question will be out of 20 marks forming a total of 300 marks. A standard setting process will be used to

determine the pass mark for each paper.

Objective Structured Clinical Examination (OSCE)

A standard setting process will be used to determine the pass mark for each station, and a pass mark for the whole paper calculated as the sum of these marks.

To be successful in the Clinical Dentistry Part 2 degree examination both the knowledge components (combined marks from the written papers and the academic continuous assessment) and the clinical skills components (combined marks from the OSCE, Clinical Spotter and the Clinical Continuous Assessment) must both be passed. There is no compensation between the knowledge and the clinical components. A marginal fail in one of the elements of the knowledge (MSA Papers 1 or 2) and/or the clinical skills (OSCE or Spotter) components of the degree examinations can be compensated by a good pass in the other element of that component but a mark of at least 90% of the individual papers' standard set must be achieved in the failed element in order for this to be permissible. Failure to achieve at least 90% of the standard set in any element of the degree examination cannot be compensated by the marks from other elements of the same component of the examination. The 90% of the standard set rule does not apply to the marks achieved in the class examinations which contribute to the academic and clinical continuous assessment.

The Knowledge Component

The overall result of the knowledge component will be determined by the following elements as follows:

- Multiple short answer paper 1 (33 $\frac{1}{3}$ %)
- Multiple short answer paper 2 (33 $\frac{1}{3}$ %)
- Continuous assessment (33 $\frac{1}{3}$ %)

The Clinical Skills Component

The overall result of the clinical skills component will be determined by the elements as follows:

- Clinical Spotter/CADS (33 $\frac{1}{3}$ %)
- OSCE (33 $\frac{1}{3}$ %)
- Continuous assessment mark (33 $\frac{1}{3}$ %).

The final mark will be related to the weighted average of the standard set passing mark for each of the individual components.

MERIT AND DISTINCTION

For the purpose of determining Merits and Distinctions the marks achieved be converted into school grades (1-8). Merits and Distinctions will be awarded on the basis of performance in the **first attempt** at the examination.

Merit

Merit will be for an excellent overall performance across all subjects and will be awarded on the basis of overall performance in the examination.

Students who achieve an equivalent of 13 points or better across the two areas of assessment in the Clinical Dentistry Part 2 examination will be eligible for consideration for merit. A grade 6 or better should normally be achieved in each of these areas.

Distinction

Distinction will be for an outstanding overall performance across all subjects and will be awarded on the basis of overall performance in the examination.

Students who achieve an equivalent of 15 points or better across the two areas of assessment in the Clinical Dentistry Part 2 examination will be eligible for consideration for distinction. A grade 7 or better should be achieved in each of these areas.

The final decision is at the discretion of the relevant examination board.

Resit arrangements

The resit diet for this examination will normally be in July.

There will be no continuous assessment component in the resit diet. The examination will therefore consist of:

Knowledge component:

- Multiple short answer paper 1

- Multiple short answer paper 2

Clinical component

- Clinical spotter/CADS
- OSCE

Students who obtained a pass in either the knowledge or clinical component at the first sitting will be exempt from the relevant component. To pass the resit examination a pass must be achieved (or eligible for exemption) in both components of the examination.

Students who are unsuccessful at the resit diet will be required to sit all sections of the examination if permitted to repeat the year.

Special Study Module

This module will be held during the last two weeks of semester 2. Students will work within their clinical groups to research and present a piece of work for public engagement on a topical theme in dentistry that may be considered innovative or controversial.

Engagement with this project is compulsory, therefore electives should not be booked before the end of semester, 31 May 2019. Contribution to this SSM will be marked out of 10 and carried forward to into 5BDS and count towards the overall continuous assessment mark.

Appendix 1: University Reporting Grades

University Grade	Descriptor
A1 A2 A3 A4 A5	Excellent
B1 B2 B3	Very good
C1 C2 C3	Good
D1 D2 D3	Sufficient
MF1 MF2 MF3	Marginal fail
CF	Clear fail
BF	Bad fail
*QF	-
**	0

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

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

CLINICAL DENTISTRY PART 3 (5TH BDS) REGULATIONS

ELIGIBILITY

In deciding eligibility to sit the Clinical Dentistry Part 3 (finals) examination the following criteria will be considered by the Dental School Progress Committee (Sign-up meeting – April 2019):

Satisfactory performance in the Continuous Assessment Components of the Examination

(i) Continuous Assessment - Knowledge

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

- Written paper class exam (December 2017) 10%
- Elective reports (Summer 2017) 10%
- GDC standards (online exam and presentations) 10%
- Evidence Based Treatment Plan 10%

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

(ii) Continuous Assessment - Clinical

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

- Structured Clinical Reasoning (SCRs) exams (December 2017) 10%
- Logbook Assessment 1&2 (November 2017 & March 2018) 10%
- Patient Assessment Questionnaires (by Dec 2017) 10%
- Online Decontamination assessment (Jan 2018) 10%

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

Attendance

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

Structured Clinical Operative Tests (SCOTs)

The following three SCOTs must be successfully completed in 5th BDS:

- History, examination and diagnosis in primary care
- Treatment Planning
- Local Decontamination Unit

An overall “A” grade must be achieved in each of these SCOTs.

Breadth, Depth and Quality of Clinical Experience

Clinical data derived from the LIFTUPP database will be used to assess the breadth, depth and quality of the clinical experience for each student during their three clinical years. In order for each student to be deemed to be at the level of a “safe beginner” all of the minimum clinical recommendations (Appendix 1) must be achieved with more than 50% of the procedures being at LIFTUPP grade 4, 5 or 6 (including grade 3 for surgical extractions). In addition, no areas of concern in the last four months of clinics, as assessed by multiple evaluators, should have been raised by multiple evaluators.

Professionalism: Notification of Lapses in Professionalism (NLP)

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

Possible outcomes of the Sign-up Progress Committee meeting

The Progress Committee, in conjunction with an external examiner, will consider performance against the above criteria in making the decision on students’ readiness to proceed to the Clinical Dentistry Part 3 examination (finals). The Committee has the right to exercise discretion where it is felt appropriate in the

application of these criteria. The committee will use the following three outcomes to determine each students' readiness to proceed to the Clinical Dentistry Part 3 examination:

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

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

The Finals examination at Dundee Dental School comprises two parts:

- Evaluation of Knowledge.
- Evaluation of Clinical Skills.

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

Evaluation of Knowledge

Continuous Assessment (40%)

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

- A report of their summer elective (10%)
- A written examination based on a previous finals paper (10%)
- A presentation and on-line examination based around GDC standards (10%)
- An evidence-based treatment plan (10%)

May examination (60%)

A blue-printed, standard-set written paper comprising five questions each worth 20 marks. Generally each question integrates three clinical subject areas in addition to Law / Professionalism and Dental Public Health. From 16 subjects, the finals paper covers 15 within the five questions developed. Each finals paper always contains part of a question relating to the management of a medical emergency. This paper will be blind-double marked with discrepancies agreed by markers

Evaluation of clinical skills

Continuous Assessment (40%)

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

- Logbook assessment 1 & 2 (10%)
- Patient Assessment Questionnaires (10%)
- A structured clinical reasoning examination (10%)
- An online examination on decontamination (10%)
- May examination (60%)

A blue printed, standard-set written paper comprising five questions each worth 20 marks. Generally, each question integrates three clinical subject areas in addition to Law/Professionalism and Dental Public Health. From 16 subjects, the finals paper covers 15 within the five questions developed. Each finals paper always contains part of a question relating to the management of a medical emergency.

- Evaluation of clinical skills
- Continuous assessment (40%)
- During the final year, students are required to submit work for the following:
- Logbook assessment 1 & 2 (10%)
- Patient and Team Assessment Questionnaires (10%)
- A structured clinical reasoning examination (10%)
- An online examination on decontamination (10%)

1. Two structured clinical reasoning examinations:

- a. Oral Surgery Oral Medicine, Oral Pathology and Oral Radiology (15%)
- b. Paediatric Dentistry and Orthodontics (15%)

2. A case presentation examination (30%) (Appendix 2)

Passing marks for the final examination

Continuous Assessment for Evaluation of Knowledge and Clinical Skills

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

May examination

- Evaluation of Knowledge

A standard set-passing mark will be determined.

Evaluation of Clinical Skills

SCRs

A standard set passing mark will be determined.

Case presentation

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

Borderline marks for the final examination and compensation

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

Compensation for Evaluation of Knowledge

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

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

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

Compensation for the Evaluation of Clinical Skills

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

Determination of the result of 5th BDS Examination

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

Merit and distinction marks for the final examination

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

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

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

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

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

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

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

Re-sit Examination Arrangements

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

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

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

Appendix 1: Minimum Clinical Requirements 2017-18

LIQUID OFFICE						LIFTUPP						
Patient No	Transferable skills that could be taken in compensation	Advised goals for end 5th year	Recommendations for 4th pup to final April 2018	Advised requirements for clinical sign-up (April final year)	CLASS AVERAGE 2013-2014	CLASS AVERAGE 2014-2015	CLASS AVERAGE 2015-2016	Revised categories for LIFTUPP	Minimum recommended totals	CLASS AVERAGE 2016-2017	CLASS AVERAGE 2017-2018	CLASS AVERAGE 2013 - 2018
Age - Adult 'A', Child 'C', or Senior 'S'												
Special needs patient - Med / Phys 'M'												
Special needs patient - Anxiety 'A'												
History/examination			70 (3 ortho)	>50% at Grade A or B	162.3	228.9	249.7 (7)	History (DI 4+)	70	187	249	206.3
								Examination (DI 4+)	70	153	203	178.2
Sensitivity tests					6.5	11.0	11.5					9.6
Impressions			8		36.3	71.2	75.4	Ortho Hx/Examination (DI 4+)	3	6	7	6.4
Radiographs - taking	20	30	>50% at Grade A or B		41.4	82.4	86.2	Impressions (DI 4+)	8	23	27	46.7
Radiographs - reporting	10	20	>50% at Grade A or B		74.7	74.8		Radiographs - taking (DI 4+)	30	60	78	69.8
Diagnosis		50	>50% at Grade A or B		88.7	127.4	128.3	Radiographs - reporting (DI 4+)	20	50	70	67.3
Treatment plan		50			102.7	136.7	140.9	Diagnosis (DI 4+)	50	77	101	104.5
Periodontal charting		4	>50% at Grade A or B		18.7	14.6	15.5	Treatment Plan (DI 4+)	50	93	130	120.7
BPE	Five point clinical exam	10	>50% at Grade A or B		22.6	40.2	43.6	Periodontal charting/Clinical periodontal ex	10	17	22	17.6
Behavioural change (diet, smoking, Oral hygiene instruction)		10	>50% at Grade A or B		11.4	50.9	48.1	BPE (DI 4+)	10	53	65	44.9
Clinical periodontal examination	BPE	10	>50% at Grade A or B			18.5	19.6	Behaviour change (DI 4+)	10	33	38	36.2
Scaling & polishing		10	>50% at Grade A or B		47.8	65.9	61.9					19.0
Root surface debridement		4	>50% at Grade A or B		5.2	13.0	16.9	Scaling & polishing (DI 4+)	10	57	70	60.6
								Root surface debridement (DI 4+)	4	9	11	11.0
Stepwise caries treatment												1.9
Permanent tooth restoration - amalgam		7	10	>50% at Grade A or B	19.7	25.0	19.3	Permanent tooth restoration - amalgam (DI 4+)	10	14	15	18.6
Permanent tooth restoration - tooth coloured		15	20	>50% at Grade A or B	69.7	91.6	94.9	Permanent tooth restoration - composite (DI 4+)	20	59	85	80.1
Restoration adjustment				>50% at Grade A or B	5.9	6.0	6.5					6.1
Indirect restoration - preparation	post / core or conv. bridge prep	1	3	>50% at Grade A or B	5.4	8.8	7.2	Indirect restoration - preparation (DI 4+)	3	6	10	7.4
Indirect restoration - fit	post /core or conv. bridge prep	1	3	>50% at Grade A or B	4.5	8.0	6.7	Indirect restoration - fit (DI 4+)	3	8	12	7.8
Re-cement of indirect restoration					3.5	3.8	3.7					3.7
Post & core - preparation					2.0	2.0	1.4					1.8
Post & core - fit					1.1	1.4	1.0					1.2
Bridge - preparation					1.6	1.5	1.4					1.5
Bridge - fit					1.5	2.1	1.5					1.7
Provisional restoration					20.6	35.0	37.2					30.9
RCT stage					15.6	28.5	25.1	RCT Stage and Canal Preparation (DI 4+)	3	7	7	16.7
RCT canal preparation		1	3	>50% at Grade A or B								
RCT obturation		1	3	>50% at Grade A or B	4.2	6.8	6.4	RCT obturation (DI 4+)	3	4	5	5.1
Removable prosthodontics stage			10		32.4	54.6	54.3	Removable prosthodontics stage (DI 4+)	10	31	42	42.8
Jaw relationship			3		10.9	17.7	15.9	Jaw relationship (DI 4+)	3	17	22	16.6
Complete denture fit			2		8.2	11.8	9.6	Complete denture fit (DI 4+)	2	22	27	15.8
Partial denture fit			2		6.9	12.9	14.6	Partial denture fit (DI 4+)	2	12	17	12.6
Topical fluoride application/					11.4	14.8	12.7					13.0
Fissure sealant		5	>50% at Grade A or B		11.3	20.1	27.0	Fissure sealant (DI 4+)	5	28	34	24.0
Primary tooth - direct restoration		1	>50% at Grade A or B		1.1	1.6	4.7	Primary tooth - Management of Dental Car	1	4	5	3.2
Primary tooth - pulp therapy					0.3	0.1	0.2					0.2
Stainless steel crown		1	>50% at Grade A or B		2.0	3.6	see line 42	Management of dental trauma (DI 4+)	1	2	2	1.6
Management of dental trauma		1	>50% at Grade A or B		0.6	1.7	1.7					
Orthodontic appliance - fitted/adjusted		3	>50% at Grade A or B		11.9	9.5		Orthodontic appliance fitted/adjusted (DI 4+)	3	7	10	9.6
Extraction - permanent tooth	will accept deciduous teeth	25	>50% at Grade A or B		33.0	51.0	54.3	Extraction permanent tooth (DI 4+)	25	36	39	42.6
Extraction - deciduous tooth		1	>50% at Grade A or B		3.2	8.0	13.2	Extraction deciduous tooth (DI 4+)	1	7	8	7.8
Extraction - surgical		2	>50% at Grade A or B		4.8	7.6	8.6	Extraction surgical (DI 3+)	2	4	4	5.6
Incision & drainage of abscess					0.6	0.8	0.8					0.7
Treatment of dry socket					3.7	3.5	5.0					4.1
Provision of occlusal splint/management					4.0	3.9	6.3					4.7
Management of soft tissue conditions, & facial pain					7.7	8.0	18.0					11.2
Prescription					3.8	5.9	6.8					5.5
Referral/other correspondence					2.2	4.1	4.7					3.6
GA/sedation assessment		2	>50% at Grade A or B		0.7	3.3	6.4	GA/Sedation/Assessment (DI 3+)	2	2	2	2.9
Inhalation sedation					2.1	0.5	0.4					1.0
IV sedation		2	>50% at Grade A or B		2.8	3.5	see line 56					3.1
Treatment planned Cognitive		2	>50% at Grade A or B		2.6	2.5						2.6
Treatment under GA					1.1	1.4	3.7					2.1
Treatment under LA		50 + 1 child	>50% at Grade A or B		73.0	104.2	117.5	Treatment under LA (DI 4+)	50	84	101	95.8
Infection control						355.7	458.1	Infection control (DI 4+)	50	204	241	314.5
Communication with patient (inc. explanation of treatment)						369.4	461.1	Communication with patient (DI 4+)	50	144		165
Consenting for treatment						353.3	445.8	Consenting for treatment (DI 4+)	50	110	120	257.4
Clinical record keeping						344.0	442.6	Clinical record keeping (DI 4+)	50	185	230	300.5

Appendix 2 - Marking criteria for Case Presentation Examination

Candidate Matriculation Number	MARK SHEET											Examiner 1	Examiner 2	Agreed Mark	
		Excellent		Good Pass		Clear Pass		Borderline		Insufficient					
		Exceptional	Very good	Generally good	Solid performance	Pass	Satisfying	Fail	Poor most places	Spurious concern					
Pre-Viva evaluation (10 mins)	Area of examination	Published cases	16	15	13	11	10	8	6	5	3	2			
		Suggested Qs	Generally poor presentation of work. Many careless errors. Important factors not recognised. Concern over patient safety. Most clinical work not completed by candidate.												
Viva with patient (10 mins)	Primary care provided (scope and standard)	1. Briefly tell us about your patient, your diagnosis and your Tx with them. 2. What long term differential(s) have you made for your patient's oral health?	34	30	27	24	20	17	14	10	7	3			
		Suggested Qs	Wide scope of care carried out to a high standard with long term provision. Made a real difference. Confident presentation. Patient not obviously better after treatment but benefit of care is difficult to define without good reason. Care detrimental. Harm possible.												
Viva with examiners only (10 mins)	Supporting Knowledge	1. What aspects of care worked well and why? 2. What aspects of care were you less happy with and why? 3. What would you do differently if you had to treat the patient again?	16	15	13	11	10	8	6	5	3	2			
		Suggested Qs	Evidence of reflective writing and good understanding of all care provided. Evidence requires prompting, but overall a good discussion. Struggles with present evidence of care in general areas. Very poor supporting knowledge and no evidence provided. Significant prompting results in reflection. Not able to reflect on care.												
			100	90	80	70	60	50	45-49	30	20	10	AGREED FINAL Mark as sum of above Agreed Marks		

Examiner 1 signature

Examiner 2 signature

Appendix 3: University Reporting Grades

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

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

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

BSc DEGREE PROGRAMME REGULATIONS

1(1) ENTRY

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

1(2) Advanced Entry

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

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

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

1(3) Credit Rating of Degrees and other Awards

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

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

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

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

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

The following Degree Programmes are offered in the School:

Single Honours:

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

Joint Honours:

- Environmental Science and Geography

1(6) Compulsory Modules for Degree Programmes

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

1(7) Optional Modules for Degree Programmes

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

1(8) Programme of Study

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

First Year

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

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

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

Second Year

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

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

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

- If permitted to continue your studies then you will normally be required to repeat the year but may be allowed to proceed to Third Year at the discretion of the Progression and Termination of Studies Committee.

Third Year

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

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

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

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

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

Honours Year

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

1(9) Termination of Studies

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

1(10) Studying Modules outside the BSc Degree Programme

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

1(11) Taking a Year Out

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

2. ASSESSMENT

2(1) Form of Module Assessments

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

2(2) Grading of Module Assessments

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

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

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

2(3) Eligibility to take Degree Examinations

Each year:

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

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

2(4) Degree Examination Diets

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

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

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

(ix) For any module you may attend the resit diet only if you either attended the first Degree Examination

Diet, and failed, or were absent from the first diet.

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

2(5) Results of Final Degree Examinations

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

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

2(6) Failure to Complete Degree Examinations

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

2(7) Failure at Resit Diet

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

ENGINEERING, PHYSICS AND MATHEMATICS DEGREE REGULATIONS

1. INTRODUCTION

The Degree Regulations provide a set of rules which govern the process leading to the award of a Certificate, Diploma or a Degree. Any special case which is not covered by these Regulations should be referred to the Director of Academic Corporate Governance for a ruling.

1. Definitions

Advanced Entry	Permission to enter directly into Level 2, 3 or 4
Compensation	The process by which a board of examiners may decide that a strong performance by a student in one part of the curriculum may be used as the basis for the award of credit in respect of a failed performance elsewhere. (see 3.12.1 of Assessment Policy)
Condonement	The process by which a board of examiners, in consideration of the overall performance of a student, decides that without incurring a penalty, a part of the programme that has been failed need not be redeemed. (see 3.12.1 of Assessment Policy)
Degree Assessment	Comprises those component assessments which count towards the overall mark for a module
Degree Examination Diet	Period set aside for holding examinations which form the final component of Degree Examinations
Degree Programme	Comprises those modules taken at several Levels which fulfil the requirements for the award of a degree
Extended Due Performance (EDP) status	Permission to sit a failed degree examination in the following session without attending classes in a module
Core Module	An obligatory module in a degree programme
Minimum Progression Requirements	Defines the minimum credits you need to accumulate at the end of each year of attendance to avoid being subject to termination of studies
Named Degree	Titled degree awarded on completion of 360 credits (e.g. BSc in Physics)
Un-named Degree	Untitled degree awarded on completion of 360 credits (e.g. BSc)
Prerequisite	Qualification required for eligibility to take a module, programme of study or degree programme. Eligibility will be at the discretion of the Discipline
Programme of Study	The modules taken in any one year
Teaching Period	One half of the teaching year i.e. Semester 1 or 2
Total Accumulated Credit (TAC)	Aggregate of credits achieved
Year of Attendance	Counts towards the number of years enrolled on the programme
Recognition of Prior Learning	The recognition of previous formal or informal learning

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

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

Undergraduate degree programmes typically take between 2 and 5 years, depending upon entry and exit points. Normal exit points are a Bachelor's Degree (BSc Ordinary) after 2 to 3 years and a Bachelor's Degree with

Honours (BSc Honours) after 3 to 4 years and an Integrated Masters after 3-5 years. In each case, the shorter timescale depends upon advanced entry.

The usual route for a full-time student enrolled on a degree programme is to take modules totalling 120 credits each year at the appropriate level. Set out below is the full spectrum of awards that can be achieved upon graduating from The School of Science and Engineering (SSE), set alongside their SCQF credit requirements.

These regulations are established in accordance with the University of Dundee Assessment Policy for Taught Provision <https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/assessment-policy-for-taught-provision-policy/>, which takes precedence over the requirements set out in this document.

2. AWARDS

2(1) Credit Rating of an Award

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

2(2) Certificate of Higher Education (Science)

Certificate of Higher Education (Engineering)

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

2(3) Diploma of Higher Education (Science)

Diploma of Higher Education (Engineering)

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

2(4) BSc Un-named

BEng Un-named

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

2(5) BSc Named (refer to 2(8) & 2(10) below)

BEng Named (refer to 2(9) below)

TCA required: 360 credits with a minimum of 120 credits at Level 3 (SCQF level 9)

2(6) BSc with Honours

BEng with Honours

TCA required: 480 credits with a minimum of 120 credits at Level 3 (SCQ level 9) and a minimum of 90 credits at Level 4 (SCQF level 10)

2(7) MSci with Honours

MEng with Honours

MMath with Honours

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

2(8) List of Named BSc Degrees

- Anatomical Sciences
- Applied Computing
- Applied Computing: Games (with Dundee & Angus College)
- Applied Computing: Human Computer Interaction
- Applied Physics
- Business Management with Industrial Experience
- Computing Science
- Forensic Anthropology
- IT Management for Business with Industrial Experience
- IT Software Development with Management Experience
- Mathematics
- Mathematical Biology

- Physics
- Physics with Astrophysics
- Physics with Renewable Energy Science

2(9) List of Named BEng Degrees

- Biomedical Engineering
- Civil Engineering
- Civil Engineering with Industrial Experience
- Electronic Engineering
- Electronic Engineering and Physics
- Engineering, Design and Manufacturing with Industrial Experience
- Mechanical Engineering
- Mechanical Engineering with Renewables

2(10) List of Named MEng Degrees

- Civil Engineering
- Civil Engineering, Design and Management

2(11) List of Named MSci Degrees

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

2(12) List of Named MMath Degrees

- Mathematics

2(13) List of Mathematics Joint BSc Degrees

May be awarded (subject to timetable constraints) for completion of 120 credits at Level 3 in two permitted combinations (i.e. where a corresponding joint honours programme exists within the School) from the following list:

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

2(14) Studying Modules Outside the School

If permitted in your Degree Programme, attendance at modules offered outside the School and accrual of the corresponding credits will be accepted as equivalent to completion of School modules at the same Level. Unless required in your degree programme, you may normally gain no more than 40 credits at Levels 1 and 2 and no more than 60 credits at Level 3 from outside the School.

2(15) Minimum and Maximum Credits per academic session

The normal undergraduate student load is 120 credits for full time attendance.

Students are permitted to take in any one academic session:

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

3. DEGREE PROGRAMMES

3(1) Programme of Study

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

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

3(2) Essential Modules for Degree Programmes

(i) For each Degree Programme, the essential modules which must be taken at Levels 1 to 5 are listed in the Programme Guides which are available on the School My Dundee site. Where these essential modules total less than 120 credits at a given level and you are a full-time student, you must select additional modules to bring your total up to 120 credits, which constitutes the minimum workload in an academic year for a full-time student. Prerequisites for each essential module are also listed in the Programme Guides. The requirement for prerequisites for any module may only be waived by special permission of Programme Board and Associate Dean for Learning & Teaching.

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

3(3) Satisfactory Attendance

The University is committed to supporting students to complete their programmes of study and attain the best possible academic outcome. As part of this, it is important that student engagement with all aspects of their programme is encouraged and monitored so that any difficulties can be identified and supported. Please refer to the University Attendance Policy for further information <https://www.dundee.ac.uk/qf/documents/details/policy-on-attendance-monitoring.php>.

3(4) Mitigating Circumstances

It is your responsibility to report unforeseen and unavoidable circumstances that may have or have had a serious impact on your performance in assessment or examination in advance of the meeting of the Board of Examiners, by applying for Mitigating Circumstances. Mitigating Circumstances which are disclosed only after poor performance or failure in your degree examinations will not normally be considered as a reason for reconsidering your performance. Further guidance can be found at <http://www.dundee.ac.uk/governance/policies/mitigatingcircumstances/>

3(5) Module Assessment

For every module, the nature of the component assessments (e.g. coursework assignments, laboratory reports, class examinations, final examinations, etc) and the manner in which your performance in these counts towards your overall grade for the module will be contained in the Module Assessment Body on MyDundee. If there are any minimum requirements for each element of the module assessment, failure of these minimum requirements

3(6) Grading of Degree Examinations

For each module, the Board of Examiners will decide on your overall module grade according to the University marking scheme. (see Appendix 1 of Assessment Policy)

Literal Reporting Scale	Associated Aggregation Scale	Descriptor	Honours Class (where appropriate)
A1	23	Excellent	1 st
A2	22		
A3	21		
A4	20		
A5	19		
B1	18	Very Good	2(i)
B2	17		
B3	16		
C1	15	Good	2(ii)
C2	14		

C3	13		
D1	12	Sufficient	3 rd
D2	11		
D3	10		
MF1	9	Marginal Fail	
MF2	8		
MF3	7		
CF	5	Clear Fail	
BF	2	Bad Fail	
QF*	-		
**	0		

*QF indicates that a student has not met the conditions required to have obtained an overall pass. Any queries should be directed to the School.

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

3(7) Degree Examination Diets

- (i) Normally for any module, you may attend the Degree Examination Diets only within the same academic year that you attend the module.
- (ii) In Level 1 there is one examination diet at the end of Semester 2 and one resit diet after semester 2. In Levels 2 and 3 there are Degree Examination Diets at the end of each semester and one resit diet after semester 2. In Levels 4 and 5 there are Degree Examination Diets but no resit diet.
- (iii) Results given after the first diet in Semester 1 are provisional and will not be approved until after the Board of Examiners' meeting following the second diet of examinations.
- (iv) During Levels 1 to 3 you will be required to take the method(s) of assessment deemed appropriate by the module leader to redeem the failed component.
- (v) Only in the case where Mitigating Circumstances were recognised through the Mitigating Circumstances committee would a student be permitted to take an examination as a first attempt at the resit diet.
- (vi) Failure to attend any assessment/examination without Mitigating Circumstances may result in you not being permitted to sit the assessment/examination during the resit diet. Failure to achieve a grade of CF or above may result in you not being permitted to take an examination at the resit diet.
- (viii) For students entering Level 1 during or after in 2015/16 academic session, any pass achieved at the resit diet will be capped at 40% (D3).

3(8) Degree Assessment for Levels 1 – 3 of a Degree Programme

On achievement of an overall pass grade in a module full credits will you be awarded. Partial credits are not awarded for part completion of a module. In exceptional circumstances the Board of Examiners may at their discretion allow grades to be compensated or condoned, if permitted within the Professional, Statutory and Regulatory Bodies (PSRBs) requirements (see Appendix 2). In doing so, confirmation is given that the student has satisfied the requirements of the module(s).

3(9) Failure at a Resit Diet

If you fail a module or modules at the resit diet, and are not eligible for termination, you may be:

- (i) Permitted to re-attend the module(s) during the following academic year in agreement with your Adviser of Studies or
- (ii) Granted EDP status. In this situation approval of the Module Leader and satisfactory completion of the matriculation schedule are required in order to be enrolled on the module(s).

3(10) Results of Final Degree Assessments

(i) Cohort Matriculation pre September 2015

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

Degree	3 rd year %	4 th year %	5 th year %
All BEng Degrees	25%	75%	-
All MEng Degrees	15%	42.5%	42.5%
MSci Physics / Physics with Renewable Energy Science	33.3%	33.3%	33.3%
MSci Mathematical Biology / Mathematics & Physics / MMath	30%	30%	40%
BSc Single and Joint Honours Degrees*	50%	50%	-
BSc Anatomical Sciences / Forensic Anthropology (pre-September 2015)	30%	70%	

Upon completion of your final degree examinations/assessments at Level 4 or 5 you will be awarded one of the following degree classifications by the relevant Board of Examiners:

Pre September 2015

Title of Award	Honours Degree Classification
MSci or MEng or MMath with Honours	1 st , 2.1, 2.2
BSc or BEng with Honours	1 st , 2.1, 2.2, 3 rd
BSc or BEng	Unclassified

In addition to the overall mark average there is the requirement that your overall performance is taken into account as detailed below. This means that even if you get an average of over 70% (A5) but have one mark less than 50% (B3) you may not be eligible for a first class degree.

1st	grades at A5 or above in at least 50% of total assessment grades at B3 or above in at least 75% of total assessment grades at C3 or above in 100% of total assessment (i.e. average cannot be less than B1)
2/1	grades at B3 or above in at least 50% of total assessment grades at C3 or above in at least 75% of total assessment grades at D3 or above in 100% of total assessment (i.e. average cannot be less than C1)
2/2	grades at C3 or above in at least 50% of total assessment grades at D3 or above in at least 75% of total assessment (i.e. average cannot be less than D1)
3	grades at D3 or above in at least 75% of total assessment

(ii) Cohort Matriculation post September 2015 (detailed in new Assessment Policy)

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

Degree	3 rd year %	4 th year %	5 th year %
All BEng Degrees	40%	60%	-
All MEng Degrees	15%	42.5%	42.5%
MSci Physics / Physics with Renewable Energy Science	33.3%	33.3%	33.3%
MSci Mathematical Biology / Mathematics & Physics / MMath	30%	30%	40%
BSc Single and Joint Honours Degrees*	40%	60%	-

Upon completion of your final degree examinations/assessments at Level 4 or 5 you will be awarded one of the following degree classifications by the relevant Board of Examiners:

Title of Award	Honours Degree Classification
MSci or MEng or MMath with Honours	1 st , 2.1, 2.2
BSc or BEng with Honours	1 st , 2.1, 2.2, 3 rd
BSc or BEng	with distinction or merit (see 3.2 (4) & (5))

For general principles for Honours Classifications, please refer to Section 3.7 in the University of Dundee Assessment Policy.

For non-honours undergraduate degrees:

Please refer to Section 3.7 in the University of Dundee Assessment Policy

(i) The Degree may be awarded "with distinction" to candidates who have undertaken a programme of studies which consists of at least 120 credits at SHE level 3 in any one year (or over the duration of their programme in the case of part-time candidates) and who have achieved a mark of B3 or more in each of those level 3 modules.

(ii) The Degree may be awarded "with merit" to candidates who have undertaken a programme of studies which consists of at least 120 credits at SHE level 3 in any one year (or over the duration of their programme in the case of part-time candidates) and who have achieved a mark of C3 or more in each of those level 3 modules.

3(11) Failure in Final Degree Examinations at Level 4 and 5

The Board of Examiners may, at their discretion, and if permitted within the requirements of Professional Statutory and Regulatory Bodies (PSRBS (see Appendix 2)), award a degree in accordance with 3(6) by applying condonement or compensation to a failed module or modules (see 3.12 of Assessment Policy).

3(12) Failure at Level 5

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

3(13) Branches of Honours

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

4. DURATION OF STUDIES FOR AN AWARD

4(1) Advanced Entry

(i) If you have accredited prior learning you may be awarded credits in recognition of your prior learning <https://www.dundee.ac.uk/governance/policies/apl/>. The following table defines the maximum Total Accumulated Credit (TAC) you will be awarded on entry to a particular Level as a full-time student:

Advanced Entry to:	TCA awarded on entry:
Level 2	120 credits at Level 1
Level 3	120 credits at each of Levels 1 and 2

Level 4	120 credits at each of Levels 1, 2 and 3
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(ii) If your previous qualifications entitle you to accumulated credits other than multiples of 120, you may enter as a part-time student for your first year of attendance and take sufficient credits to bring your TCA up to 120, 240 or 360 credits if studying at Level 1, Level 2 or Level 3 respectively.

4(2) Minimum Requirements to Avoid Termination of Studies

(i) The minimum requirements for full-time students at the end of a given year of attendance are:

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

(ii) The minimum requirements for part-time students (half load for programme of study) at the end of a given year of attendance are:

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

Twelfth 600	Tenth 600	Eighth 600	Fourth 600
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(iii) Carrying Modules

From Level 1 to 2	Permitted to carry up to 40 credits, but not permitted to carry a Level 1 core or Pre-requisite for Level 2
From Level 2 to 3	Permitted to carry up to 40 credits, but not permitted to carry a Level 2 core or Pre-requisite for Level 3
From Level 3 to 4	Must pass all modules to progress
From Level 4 to 5	Must pass all modules to progress

(iv) If you fail to achieve the minimum standards shown in Regulation 4(2) you may be eligible to be terminated in your studies, in which event you will have the right to appeal to the School Termination of Studies (Appeals) Committee.

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

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

4(3) Progression into Level 4

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

4(4) Progression into Level 5

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

(ii) Progression from Level 4 to 5 may be allowed, at the discretion of the Board of Examiners, and if permitted within requirements of the Professional, Statutory and Regulatory Bodies (PSRBs) (see Appendix 2) by applying condonement to a failed module or taken at Level 4 see 3.12 of Assessment Policy).

4(5) Honours classification - Professional, Statutory and Regulatory Bodies (PSRBs)

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

4(6) Taking a Year Out

If you have passed all your Degree Examinations to date, you may, with the permission of the Associate Dean for Learning & Teaching and Programme Leader, take one academic year from your studies in order to enter appropriate employment or training. Extension of this absence beyond one academic year requires the permission of the Associate Dean for Learning & Teaching and Programme Leader. The year(s) of non-attendance will not be counted as a year(s) of attendance for the purpose of meeting progression requirements.

4(7) Discounted Year for Good Causes

If you are prevented from completing a programme of study at any level through Mitigating Circumstances, you may have the academic year discounted with the permission of the Associate Dean for Learning & Teaching and relevant Programme Leader. The discounted year will not be counted as a year of attendance for the purpose of meeting progression requirements.

4(8) Minimum Periods of Study in Academic Years for Full-time Students

Award	Level 1 Entry	Level 2 Entry	Level 3 Entry	Level 4 Entry
MSci/MEng/MMath with Honours	5(10)	4(8)	3(6)	2(4)
BSc/BEng with Honours	4(8)	3(6)	2(4)	1(2)
BSc/BEng without Honours (Named)	3(6)	2(4)	1(2)	n/a
BSc/BEng without Honours (Un-named)	3(6)	2(4)	1(2)	n/a
Dip HE Sci/Eng	2(4)	1(2)	n/a	n/a
Cert HE Sci/Eng	1(2)	n/a	n/a	n/a

(Part-time students in brackets)

5. TRANSFER BETWEEN PROGRAMMES

Transfers may be permitted between programmes (see Appendix 2). Students wishing to transfer should seek approval from the Programme Lead of the Programme they wish to transfer to.

6. SYLLABUS OF MODULES AND EXAMINATIONS

Indicative content, pre-requisite conditions and examination requirements for each module are stated in the set of module specifications and programme guides which can be accessed at the School of Science and Engineering My Dundee site.

7. CALCULATORS

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

8. ACADEMIC INTEGRITY

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

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

Further information can also be found in the School of Science and Engineering Student Guide to Academic Integrity.

Any Regulations not specifically set out in this document will be as laid out in the University of Dundee Regulations.

GATEWAY TO DENTISTRY AND MEDICINE PROGRAMME AND ASSESSMENT REGULATIONS

(Pre-Dental/A204 and Pre-Medical/A104)

General Conditions:

1. Before entering the Gateway to Dentistry or Gateway to Medicine Programme candidates must satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board, as published on the University website.
2. Every candidate, unless granted exemption under the terms of these Regulations, must undertake study in optional and/or compulsory modules outlined in the relevant programme specification and satisfy the examiners associated with these modules. The assessment requirements for each module are determined by the individual University of Dundee Schools offering the modules.

Recognition of prior learning and credit exemptions:

3. The Gateway programmes do not allow recognition of prior learning for exemption of credit. All students must complete all the requirements for each of the component modules and undertake all elements of assessment (including continuous assessment) for each module.

Individual Module Assessment Requirements:

4. Students must satisfy attendance requirements, assessment requirements and any other requirements of each module in their minimum 120 credit programme of study, as specified by the School(s) offering the module, to be eligible for consideration for progression to the Dentistry (BDS/A200) or Medicine (MBChB/A100) programmes as applicable (see 6. and 7. below)

Award of the Certificate of Higher Education (CertHE):

5. The award of Certificate of Higher Education in Life Sciences (for Dentistry or Medicine) requires satisfactory academic performance in the qualifying assessments for each module unless granted exemption or postponement by the Dean and/or the Board of Examiners. Satisfactory academic performance is defined as follows:

- a) An attendance of 85% or above at all timetabled classes
- b) An overall module grade average of D3 or above (the "pass" grade) for a minimum of 90 credits of study at a minimum of SCQF level 7 unless alternative requirements have been agreed by the Dean and/or the Board of Examiners. Students who pass a resit/retrieval of a previously failed module (i.e. attain a grade of D3 or above) will receive a capped grade of D3 for that module. The capped D3 grade will count towards the D3 average required for award of the CertHE

Progression onto the Dentistry (BDS/A200) or Medicine (MBChB/A100) Degree Programmes:

6. Students undertaking the Gateway to Dentistry programme (A204) are eligible for consideration for progression onto the 5-year Dentistry (BDS/A200) programme
7. Students undertaking the Gateway to Medicine programme (A104) are eligible for consideration for progression onto the 5-year Medicine (MBChB/A100) programme
8. Progression from the Gateway Programmes onto the Dentistry/Medicine Programmes requires satisfactory academic performance in the qualifying assessments during a single academic year unless granted exemption or postponement by the Dean and/or the Board of Examiners. Satisfactory academic performance is defined as follows:
 - a) An attendance of 85% or above at all timetabled classes
 - b) An overall module grade average of B3 or above for a minimum of 120 credits of study at a minimum of SCQF level 7. Students who pass a resit/retrieval of a previously failed module will receive a capped grade of D3 for that module. The capped D3 grade will count towards the B3 average required for progression
 - c) No professionalism (Fitness to Practice) concerns (see 11. below)

9. Progression from the Gateway Programmes to the Dentistry/Medicine Programmes also requires satisfactory performance in the Admissions Multiple Mini Interview (MMI) at the first (prior to Gateway) or second (during Gateway) attempt unless granted exemption or postponement by the Dean. Satisfactory performance in the MMI is defined as follows:

- Normally a score at least as high as the lowest score associated with an offer for direct entry to Dentistry (BDS/A200) or Medicine (MBChB/A100) in the same or previous admissions cycle

10. Progression from the Gateway Programmes to the Dentistry/Medicine Programmes also requires satisfactory performance in the UK Clinical Aptitude Test (UKCAT) at the first (prior to Gateway), second (during Gateway) or third (immediately following Gateway) attempt unless granted exemption or postponement by the Dean. Satisfactory performance in the UKCAT is defined as follows:

- Normally a score at least as high as the lowest score associated with an offer for direct entry to Dentistry (BDS/A200) or Medicine (MBChB/A100) in the same or previous admissions cycle

Assessment of Professionalism:

11. It is Dental/Medical School policy to routinely record lapses in the professional behaviour of undergraduate students. Students are informed of any lapses as soon as possible after they occur. Six Notional Lapses in Professionalism/Lapses in Professionalism points are normally the threshold for referral to the School Progress Committee/Fitness to Practice Committee and consideration of debarment from assessment. Debarment normally counts as examination/assessment failure and automatic failure to progress from the Gateway Programme onto the Dentistry/Medicine Programmes

Pass with Merit or Distinction:

12. The current University of Dundee Assessment Policy does not apply award classifications for sub-ordinary qualifications

Class Medal:

13. At the discretion of the Schools of Dentistry/Medicine and the Gateway Programmes Examination Board/External Examiner a class medal or alternative may be awarded annually

Mitigating Circumstances:

14. Where students consider themselves to have experienced circumstances beyond their control that have adversely affected their performance in, or ability to undertake, summative assessments they are referred to the University and School Policies on Mitigating Circumstances

Appeals:

15. Appeals are managed in accordance with the University's appeal procedures

Recognition of Prior Learning (RPL) for Students Progressing onto the BDS/A200 or MBChB/A100 Programmes:

16. Students who have satisfied all of the Gateway to Dentistry/Medicine Programmes progression requirements and have, in addition, passed (grade D3 or above) module MS10100 (Student Selected Component: minimum 10 credits at SCQF level 8), may be permitted exemption from repeating MS10100 (or equivalent) during the first year of the Dentistry/Medicine Programme where the SSC undertaken during the Gateway Programme is considered to be appropriate for RPL. In such circumstances the grade awarded for the module during the Gateway Programme will be carried forward, unless the student opts to undertake a second level 8 SSC in another subject area during the 1BDS or 1MBChB academic year. In the latter case the new grade will stand.

MA DEGREE PROGRAMMES REGULATIONS

- MA Degree Programmes and Other Awards

1. GENERAL

1(1) Entry

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

1(2) Advanced Entry

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

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

Any other qualifications you hold at Level 1 or above from other Higher Education Institutions may earn you the corresponding number of credits on the MA (at the discretion of the relevant School Manager).

1(3) Credit Rating of Degrees and other Awards

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

MA HONOURS:	
Single Honours	Minimum of 480 credits including 240 at Levels 3/4; at least 90 must be at Level 3 and 90 at Level 4. 180 credits at Levels 3/4 must be in one subject area.
Single Honours with Language a	Minimum of 480 credits including 240 at Levels 3/4; at least 90 must be at Level 3 and 90 at Level 4. At least 180 credits at Levels 3/4 must be in one subject area and normally 60 credits at Levels 3/4 must be in a Language, except for Single Honours Psychology with a Language where 30 credits at Levels 3/4 must be in a Language.
Joint Honours	Minimum of 480 credits including 240 at Levels 3/4; at least 90 must be at Level 3 and 90 at Level 4. All 240 credits at Levels 3/4 must be in the two named subject areas with no fewer than 90 (including 30 at Level 4) from any one subject area.
Joint Honours with Language a	Minimum of 480 credits including 240 at Levels 3/4; at least 90 must be at Level 3 and 90 at Level 4. At least 180 credits at Levels 3/4 must be in the two named subject areas, with no fewer than 90 (including 30 at Level 4) from any one subject area, and normally 60 credits at Levels 3/4 must be in a Language.
Liberal Arts Honours	Minimum of 480 credits, including 240 at SHE Levels 3 & 4; at least 90 must be at Level 4; study must range across at least three subject areas in Levels 3 & 4; no more than 120 credits may be taken in any single subject area.

MA:	
Named Degree	Minimum of 360 credits including 90 at Level 3 in one subject area.
Un-named Degree	Minimum of 360 credits including a minimum of 60 credits at Level 3.
Liberal Arts	Minimum of 360 credits including 120 at Level 3 in at least three subject areas.

OTHER AWARDS	
Dip.HE (Arts and Social Sciences)	Minimum of 240 credits including a minimum of 90 at Level 2.
Cert.HE (Arts and Social Sciences)	Minimum of 120 credits at Level 1.

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

Qualification	Without Advanced Entry	Advanced Entry to Year 2	Advanced Entry to Year 3
MA with Honours	four	three	two
MA	three	two	one
Dip HE A & SS	two	one	n/a
Cert HE A & SS	one	n/a	n/a

1(5) Degree Programmes MA and MA (Hons)

The following Degree Programmes are offered:

Single Honours:

Business Economics with Marketing
Economics
English
Environmental Sustainability*
European Philosophy
European Politics

European Studies
Financial Economics
Geography
Geopolitics*
History
International Business
International Business with Marketing*

Liberal Arts
Philosophy
Politics
Town and Regional Planning*
Psychology
Scottish Historical Studies

(All Single Honours degrees are available with a Language (French, German or Spanish) unless starred).

Joint Honours:

Business Economics with Marketing and European Studies*
Business Economics with Marketing and Geography*
Business Economics with Marketing and History*
Business Economics with Marketing and Mathematics*
Business Economics with Marketing and Politics*
Business Economics with Marketing and Psychology*
Economics and History*

Economics and International Relations*
 Economics and Politics*
 English and Creative Writing
 English and European Languages*

 English and Film
 English and History
 English and Mathematics*
 English and Philosophy
 English and Politics
 English and Psychology*
 Environmental Science and Geography*
 Environmental Sustainability and Geography*
 European Studies and Economics*
 European Studies and English
 European Studies and European Languages*

 European Studies and Geography*
 European Studies and History
 European Studies and International Relations
 European Studies and Philosophy
 European Studies and Psychology*
 Geography and Economics*
 Geography and History*
 Geography and Planning*
 Geography and Politics*
 Geography and Psychology*
 History and European Languages*

 History and Film Studies

 History and International Relations
 History and Philosophy
 History and Politics
 History and Psychology*
 International Business and Finance*
 International Business and Environmental Sustainability*
 International Business and International Relations*
 International Relations and European Languages*

 International Relations and Philosophy
 International Relations and Politics
 Philosophy and European Languages*

 Philosophy and Film Studies

 Philosophy and Politics
 Philosophy and Psychology*
 Politics and European Languages*

Politics and Psychology*
 (All Joint Honours degrees are available with a Language (French, German or Spanish) unless starred).

1(6) Compulsory Modules for Degree Programmes

For some Degree Programmes there are compulsory modules at each Level. These are detailed in the Programme Specifications attached to these Regulations. Where these compulsory modules total less than 120 credits, additional module(s) must be selected to bring the total up to 120 credits, which constitutes the full workload in an academic year for a full-time student. The compulsory modules are the same for MA and MA (Honours) Degrees at Levels 1 and 2.

1(7) Modules within the MA

The modules available in the MA Degree Programme and the module descriptors are listed in the Catalogue of Modules. Some combinations of modules otherwise permitted by the Regulations, may, nevertheless, be rendered impossible by timetable constraints in a particular year.

1(8) Programme of Study

If you are registered as a Full Time student you will normally take 120 credits in each academic session. In particular, you will normally be expected in both First and Second Year to take three modules in Semester 1 and three in Semester 2.

First Year

You will normally take 6 modules at Level 1, from a number of subject areas, amounting to 120 credits. You must have gained at least 80 credits in order to progress into Second Year. Additionally, you must have met the pathway requirements for at least one degree programme to remain on track for a named degree. Note that in some subject areas there are compulsory module requirements that determine progression.

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

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

Second Year

You will normally take 6 modules at Level 1 or Level 2, from a number of subject areas, amounting to 120 credits. At least 80 credits should be at Level 2. You must have gained a total of at least 200 credits, of which 80 must normally be at Level 2, in order to progress into Third Year. Additionally, you must have met the pathway requirements for at least one degree programme to remain on track for a named degree. Note that in some subject areas there are compulsory module requirements that determine progression.

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

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

Third Year

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

You must have obtained at least 360 credits (including at least 80 at Level 2 and 120 at Level 3) to be eligible for progression into Honours. Additionally, you must normally have met the pathway requirements for at least one degree programme to remain on the Honours track. Note that in some subject areas there are compulsory module requirements that determine progression.

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

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

Honours Year

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

1(9) Termination of Studies

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

1(10) Studying Modules outside the MA Degree Programme

With the agreement of your Adviser, attendance at modules outside the MA Degree Programme is permissible and the credits obtained will be accepted as equivalent to completion of MA Degree Programme modules. You may normally gain no more than 40 credits at Level 1 and 40 credits at Level 2 in this way.

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

1(11) Taking a Year Out

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

2. ASSESSMENT

2(1) Form of Module Assessments

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

2(2) Grading of Module Assessments

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

Literal Scale	Reporting	Associated Scale	Aggregation	Descriptor	Honours Class (where appropriate)
A1		23		Excellent	1 st
A2		22			
A3		21			
A4		20			
A5		19			
B1		18		Very Good	2(i)
B2		17			
B3		16			
C1		15		Good	2(ii)
C2		14			
C3		13			
D1		12		Sufficient	3rd
D2		11			
D3		10			

MF1	9	Marginal Fail	
MF2	8		
MF3	7		
CF	5	Clear Fail	
BF	2	Bad Fail	
*QF	-	Qualified Fail	
**	0		

* QF indicates that a student has not met the conditions required to have obtained an overall pass. Any queries should be directed to the School concerned.

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

2(3) Eligibility to take Degree Examinations

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

2(4) Degree Examination Diets

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

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

(iii) There are no resit examinations for modules taken in your final Honours year (4th Year)

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

(v) Your Honours Classification will be based on all modules that comprise the 240 credits at Level 3 and Level 4. For all modules not passed at the first sitting, the module mark will be capped at D3 unless approved by the relevant School Mitigating Circumstances Committee.

2(5) Results of Final Degree Examinations

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

Title of Award	Honours Degree Classification
MA with Honours	I, II.1, II.2, III
MA	With or Without Distinction

If a student elects to complete additional modules at Levels 3/4 as part of their Honours degree programme, a module or modules equivalent to the extra credits will be discounted for degree classification purposes.

2(6) Failure to Complete Degree Examinations

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

2(7) Failure at Resit Diet

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

DEGREE OF BACHELOR OF LAWS (LLB) PROGRAMME REGULATIONS

THE DEGREE

- 1(1) The Degree of Bachelor of Laws (LLB) may be conferred with or without Honours.
- 1(2) The Degree with Honours may be taken as Single Honours, or as Joint Honours with a degree programme taught within the University.
- 1(3) The Degree with Honours is awarded in the following grades: First Class, Upper Second Class, Lower Second Class, Third Class, or Unclassified.
- 1(4) The Degree without Honours may be awarded 'with Distinction' or 'with Merit' to those who have displayed exceptional merit in their assessments, in accordance with the University's Assessment Policy; a modified rule applies for the accelerated degree (see reg.5(3)).

REQUIREMENTS FOR THE DEGREE

- 2(1) In order to be awarded the LLB, you must (unless falling within one of the cases covered by Regulation 3, 4, 5 or 6):
- a. pass the core modules for your programme in accordance with the Schedule of Modules which is part of the Programme Specification.
 - b. either:
 - i. attend the University for not less than four academic years and pass subjects listed in the Schedule which bear 480 or more credits in total, including at least 120 at SHE stage 4 (in which case, your degree will be an Honours Degree); or,
 - ii. attend the University for not less than three academic years and pass subjects listed in the Schedule which bear 360 or more (but less than 480) credits in total, including at least 120 at SHE stage 3 or above (in which case, your degree will be a Degree without Honours).

Note: Students on the three-year English Law programmes are deemed on entry to have been in attendance for one academic year and to have passed 120 credits at SHE stage 1.

- 2(2) Your degree will be named in accordance with the various programmes within the LLB, as detailed in the Programme Specifications.
- 2(3) If you fulfil the requirements of paragraph (1)(b)(i) of this Regulation by taking modules in other disciplines contributing to degree programmes offered in the University and that bear 120 credits at SHE stage 3 and/or SHE stage 4, your degree will be a Joint Honours Degree in Law and the subject area of that degree programme.
- 2(4) If you are taking a three-year English Law programme and undertake a full-year ERASMUS or equivalent exchange in accordance with Regulation 4 (with the consequence that you are on a four-year programme), your degree will be an Honours degree 'in English Law and European Legal Studies'.
- 2(5) Unless you are taking a Joint Honours Degree under paragraph (3) of this Regulation, the total number of credits required by paragraph (1)(b) may not include more than 120 obtained by passing, or obtaining exemption from, any module from other degree programmes.

APPROVED COURSE OF STUDY AND ASSESSMENT

- 3(1) At or before the commencement of each session your proposed course of study for that semester must be notified to the School Office and approved. Any subsequent change to the course of study must also be

notified and approved in this way. Your Adviser of Studies can give approval for non-standard courses of study and should be consulted in all cases.

3(2) If you are seeking to take an Honours Degree, before you take any SHE stage 4 module, you must have passed or obtained exemption from modules bearing 120 credits or more at each of SHE stages 1, 2 and 3.

3(3) Unless permitted under Regulations 4, 5, or 6, or with the prior consent of the Dean of the School of Social Sciences or his/her nominee, your approved course of study in any academic year must not include modules bearing more than 150 credits in total (and no more than 120 credits in total at SHE stage 3 or at SHE stage 4) and will normally comprise the following: -

a. in your first year of study, 120 credits from modules at SHE stage 1 listed as core in the Programme Specification for the programme you are taking;

b. in your second year of study, 120 credits at least 80 of which are from modules at SHE stage 2, and which include those SHE stage 2 modules listed as core in the Programme Specification for the programme you are taking;

c. in your third year of study, 120 credits from modules at SHE stage 3, including any listed as core in the Programme Specification for the programme you are taking;

d. in your fourth year of study (if any), 120 credits from modules at SHE stage 4, and including any listed as core in the Programme Specification for the programme you are taking.

3(4) You may not include any module in your course of study more than two weeks after the work of that class has commenced, unless with the consent of the Dean of the School of Social Sciences or his/her nominee.

3(5) If you are dissatisfied with any decisions about your course of study, you may appeal to the Dean of the School.

3(6) Unless explicitly notified otherwise, all matters relating to assessment are governed by the application of the University's Assessment Policy for Taught Provision.

STUDY ABROAD PROGRAMMES

4(1) You may spend either one or two semesters in a University other than Dundee ('the host University') under a Study Abroad programme approved by the University (e.g. under the Erasmus or Global Student Exchange schemes).

4(2) If you do so: -

a. your course of study for that semester or semesters must, before the semester or semesters commence and subject to the host University's requirements, be approved, and any change to it thereafter must be approved, by the Erasmus/Study Abroad Co-ordinator;

b. if your course of study is so approved, during that semester or semesters you will be deemed, taking account of the host University's credit system, to have obtained as many credits, and at whatever SHE stages, as the Co-ordinator, subject to confirmation by the Dean of the School of Social Sciences or his/her nominee, certifies;

c. you will be considered to have been attending the University during that semester or semesters;

and

d. in accordance with the University's Assessment Policy for Taught Provision, marks obtained abroad will not count towards the classification of the degree with Honours.

ACCELERATED (GRADUATE CONVERSION) DEGREES

5(1) If you have already graduated from a University in the United Kingdom, or from any other institution recognised for this purpose by the University, you may be exempted by the Dean of the School of Social Sciences or his/her nominee from Regulation 2(1)(b) and (4).

5(2) If exempted under the preceding paragraph, instead of fulfilling Regulation 2(1)(b) and (4), you must either

a. attend the University for not less than three academic years and pass modules listed in the Schedule which bear 360 or more credits in total, including at least 120 at SHE stage 4 (in which case your degree will be an Honours degree); or

b. attend the University for not less than two academic years and pass modules listed in the Schedule which bear 270 or more credits in total, including at least 120 at SHE stage 2 and 30 at SHE stage 3 (in which case your degree will be a degree without Honours).

5(3) The degree without Honours may be awarded with Distinction or Merit in accordance with the following rules:

a. For the award of Distinction, you must have attained grades of at least A5 or above for at least 50% of the modules taken plus an overall average of B1 or better.

b. For the award of Merit, you must have attained grades of at least B3 or above for at least 50% of the modules taken plus an overall average of C1 or better.

c. You will not be eligible for an award with Merit or Distinction where there are failed modules that have been compensated or condoned, or retrieved through resubmissions or resits, unless there are documented extenuating circumstances that have been considered and approved by the relevant Mitigating Circumstances Committee.

RECOGNITION OF PRIOR LEARNING

6(1) If you are not exempted under Regulation 5, but fulfil the requirement in paragraph (2) of this Regulation, the Dean of the School of Social Sciences or his/her nominee:

a. may exempt you from passing a SHE stage 1 or SHE stage 2 module or modules listed in the relevant Programme Specification bearing a total of not more than 120 credits, and if so;

b. may substitute for the period of duration of study in Regulation 2(1)(b) the period of three academic years for an Honours degree or two years for a degree without Honours, as appropriate.

6(2) The requirement for exemption under paragraph (1) of this Regulation is that you have passed a similar module or modules at the same or a higher level for another degree in a University in the United Kingdom, or in any other institution recognised for this purpose by the School (whether or not that module or modules has or have counted for graduation in that other degree), and the School shall determine the number and level of credits borne by such module or modules, taking account of such relevant information concerning that University or other institution as is made available to it.

6(3) In order to determine whether to exempt you under this Regulation, the School may require you to undergo assessment in the module from which exemption is sought, and in such case, the module shall have the number and SHE stage of credits borne by the most similar module in the Programme Specification.

REPEATING MODULES

7(1) If you do not pass a module or modules in your course of study in any academic year, you are entitled to include such module or modules in your course of study for the following year.

7(2) If you are entitled to take a module by virtue of paragraph (1) of this Regulation, you must undertake the form of assessment specified for such students, normally sitting the final examination, without the need to submit coursework.

7(3) You will not be required to attend classes in such a module unless you: -

a. were excused from attending classes in that module under this provision in the previous academic year (whether or not you did in fact attend those classes); or

b. were excluded from any part of the assessment for that module in the previous academic year under Regulation 8(3); or

c. are required to attend classes in that module as a condition of being permitted (whether by the School of Social Sciences under Regulation 10(5) or, on appeal under Regulation 10(6), by the Senatus) to continue your studies despite failing to fulfil the requirements of Regulation 10(1).

7(4) If you have graduated but failed to pass a module or modules required to proceed to the next stage of professional qualification in any part of the United Kingdom:

a. you are deemed to fall within paragraph (1) of this Regulation, and any restrictions contained within paragraph (2) which are relevant apply to you, and;

b. you need not matriculate, provided you lodge an examination schedule at the prescribed time and pay the prescribed fees.

ASSESSMENTS

8(1) In each academic year, there shall be a form of 'resit' assessment for modules at SHE stage 1 to 3 but, module to Regulation 9(4)(b), not for modules at SHE stage 4.

8(2) You may not attempt any assessment in any module unless the relevant module was included in your course of study for that semester.

8(3) If your attendance at the classes for any module, or performance in the work for any of those classes, has not been satisfactory, the Dean of the School of Social Sciences or his/her nominee may notify the Examinations Office that you are not permitted to attempt any assessment, or further assessment for that module.

BOARD OF EXAMINERS

9(1) The examiners for all modules in the Programme Specification taken in that academic year by any student shall constitute the Board of Examiners.

9(2) The Convenor of the Board shall be a member of the Board appointed by the Dean of the School of Social Sciences or his/her nominee.

9(3) The Board, taking all relevant circumstances into account, and acting on the recommendations of the relevant Mitigating Circumstances Committee, operating under the University's Assessment Policy for Taught Provision, shall:

- a. decide the final mark for each student in each module, and
- b. decide whether that student has passed that module, and
- c. in the case of a student seeking a degree with Honours, determine, on the basis of the results in those modules taken at SHE stage 3 and SHE stage 4, the class of Honours to be awarded (provided always that it only takes account of SHE stage 4 modules taken in the academic year in which the Board is meeting, and those modules at SHE stage 3 taken in the immediately preceding year).

9(4) In the case of a student prevented by illness or other sufficient cause from beginning or completing the assessment for SHE stage 4 modules, the Board may determine either:

- a. to award a degree (in which case, it shall recommend a class of Honours, an unclassified Honours Degree, or a Degree without Honours), or
- b. that the student should undertake further assessment at a time which the Board decides (in which case, it shall recommend that the student undertake such assessment as s/he did not begin or complete, or all the assessments for that module).

TERMINATION OF STUDIES

10(1) The progression requirements for the LLB are that you pass, or obtain exemption from, at least the following: -

- a. four of the six compulsory SHE stage 1 modules before the first anniversary of the relevant date;
- b. modules (including all the compulsory SHE stage 1 modules) bearing 200 or more credits in total before the second anniversary of the relevant date;
- c. modules (including all the compulsory modules) bearing 300 or more credits in total before the third anniversary of the relevant date;
- d. modules (including all the compulsory modules) bearing credits sufficient to obtain a Degree without Honours before the fourth anniversary of the relevant date;
- e. modules (including all the compulsory modules) bearing credits sufficient to obtain an Honours Degree before the fifth anniversary of the relevant date.

10(2) The 'relevant date' is the date of first matriculation for the degree (subject to the position for the three-year English Law programme, as noted at reg.2(1)).

10(3) If your period of study has been reduced under Regulation 5 or Regulation 6(1)(b), then paragraph (1)(c) of this Regulation shall not apply, and the periods in paragraphs (1)(d) and (e) shall be three years and four years respectively.

10(4) If during any academic year either you were not a matriculated student in the School, or you withdrew from the course of study because of illness or other sufficient cause, the School may decide to discount that academic year for the purposes of paragraph (1) of this Regulation, but may impose such conditions as it thinks fit upon that decision, and these conditions may exempt you from the effects of paragraph (1) of this Regulation.

10(5) If you do not fulfil the requirements of paragraph (1) of this Regulation (as modified by paragraph (3) if appropriate), the School may terminate your studies, but may permit you to continue upon such conditions as it thinks fit, and these conditions may exempt you from the effects of paragraph (1) of this Regulation.

10(6) If you have been required to discontinue your studies under this Regulation, you may appeal to the Senatus.

DIPLOMA AND CERTIFICATE IN HIGHER EDUCATION

11(1) If you withdraw from the LLB or have your studies terminated before fulfilling the requirements of Regulation 2(1), but have attended the University for not less than two years, and have passed modules bearing at least 240 credits, including the core modules at SHE stages 1 and 2 as set out in the Programme Specification, before the third anniversary of your first matriculation for the degree, you may be awarded the Diploma in Higher Education (Law).

11(2) If you withdraw from the LLB or have your studies terminated before fulfilling the requirements of Regulation 2(1), or those of paragraph (1) of this Regulation, but have attended the University for not less than one year, and have passed all the core modules at SHE stage 1 set out in the Programme specification before the first anniversary of your first matriculation for the degree, you may be awarded the Certificate in Higher Education (Law).

11(3) No academic year which has been discounted under Regulations 4, 5 or 10 may be counted for the purpose of this Regulation, nor may any module for which exemption has been granted under Regulation 5.

DEGREE OF BACHELOR OF LAWS - LLB (LAW WITH LANGUAGES)

THE DEGREES

1(1) The Degree of Bachelor of Laws with French, Bachelor of Laws with German and Bachelor of Laws with Spanish may be conferred with or without Honours.

1(2) The Degree with Honours is awarded in the following grades: First Class, Upper Second Class, Lower Second Class, Third Class, or Unclassified.

1(3) The Degree without Honours may be awarded 'with Distinction' or 'with Merit' to those who have displayed exceptional merit in their examinations, in accordance with the University's Assessment Policy.

REQUIREMENTS FOR THE DEGREE

2(1) In order to be awarded the Degree, you must (unless falling within one of the cases covered by Regulations 4, or 5):

a. pass the core modules for your programme in accordance with the Schedule of Modules which is part of the Programme Specification.

b. either:

i. attend the University for not less than four academic years and pass modules listed in the Schedule which bear 520 or more credits in total, including at least 135 at SHE stage 4 (in which case, your degree will be an Honours degree); or

ii. attend the University for not less than three academic years and pass modules listed in the Schedule which bear 385 or more (but less than 520) credits in total, including at least 105 at SHE stage 3 (in which case, your degree will be a degree without Honours).

Note: Students on the three-year English Law programmes are deemed on entry to have been in attendance for one academic year and to have passed 120 credits at SHE stage 1.

2(2) If you are taking a three-year English Law programme and undertake a full-year ERASMUS or equivalent exchange in accordance with Regulation 4 (with the consequence that you are on a four-year programme), your degree will be an Honours degree with the relevant language 'and European Legal Studies'.

2(3) The total number of credits required by paragraph (1)(b) of this Regulation may not include more than 40 credits obtained by passing, or obtaining exemption from, any module from other degree programmes.

2(4) Credits borne by modules referred to in paragraph (1)(a) of this Regulation count towards the credit totals required by paragraph (1)(b), and for the purposes of paragraph (2)(b)(ii) any Level 4 module shall be treated as a Level 3 module.

APPROVED COURSE OF STUDY

3(1) At or before the commencement of each semester, your proposed course of study for that semester must be notified to the School Office and approved. Any subsequent change to the course of study must also be notified and approved in this way. Your Adviser of Studies can give approval for non-standard courses of study and should be consulted in all cases.

3(2) If you are seeking to take an Honours degree, before you take any SHE stage 4 module, you must:

a. have passed or obtained exemption from modules bearing 140 credits at SHE stage 1, modules bearing 120 credits at SHE stage 2, and passed examination or obtained exemption from modules bearing 125 credits at SHE stage 3.

3(3) Unless otherwise permitted under Regulations 4, 5 or 6, or with the prior consent of the Dean of the School of Social Sciences or his/her nominee and the Teaching Co-ordinator for Languages, your approved course of study in each year must include modules bearing in total not more than 140 credits, and will normally include the following:

a. in your first year of study, 140 credits comprising either List A or List B in the Schedule;

b. in your second year of study, 120 credits at least 80 of which are from modules at Level 2, and which include those Level 2 modules listed in the Schedule as compulsory;

c. in your third year of study, 125 credits, at least 105 of which are from modules at Level 3 and, unless you spend the year in another University on an ERASMUS exchange under Regulation 4, which include those Level 3 modules listed in the Schedule as compulsory;

d. in your fourth year of study (if any), 135 credits from modules at Level 4, and including those modules listed in the Schedule as compulsory.

3(4) You may not include any module in your course of study more than two weeks after the work of that class has commenced, unless with the consent of the Dean of the School of Social Sciences or his/her nominee.

3(5) If you are dissatisfied with any decisions about your course of study, you may appeal to the Dean of the School, who shall consult the Teaching Co-ordinator for Languages before deciding the appeal.

Study Abroad Programmes

4(1) You may spend either one or two semesters in a University other than Dundee (the 'host University') on a Study Abroad programme approved by the University (e.g. under the Erasmus programme).

4(2) If you do so: -

a. your course of study for that semester or semesters must, before the year commences and subject to the host University's requirements, be approved, and any change to it thereafter must be approved, by the Erasmus/Study Abroad Co-ordinator, in consultation with the Teaching Co-ordinator for Languages;

b. if your course of study is so approved, during that semester or semesters you will be deemed, taking account of the host University's credit system, to have obtained as many credits, and at whatever SHE stages, as the Co-ordinator, subject to confirmation by the Dean of the School of Social Sciences or his/her nominee, certifies;

c. you will be considered to have been attending the University during that semester or semesters; and

d. in accordance with the University's Assessment Policy for Taught Provision, marks obtained abroad will not count towards the classification of the degree with Honours.

e. you will be assessed in Applied French 3, Applied German 3 or Applied Spanish 3 (whichever is appropriate) by in a way that takes account of your experience abroad.

RECOGNITION OF PRIOR LEARNING

5(1) If you are not exempted under Regulation 5, but fulfil the requirement in paragraph (2) of this Regulation, the Dean of the School of Social Sciences or his/her nominee:

may exempt you from passing a SHE stage 1 or SHE stage 2 module or modules listed in the relevant Programme Specification bearing a total of not more than 120 credits, and if so;

may substitute for the period of duration of study in Regulation 2(1)(b) the period of three academic years for an Honours degree or two years for a degree without Honours, as appropriate.

5(2) The requirement for exemption under paragraph (1) of this Regulation is that you have passed a similar module or modules at the same or a higher level for another degree in a University in the United Kingdom, or in any other institution recognised for this purpose by the School (whether or not that module or modules has or have counted for graduation in that other degree), and the School shall determine the number and level of credits borne by such module or modules, taking account of such relevant information concerning that University or other institution as is made available to it.

5(3) In order to determine whether to exempt you under this Regulation, the School may require you to undergo assessment in the module from which exemption is sought, and in such case, the module shall have the number and SHE stage of credits borne by the most similar module in the Programme Specification.

Repeating modules

6(1) If you do not pass a module or modules in your course of study in any academic year, you are entitled to include such module or modules in your course of study for the following year.

6(2) If you are entitled to take a module by virtue of paragraph (1) of this Regulation, you must undergo assessment, which may be the same form of assessment as is usually used for that module, or another form approved by the School Board, but may not need to attend classes in it unless you: -

a. were excused from attending classes in that module under this provision in the previous academic year (whether or not you did in fact take those classes); or

b. were excluded from any part of the assessment for that module in the previous academic year under Regulation 7(3); or

c. are required to attend classes in that module as a condition of being permitted (whether by the School of Social Sciences under Regulation 9(5) or, on appeal under Regulation 9(6), by the Senatus) to continue your studies despite failing to fulfil the requirements of Regulation 9(1).

6(3) If you have graduated but failed to pass a module or modules required to proceed to the next stage of professional qualification in any part of the United Kingdom: -

a. you are deemed to fall within paragraph (1) of this Regulation, and any restrictions contained in paragraph (2) which are relevant apply to you, and;

b. you need not matriculate, provided you lodge an examination schedule or equivalent document at the prescribed time and pay the prescribed fees.

ASSESSMENT

7(1) In each academic year, there shall be a form of 'resit' assessment for modules at SHE stages 1 to 3 but, subject to Regulation 8(4)(b), not for modules at SHE stage 4.

7(2) You may not attempt any assessment in any module unless the relevant module was included in your course of study for that semester.

7(3) If your attendance at the classes for any module, or performance in the work for any of those classes, has not been satisfactory, the Dean of the School of Social Science or his/her nominee may notify the Examinations Office that you are not permitted to attempt any assessment, or further assessment, for that module.

BOARDS OF EXAMINERS

8(1) The examiners for all modules in the Programme Specification taken in that academic year by any student shall constitute the Board of Examiners.

8(2) The Convenor of the Board of Examiners shall be a member of the Board appointed by the School of Law.

8(3) The Board of Examiners, taking all relevant circumstances into account, shall:

a. decide the final grade for each student in each module, and

b. decide whether that student has passed that module, and

c. in the case of a student seeking a degree with Honours, recommend to the Senatus, on the basis of the results in the courses taken at SHE stage 3 and stage 4, the class of Honours to be awarded (provided always that it only takes account of SHE stage 4 modules taken in the academic year in which the Board is meeting, and those modules at SHE stage 3 taken in the year immediately preceding that year).

8(4) In the case of a student prevented by illness or by other sufficient cause from beginning or completing the assessment for SHE stage 4 modules, the Board of Examiners may recommend to the Senatus either: -

a. the award of a degree (in which case it shall recommend a class of Honours, an unclassified Honours Degree, or a Degree without Honours), or

b. that the student undertake further assessment which shall be at a time which the Board decides (in which case, it shall recommend that the student undertake such assessment as s/he did not begin or complete, or all the assessments for that module).

TERMINATION OF STUDIES

9(1) The progression requirements for the degree are that you pass, or obtain exemption from, at least the following: -

a. Applied French 1, Applied German 1 or Applied Spanish 1 (whichever is relevant), and in all cases, any three of the other core modules at SHE stage 1, before the first anniversary of the relevant date;

b. modules (including all the compulsory SHE stage 1 modules, and Applied French 2, Applied German 2 or Applied Spanish 2, whichever is relevant) bearing 220 or more credits in total before the second anniversary of the relevant date;

c. modules (including all the compulsory SHE stage 1 and stage 2 modules and Applied French 3, Applied German 3 or Applied Spanish 3, whichever is relevant) bearing 340 credits in total before the third anniversary of the relevant date;

d. modules (including all compulsory modules) bearing credits sufficient to obtain a degree without Honours before the fourth anniversary of the relevant date; or

e. (if applicable) modules (including all the compulsory modules) bearing credits sufficient to obtain an Honours degree before the fifth anniversary of the relevant date.

9(2) The 'relevant date' is the date of first matriculation for the degree (subject to the position for the three-year English Law programme, as noted at reg.2(1)).

9(3) If your period of study has been reduced under Regulation 5, then paragraph (1)(c) of this Regulation shall not apply and the periods in paragraph (1)(d) and (e) of this Regulation shall be three years and four years respectively.

9(4) If during any academic year either you were not a matriculated student in the School, or you withdrew from the course of study because of illness or other sufficient cause, the School may decide to discount that academic year for the purposes of paragraph (1) of this Regulation, but may impose such conditions as it thinks fit upon that decision, and these conditions may exempt you from the effects of paragraph (1) of this Regulation.

9(5) If you do not fulfil the requirements of paragraph (1) of this Regulations (as modified by paragraph (3) if appropriate) the School may terminate your studies, but may permit you to continue upon such condition as it thinks fit, and these conditions may exempt you from the effects of paragraph (1) of this Regulation.

9(6) If you have been required to discontinue your studies under this Regulation, you may appeal to Senatus.

DIPLOMA AND CERTIFICATE IN HIGHER EDUCATION

10(1) If you withdraw from the degree before fulfilling the requirements of Regulation 2, but have attended the University for not less than two years, and have passed modules bearing at least 260 credits, including the core modules at SHE stage 1 and stage 2, and Applied French 1, Applied German 1 or Applied Spanish 1 in the Schedule, before the second anniversary of your first matriculation for the degree, Senatus may, on the recommendation of the School of Law, you may be awarded the Diploma in Higher Education (Law with Languages).

10(2) If you withdraw from the Degree before fulfilling the requirements of Regulation 2, or those of paragraph (1) of this Regulation, but have attended the University for not less than one year, and have passed all the core modules at SHE stage 1, before the first anniversary of your first matriculation for the degree, you may be awarded the Certificate in Higher Education (Law with Languages).

10(3) No year which has been discounted under Regulation 5 or 9 may be counted for the purpose of this Regulation, nor may any subject for which exemption has been granted under Regulation 5.

MBChB PROGRAMME REGULATIONS

- Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB)

The regulations described here relate to the undergraduate programme in the School of Medicine, i.e. the degree of MBChB. Students accepted onto the joint MBChB/MSc programme should refer to the relevant higher degree regulations. The MBChB regulations are additional to, and should be read in conjunction with, the University of Dundee, Senate Regulations, which apply to all undergraduate programmes, unless otherwise stated.

Every undergraduate student in the School of Medicine must comply with these regulations. Regulations are reviewed every academic year and pertain to the current year of study. In exceptional circumstances a concession to allow relaxation of a specific regulation may be granted by the Dean of Medicine or his/her nominee.

Students are also directed to:

- The appropriate **Course Handbook** for detailed structure of their programme
- The **Study Guides** for information on timetable, formative assessment
- The Medical School Charter

GENERAL

1. The Degrees of Bachelor of Medicine and Bachelor of Surgery may only be awarded conjointly.
2. The Degrees may be awarded without qualification or '*with Honours*' or '*with Commendation*' on the recommendation of the MBChB Examining Board:

Outstanding performance in individual parts of the course may, at the discretion of the Board, be entered in the published examination results as '*with Distinction*'.

A student who achieves '*with Distinction*' at the end of each year will be automatically awarded the Degrees '*with Honours*'. Other students may be considered by the MBChB Examining Board for the award of '*with Honours*' or '*with Commendation*' at their discretion.

3. Every candidate for the Degrees must attend in the University during not less than three academic years (six semesters), unless exceptional permission is granted by the School of Medicine and the conditions set are fulfilled.
4. The curriculum for the Degrees may consist of two courses of study, the Premedical Course or Foundation course and the Medical Course. Most applicants will be admitted directly into the Medical Course.
5. The Premedical, Foundation and Gateway programmes shall extend over a period of one academic year (two semesters) and the Medical Course over a period of five academic years. Years 1-5 of the Medical Course all extend beyond the length of the standard University academic year varying in length from 30 weeks to 44 weeks. Details are promulgated annually.
6. In special circumstances students may be permitted to interrupt studies or repeat a year of study because of for example ill-health, service or sporting commitments or an episode of academic failure. Only in highly exceptional circumstances will students be permitted more than two such years of interrupted progress, whether taken consecutively or at intervals throughout the programme. Students will not be permitted to repeat more than one year of the programme following academic failure. Approved study for an intercalated degree does not constitute interrupted progress.
7. Except where exemptions have been granted under the terms of these Regulations, a candidate will be examined on the contents of the two courses in accordance with the School's approved assessment procedures.

THE PREMEDICAL COURSE AND THE GATEWAY COURSE REGULATIONS

8. Before entering the course, candidates must satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board, as published in the University Prospectus.

9. Every candidate unless granted exemption under the terms of these Regulations, must undertake study in subjects outlined in the relevant programme specification and satisfy the examiners in these modules.

10. Progression from the Pre-Medical Course to the Medical Course requires satisfactory academic performance at the first diet (May/June) of the qualifying examinations unless granted exemption or postponement by the Dean or Head of Division of Undergraduate Medical Education. Resit examinations (August/September) are not considered unless by prior agreement of the Dean or Head of Division of Undergraduate Medical Education.

11. Satisfactory performance requires a) an average of B3 or above unless alternative requirements have been agreed by the Dean or Head of Division of Undergraduate Medical Education and b) satisfactory performance in the MMI being demonstrated prior to or during the Premedical or Gateway Course.

FOUNDATION TO MEDICINE COURSE

12. Before entering the course, candidates must satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board.

13. Every candidate unless granted exemption under the terms of these Regulations, must undertake study in subjects outlined in the relevant programme specification and satisfy the examiners in these modules.

14. Progression from the Foundation Course to the Medical Course requires satisfactory academic performance at the first diet (May/June) of the qualifying examinations unless granted exemption or postponement by the Dean or Head of Division of Undergraduate Medical Education. Resit examinations (August/September) are not considered unless by prior agreement of the Dean or Head of Division of Undergraduate Medical Education.

15. Satisfactory performance requires a) an average of B3 or above unless alternative requirements have been agreed by the Dean, b) satisfactory performance in the MMI, c) final score of 13 in the English language modules and d) score of over 2400 in the UKCAT test prior to, or during, the Foundation Course.

THE MEDICAL COURSE

Before entering the course, candidates must either (a) successfully complete the pre-medical Course or (b) satisfy the general entrance requirements of the University and any additional conditions deemed necessary by the School Board, as published in the University Prospectus.

16. Subject to any exemptions granted under the terms of these Regulations, a candidate who has been accepted for entry to the Medical Course shall normally be expected to pursue the course for not less than five academic years.

17. Students will be required to comply with the detailed requirements of the curriculum and must pass all the requisite assessments meeting the standard set for summative examinations (including portfolio examinations) in order to progress to the next year of study.

ATTENDANCE AT CLASSES, EXAMINATIONS AND SUBMISSION OF COURSEWORK

18. Students are expected to attend all the classes and clinical teaching sessions appropriate to their course. Students must inform the Medical School Undergraduate Office immediately if they are unable to attend any part of the Medical Course or assessment. In case of illness they must produce a self-certificate for any period of absence. If a period of absence due to illness is more than five working days they must provide a certificate from their doctor (In addition, students must inform the Year Convenor).

Any student who was absent from any assessment procedure and has failed to provide the School with sufficient evidence of mitigating circumstances will be deemed to have failed that assessment.

If absence is requested on account of a personal issue the appropriate request form must be completed and absence taken only when approval is confirmed by the Medical School Undergraduate Office. Failure to comply fully with the guidelines set out in this regulation will result in the student being marked absent.

Absences from required teaching activities are recorded. If attendance drops below 85%, students will normally be debarred from the examinations.

Where an entire system or ward block has been missed due to explained absence, specific arrangements may be required to compensate.

Absence from a student selected component could result in failure of the SSC, consequent failure of the overall year-end assessment and a bar to progression to the next stage of the course.

19. If there are circumstances which are likely to affect performance in examinations such as unexpected exacerbation of chronic illness, or severe illness, a significant personal or family crisis, or unforeseeable or unpreventable events which a student wishes the School to consider then a mitigating circumstances application form must be completed by the deadline set each year by the school. The mitigating circumstances guidelines provide further information about declaring mitigating circumstances (<https://mbchb.dundee.ac.uk/policies-and-regulations/>).

20. Unless approval has been obtained for health or other mitigating circumstances, any candidate who fails to submit the Year course work (Portfolio/Record of Clinical Experience and any other set tasks) by the due date or complete course work satisfactorily may be debarred from the degree examinations and will be deemed to have failed the academic year.

STUDENT SELECTED COMPONENTS

21. Students are required to participate in the SSC selection process, either by selecting SSCs from the menu of organised SSCs, or by submitting a self-proposed SSC (SPSSC). Students who ignore the SSC selection process will be allocated to SSCs.

Self-proposed SSCs (SPSSCs) must be approved in advance by the SSC Convenor. Where appropriate, e.g. for study overseas, the proposal must be discussed in detail before approval may be granted. Upon completion of the SPSSC it is the personal responsibility of the student to ensure that the assessment form is returned to the Medical School Undergraduate Office in a timely manner, normally within two weeks of the completion of the SPSSC. Failure to meet this deadline may result in the student being awarded a fail mark and consequently not progressing to the following year.

22. Students whose attendance at, or engagement with, an SSC is judged by their SSC supervisor to be insufficient to permit satisfactory completion will be deemed to have failed their SSC. If allowed, students will be required to self-propose a replacement SPSSC of the same duration to be completed at a suitable time agreed with the School, usually over the summer vacation. This must be completed to a satisfactory standard in order to permit progression to the next year. If a student is absent from a summative SSC (years 1, 2, 3 & 4) due to exceptional personal circumstances, students must follow the mitigating circumstances application process and grading of the incomplete SSC may be deferred.

23. Students are required to complete and pass the requisite SSC elements of each year of study. If a student's coursework for an SSC is assessed as below an acceptable standard, then subsequent coursework must be submitted to an acceptable standard before the student may be permitted to progress to the next year.

ASSESSMENT AND PROGRESS

24. Students' skills, knowledge and professionalism are assessed against the outcomes set by the GMC in the Promoting Excellence document (<http://www.gmc-uk.org/education/standards.asp>). Details of these outcomes can also be found in the MBChB course handbook. Professionalism is continually assessed and where lapses in professionalism (LIP) occur, 'LIP' points may be awarded. Accumulation of LIP points may lead to enhanced supervision, with the expectation that students will reflect on behaviour and demonstrate insight and subsequent improvement in professionalism. Failure to engage with the system or failure to show improvement may result in debarment from the exams and/or fitness to practise proceedings.

25. A candidate shall be assessed at such times and by such means as the Board of the School of Medicine may from time to time determine. Core summative assessments may include written, online, clinical, practical and portfolio elements. Students will be required to meet the standard required in each assessment to progress to the next stage of the programme.

Details of the assessment programme are published in the course information.

26. During all academic years students will be required to resit only the component of the examination in which he/she is incomplete. The exception to this is when the next resit

opportunity is greater than six months from the initial assessment date. In order to ensure that both clinical and academic knowledge are of a high enough level to proceed in the programme, candidates in this situation will be required to re-sit all assessment components at the next available opportunity. The facility to resit

components of the assessment will be offered according to the Resit Diet timetable for each year group. All students who fail the examinations at the resit will be referred to the Academic Review Committee (Termination of Studies).

27. A student who successfully completes the initial three years of the Medical Course and passes all necessary assessments will be eligible for an exit award of BSc (Medical Studies).

28. A student who successfully completes the initial four years of the Medical Course and passes all necessary assessments including the first part of the final MBChB examination will be eligible for an exit award of BSc (Medical Studies) with Honours (unclassified).

29. A candidate shall be eligible for the award of the Degree of MBChB after satisfying the examiners in the Final Examinations for MBChB.

TERMINATION OF STUDIES

30. A candidate who has unsatisfactory attendance at classes, including student selected components, or who has otherwise failed to perform required work or submit the necessary assessment report with reasonable diligence in the case of SPSSCs, may be deemed to have failed to complete satisfactorily that part of the course and as a consequence be debarred from the respective examination diet.

31. A candidate who has not, by the end of a Year of the course, successfully completed all the assessments may be required to discontinue studies by the School of Medicine Academic Review Committee, subject to a right of appeal to the University Senate, or be permitted to continue under such conditions as the Board of the School of Medicine may prescribe.

FITNESS TO PRACTISE

32. In the undergraduate curriculum, outcomes including attitude, ethical stance and professionalism are a part of the core curriculum and satisfactory standards must be achieved as part of the academic assessment process. Additional factors, which could affect the fitness of an individual to practise medicine, are not included in the academic assessment process. Such factors include criminal conviction, psychiatric illness, disabling physical illness, drug dependency or the development of an infectious illness that may put patients at risk.

For such eventualities the School of Medicine has a formally constituted Fitness to Practise Committee which operates under separate Regulations. The Committee may also be involved if there is a genuine doubt about any aspects of a student's professionalism, attitude and ethical stance or to investigate substantial (not anonymous) allegations made about a particular student's conduct. Findings of the Fitness to Practise Committee may be:

- No further action
- Student receives a formal warning about misconduct
- Student fitness to practise is judged to be impaired and they receive a sanction – conditions or undertakings, suspension from medical studies for a specific period, prevention from graduating or termination of medical studies.

33. In the case of a student whose conduct, clinical ability, knowledge or health gives rise to concerns that patient safety or the student's personal well-being could be compromised, the Dean of Medicine, following consultation with relevant clinical staff, may temporarily debar the student from all or any work on the course. As soon as circumstances permit, the student may either be reinstated or be subject to procedures in accordance with the Fitness to Practise Regulations.

SUSPENSION OF STUDIES

34. A student may be permitted to withdraw temporarily from the Medical Course due to unforeseen health or personal circumstances with the permission of the Year Convenor in discussion with the Dean or Head of Division of Undergraduate Medical Education. Formal evidence such as a medical certificate may be required as appropriate.

35. Where the reason for the withdrawal is health-related a return to the course will require a medical report that confirms not only that they are fit to return to studies but that the issue has been resolved satisfactorily. Particular study may be prescribed on their return to enable them to resume the course.

36. A student who has been temporarily withdrawn from the course for a period of greater than one academic year will normally be required after consideration by the Support and Progress Committee, on return

to enter an earlier year of the programme, even if this year(s) has previously been successfully completed.

DEGREE OF BACHELOR OF MEDICAL (BMSC) REGULATIONS

The regulations described here relate to the Degree of Bachelor of Medical (BMSc). The BMSc regulations are additional to, and should be read in conjunction with, the University of Dundee, Senate Regulations, which apply to all undergraduate programmes, unless otherwise stated.

Students are also directed to;

- The appropriate course handbook for detailed course content
- The study guides for information on timetable and assessment

[1] The Degree of Bachelor of Medical Science may be conferred as an Honours Degree or without classification.

[2] There shall be three grades of Honours, to be called First, Second and Third Class. The Second Class shall be divided into an upper and lower division.

[3] Every candidate for the Degree, unless granted a concession or exemption under these Regulations must attend in the University, or another University approved by the School Board, during not less than nine academic months, courses of instruction in subjects prescribed in these Regulations, and must pass the Degree examinations similarly prescribed.

[4] Before being admitted to any course for the Honours Degree of Bachelor of Medical Science, a candidate must, depending on their background, fulfil either item (A) or item (B):

[A] (i) have completed successfully the First 3 Years Professional Examinations for the Degree of MBChB in the University or completed an agreed number of years at another medical school; (ii) satisfy the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and (iii) have the permission of the Dean of School of Medicine or their nominee.

[B] (i) have completed successfully the First and Second Professional Examinations for the Degree of BDS in the University or the equivalent; (ii) satisfy the respective Course Leader(s) in consultation with the Head(s) of the Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and (iii) have the permission of the Dean (or their nominee) of Dentistry.

[5] A candidate for the Honours Degree shall be required to pursue, for at least two semesters and to the satisfaction of the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned, a course of advanced study, hereinafter referred to as the Honours Year, in one or more of the subjects listed in the Schedule to these Regulations provided below.

[6] Subject to the approval of the School Board a candidate who has been registered as a dental or medical student of the University of Dundee for at least two and three years respectively, may pursue the studies for the Honours degree in another university or institution with the permission of the of the Dean of School of Medicine or Dean of the Dentistry (or his/her nominee respectively).

ASSESSMENT

[7] A candidate shall be required to complete successfully the examinations described in Regulation 10.

[8] Before being admitted to the written and oral parts of the Degree examination a candidate must have duly performed the work of the Honours year.

[9] Degree examinations in all BMSc Honours courses shall be held during the academic year and at a time that is specified by the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned over the two semesters; the entire examination may be attempted at a single period of examination.

[10] In those BMSc Honours course where the Degree examination is used this may consist of: (a) written examination, (b) oral examination, (c) assessment of the work of a candidate either by practical examination or by such other means, which may include a dissertation and viva, as the respective Course Leader(s) in consultation with the Head(s) of Departments/Divisions/Centres concerned may determine.

[11] A candidate whose results in examination do not, in the opinion of the examiners, justify the award of Honours may, if the examiners so recommend, be awarded the Degree of BSc without classification.

[12] A candidate, prevented by illness or other sufficient cause, from beginning or completing the Honours Degree examination may, if the examiners so recommend: (a) be awarded Honours within one of the classes described in Regulation 2 above, or (b) be awarded unclassified Honours, or (c) be awarded the Degree without classification, or (d) be permitted to apply to the School Board for permission to take the examination at a later diet of examination. Any student who was absent from any assessment procedure and has failed to provide the school with sufficient evidence of mitigating circumstances will be deemed to have failed that assessment.

[13] The list of candidates from each course who have successfully completed the Honours Degree examination must be signed by not less than three examiners of whom at least one shall be an external examiner.

WITHDRAWAL & PROGRESSION

[14] Students may withdraw from the Intercolated BSc programme after consulting with the Dean of the School of Medicine or Dean of Dentistry (or his/her nominee respectively) without this affecting their return to their respective medical or dental degrees

[15] Students, who do not complete the requirements to be awarded the Intercolated BSc Honours Degree, are still allowed to return to their respective medical or dental degrees;

ATTENDANCE

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

SCHEDULE

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

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

PRE-REGISTRATION PROGRAMME REGULATIONS

- Bachelor of Science (Nursing)
- Bachelor of Science (Hons) Nursing
- Master of Science Nursing

(Note: the powers and duties conferred upon the Senatus Academicus under these regulations have been delegated to the School Board of Nursing and Health Sciences. Unless otherwise stated, reference to School Board means the School Board of Nursing and Health Sciences.

ADMISSION

1 Before entering a programme of study for the Bachelor of Science (Nursing), a candidate shall have at least 12 years of general education, shall satisfy the entrance requirements specified by the School Board and any additional conditions deemed necessary by the School Board.

1.1 Before entering a programme of study for the Bachelor of Science (Hons) Nursing, a candidate shall be required to demonstrate learning at least equivalent to 120 SCQF credits at level 7, which would meet the requirement for entry into Year 2 of a University of Dundee programme. This will be managed through the School's APL process. *

1.2 Before entering a programme of study for the MSc Nursing, a candidate shall be required to possess a first degree.

1.3 There will be no opportunity for students to step up. That is, to move from the Ordinary degree to the Honours degree or from Honours to Masters degree. This is due to the different entry tariffs that apply to each route.

DURATION OF STUDY

2 Having matriculated for the Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing or the MSc Nursing, a candidate's programme of study shall be pursued in consecutive academic years except with the special permission of the Senatus Academicus.

2.1 All candidates must complete the Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing or the MSc Nursing programme within 5 years of the initial matriculation date.

2.2 A candidate for the Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing or the MSc Nursing must:

- (i) attend the University during not less than three academic years
- (ii) undertake all modules prescribed in the programme schedule and
- (iii) pass all the assessments similarly prescribed.

ATTENDANCE AND PERFORMANCE

3 A matriculated student whose attendance, conduct and work in any class or placement in any academic year has been unsatisfactory shall not be entitled to proceed to the assessment for that subject.

3.1 A candidate who for any cause is absent from any class or placement for a period in excess of that specified in the programme handbook may be required to discontinue studies for the Degree.

CURRICULUM

4. The programme shall normally consist of 36 months study and a candidate will specialise in one of the following fields of nursing: Adult, Mental Health or Child Nursing.

4.1 Each year of the programme of study for the Bachelor of Science Nursing, Bachelor of Science (Hons) Nursing or the MSc Nursing shall consist of two semesters of 22/23 weeks duration.

4.2 Programmes of study (modules) leading to the award of the Bachelor of Science (Nursing) are offered at three levels: Scottish Credit and Qualification Framework (SCQF) levels 7, 8 and 9.

4.2.1 Programmes of study (modules) leading to the award of the Bachelor of Science (Hons) Nursing are offered at four levels: Scottish Credit and Qualification Framework (SCQF) levels 7, 8, 9 and 10.

4.2.2 Programmes of study (modules) leading to the award of the MSc Nursing Degree are offered at four levels: Scottish Credit and Qualification Framework (SCQF) levels 7, 8, 9 and 11.

4.3 Year one of the Bachelor of Science (Nursing) programme consists of four 20 point modules, one 30 point module and one 10 point module at SCQF level 7. Year two consists of four 20 point modules, one 30 point module and one 10 point module at SCQF level 8. Year three consists of three 30 point modules, one 20 point module and one 10 point module at SCQF level 9, giving a total of 360 credits.

4.3.1 Year one of the Bachelor of Science (Hons) Nursing programme consists of one 30 point module at level 7, four 20 point modules, and one 10 point at level 8. Year two consists of one 30 point module and one 20 point module at level 8; three 20 point modules and one 10 point module at level 9. Year three consists of one 20 point module at level 9, three 30 point modules and one 10 point module at level 10; and 120 points at level 7 will have been APL'd giving a total of 480 credits.

4.3.2 Year one of the MSc Nursing programme consists of one 30 point module at level 7, four 20 point modules at level 8 and one 30 point module at level 11. Year two consists of one 30 point module and one 20 point module at level 8, and three 20 point modules at level 9. Year three consists of one 20 point module at level 9 and one 60 point module and two 30 point modules at level 11 giving a total of 390 credits.

ASSESSMENT

5 The method of examining the performance of candidates shall be such as may be determined by the examiners, approved by the School Board and published in the programme handbook.

5.1 In order to complete the requirements for the award of Bachelor of Science (Nursing), Bachelor of Science (Hons) Nursing and MSc Nursing, candidates must satisfy the examiners in all elements of the assessment for the award.

BOARD OF EXAMINERS

6 The Board of Examiners shall be such of the academic staff giving instruction in subjects qualifying for the Degree as the School Board shall determine and such external examiners as may be appointed from time to time by the University Court.

PROGRESS AND TERMINATION OF STUDIES

7.1 Each candidate must pass all the assessments required in each year of the programme before being admitted to the subsequent year. Progression from level 7 to 8 and level 8 to 9, from level 9 to 10 and/or level 11, is dependent upon successful completion of all modules at the preceding level. In line with NMC regulations, progression points have been established at the end of each academic year. Students are required to have successfully completed all the outcomes within the progression point period, or exceptionally, within 12 weeks of entering the next academic level.

7.2 The Degree may be awarded "*with distinction*" to candidates who have completed 120 credits at level 9 in any one year of full-time study and who have achieved a grade of B3 or better in each of those level 9 modules

at 1st attempt. The Degree may be awarded '*with merit*' to candidates who have completed 120 credits at level 9 in any one year of full-time study and who have achieved a grade of C3 or better in each of those level 9 modules at 1st attempt.*

7.2.1 The Honours Degree classification that will apply is as follows:

Honours Class	Minimum Criteria for Award
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1st Candidates must pass 100% of total assessment and obtain:

- Grades at A3 or above in at least 50% of all graded assessment
- Grades at B3 or above in at least 75% of all graded assessment
- Grades at C3 or above in 100% of all graded assessment

2(i) Candidates must pass 100% of total assessment and obtain:

- Grades at B3 or above in at least 50% of all graded assessment
- Grades of C3 or above in at least 75% of all graded assessment
- Grades of D3 or above in 100% of all graded assessment

2(ii) Candidates must pass 100% of total assessment and obtain:

- Grades at C3 or above in at least 50% of all graded assessment
- Grades of D3 or above in at least 75% of all graded assessment

3 Candidates must pass 100% of total assessment and obtain:

- Grades of D3 or above in 100% of all graded assessment

7.2.2 The Masters Degree may be awarded "*with distinction*" to candidates who have achieved a grade of at least A5 or above for at least 50% of the assessed work (ie 90 credits of a 180 credit programme) plus an overall average of B1 or better. The Masters Degree may be awarded '*with merit*' to candidates who have achieved a grade of B3 or above for at least 50% of the assessed work (ie 90 credits of a 180 credit programme) plus an overall average of C1 or better.

7.3 A candidate who fails to satisfy the examiners in any item of assessment will normally be given **one** further opportunity for re-assessment

7.4 Mitigation should be presented where a candidate is experiencing personal difficulties which they consider may affect academic or practice performance. Any candidate presenting mitigating circumstances must do so using the prescribed form and before submitting an assessment piece or taking an examination. Mitigation must normally be presented with supporting evidence.

7.5 A candidate who fails to satisfy the examiners following re-assessment will have their studies terminated.

7.6 Candidates whose studies are terminated and have accrued sufficient points at the prescribed level and have satisfied all other assessment requirements as prescribed in the programme handbook may be submitted for the award of Certificate or Diploma of Higher Education in Health Studies as detailed in the programme handbook.

7.7 A candidate whose studies have been terminated under Regulation 3, Regulation 5 or Regulation 7 may appeal to the Senatus for leave to continue studies.

7.8 A candidate whose appeal against termination of studies is successful may continue studies subject to such conditions as the Associate Dean Learning and Teaching or Head of Undergraduate Studies may determine.

SYLLABUS OF PROGRAMMES AND EXAMINATIONS

8 The form and content of the modules, assessments and examinations for the Bachelor of Science (Nursing) shall be as prescribed by Senatus from time to time and as prescribed in the programme handbook.

8.1 The form and content of the modules, assessments and examinations for the Bachelor of Science (Hons) Nursing shall be as prescribed by Senatus from time to time and as prescribed in the programme handbook.

8.2 The form and content of the modules, assessments and examinations for the MSc Nursing shall be as prescribed by Senatus from time to time and as prescribed in the programme handbook.

STEP DOWN ARRANGEMENTS

9 Step down may be an appropriate course of action for a variety of reasons but is most likely to occur as a consequence of student choice and/or academic failure at the higher level.

9.1 Honours Programme

1 Modules and credits awarded to each module are the same in Years 1 and 2 therefore, there will be an opportunity for students to 'step down' at any point in each of these two years.

2 At the end of year 2 it is recommended a review of performance is conducted with the student to establish that they are suitable to progress to year 3 at this level.

3 The final opportunity for 'step down' will be at the Field Module 5, after which the structure changes with the introduction of the Honours Project making 'step down' inappropriate.

4 Exit awards for students who leave before the end of the programme will be as follows:

All theory and practice completed in year 1 Certificate in Health Studies

All theory and practice completed for year 1 and 2 Diploma in Health Studies

9.2 Masters Programme

1 As above at 1 and 2 with the exception of the CASP module which accrues a different number of credits and therefore the following is recommended:

Year 1 -if a student performs poorly or fails CASP, they are offered the opportunity to take the Academic Skills and Knowledge (ASK) module at either level 7 or level 8 and 'step down' to the appropriate level.

2 Students will have the opportunity to 'step down' only once during the programme.

3 The final opportunity for 'step down' will be at the Field Module 5, after which the structure changes with the introduction of the Masters Project/Dissertation.

4 Exit awards for students who leave before the end of the programme will be as follows:

All theory and practice completed in year 1 Certificate in Health Studies

All theory and practice completed for year 1 and 2 Diploma in Health Studies

FITNESS TO PRACTISE

10 Outcomes including attitude, ethical stance, communication skills and professionalism are part of the core curriculum and satisfactory standards must be achieved as part of the academic assessment process.

10.1 Additional factors which could affect the fitness of a candidate to practice nursing are not included in the academic assessment process. Such factors include criminal conviction, psychiatric illness, disabling physical illness, drug dependency or the development during the programme of an infectious illness that may put patients at risk.

10.2 For such eventualities the School has formally constituted a Fitness to Practise Committee to review and determine any candidate's Fitness to Practise.

10.3 The Fitness to Practise Committee may also be called to determine if there is a genuine doubt about any aspects of a candidate's professionalism, attitude, and ethical stance or to investigate substantive (non anonymous) allegations made about a particular candidate's conduct.

10.4 A finding by the Fitness to Practise Committee that any outcome is unsatisfactory will have an effect equal to failing an academic assessment.

10.5 This may result in a determination that the candidate has failed the programme and/or is required to repeat any element of the programme as the School Board may decide.

Note *

Where a candidate has mitigation substantiated by appropriate documentary evidence, the Board of Examiners may use discretion in considering whether a distinction or merit award is made.

POST-REGISTRATION PROGRAMME REGULATIONS

- Bachelor of Science Nursing
- Bachelor of Science Midwifery
- Bachelor of Science Health Sciences

The powers and duties conferred upon the Senatus Academicus have been delegated to the School of Nursing and Health Sciences.

Unless otherwise indicated, reference to School Board means the School Board of Nursing and Health Sciences.

1.1 GENERAL

1.1.1 All awards will be made on the basis of the accumulation of SCOTCAT/SCQF (Level9) credits*. The Bachelor of Science Nursing (BScN)/Bachelor of Science Midwifery (BScM) degree each require 120 SCQF credits at level 9. Students entering Bachelor of Science Health Sciences (BSchS) degree have to demonstrate that they have achieved Higher National Diploma (HND) qualification or equivalent.

1.1.2 Each award must include successful completion of all the modules and other assessed work required for the award and as specified in the programme specification.

1.1.3 A candidate must undertake a course of instruction approved by the School Board of Nursing and Health Sciences comprised of subjects listed from time to time in the syllabus of modules for the programme.

1.1.4 Candidates will normally be expected to register for the full Bachelor Degree.

1.1.5 Students will only be allowed to take one module or double module on a stand alone basis, after which if they wish to continue with their studies, they must register for a full programme. For the stand alone module to be counted towards the degree, it must have been completed within the previous five years. In the case of students who would have otherwise required the full 120 credits for the award and who have one stand alone module accredited towards their degree, they will normally have two and a half years from the point of entry to complete their studies. Where students have failed and been previously discontinued from a stand-alone module and thereafter enter the Degree programme, this fail will not be carried forward; however, they will not be allowed to re-take the failed module.

If a student already possesses a nursing, midwifery or health sciences degree they may undertake an unlimited number of modules on a stand-alone basis. Students will only receive module credit for these and will not be eligible for a further award unless they wish to register for a different programme than that already gained.

1.2 ADMISSION

1.2.1 Candidates entering a course of study referred to in these regulations will normally have accumulated 240 SCOTCAT/SCQF* points including 120 at level 7 and 120 at level 8. For the BSc Health Sciences degree students should have a relevant HND qualification (or equivalent).

1.2.2 BSc Nursing and BSc Midwifery entrants must be registered with the Nursing and Midwifery Council or the equivalent professional regulatory body overseas. Entrants to the BSc Health Sciences programme must be able to apply their degree studies to their role.

1.2.3 Candidates whose first language is not English are required to successfully complete an IELTS test to demonstrate their proficiency in the English language at the start of the programme. The minimum overall band score is 6.5, with no less than 6.0 in each of the listening, speaking, reading and writing categories.

1.2.4 Every candidate will be required to matriculate as a student of the University and pay all outstanding fees before graduating.

Note

As the entry level to these programmes of study is SCQF* level 9, candidates who have successfully completed pre-registration courses at pre-diploma level and have not undertaken any other post registration modules may have a deficit of ScotCAT points at SCQF level 8. This will be dealt with as an RPL issue.

1.3 DURATION OF STUDY

1.3.1 A candidate may complete the course of study for an award on a part time or full time basis. Part time students may only take one module per semester and full time students will take two modules per semester.

1.3.2 Candidates studying full time will normally complete the award within one academic year. Where the minimum points required for completion of the award is the accumulation of 60 SCOTCAT/SCQF points*, a candidate may complete the award over one semester.

1.3.3 Nursing and Midwifery students who have gained their DipHE at the University of Dundee within the last five years will be required to undertake 60 credits.

1.3.4 All other students will be required to undertake 120 credits unless they have taken a stand alone module at level 9 within the last five years or can submit evidence of RPL gained within the last five years for credit towards their degree.

1.3.5 The maximum periods of study for candidates studying full or part time will be three years. In exceptional circumstances, and with sufficient cause, the period of study may be extended by up to one additional year with the approval of the School Board on the recommendation of the Board of Examiners. Students may also temporarily withdraw for a period of up to 12 months.

1.4 CURRICULUM BACHELOR OF SCIENCE NURSING/MIDWIFERY/HEALTH SCIENCES

1.4.1 The course of study for each of the awards is made up of the modules listed in the schedule to these regulations.

1.4.2 (i) All students must complete the core module, Introduction to Research-based Practice. With the exception of this module, any module may make up the award.

(ii) Each candidate's choice of modules must be approved by the Post Registration Programme Lead or a Deputy.

(iii) Modules may be withdrawn, amended or supplemented with the approval of the School Board.

(iv) Attendance at other SCQF modules in the University and passes in the corresponding assessments may be accepted by the Dean of the School of Nursing and Health Sciences as equivalent to the optional modules offered in the School of Nursing and Health Sciences.

1.5 ASSESSMENT

1.5.1 Assessment of the work of the programme shall be such as required by the Board of Examiners and specified in the Student Handbook.

1.5.2 A candidate may also be examined orally on the work of the course if the Board of Examiners consider such an examination necessary.

1.5.3 In order to complete the requirements for an award, a candidate must satisfy the Board of Examiners in all elements of the assessment for that award.

1.5.4 Where students double fail an option module, they may undertake another (option) module once. Candidates who double fail the core module will not have an option and will not be eligible to continue their studies and will exit the programme.

1.5.5 Students double failing two option modules will not be eligible to continue their studies and will exit the programme.

1.6 PROGRESSION

1.6.1 All modules are summatively assessed. Candidates are required to pass every element or combination of elements of each summative assessment. Candidates will normally be given one opportunity to retrieve any failed assessment.

1.6.2 The Degree may be awarded "*with distinction*" to candidates who have completed 120 credits at level 9 and who have achieved a grade of B3 or better in each of those level 9 modules at 1st attempt. The Degree may be awarded '*with merit*' to candidates who have completed 120 credits at level 9 and who have achieved a grade of C3 or better in each of those level 9 modules at 1st attempt.**

1.6.3 Any candidate who has failed an assessment following the retrieval attempt will be referred to the Board of Examiners and may be required to discontinue studies from the programme.

1.6.4 All such candidates referred to at 1.6.3 will be notified that their studies are terminated unless there is due cause for a review under the Post graduate Appeals procedure and this must be based on one of the following:

(a) extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or

(b) procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred, or

(c) prejudice, bias or inadequate

1.7 BOARD OF EXAMINERS

1.7.1 The Board of Examiners shall consist of the academic staff giving instruction in the subjects of the programme together with an external examiner or examiners appointed by the Court on the recommendation of the Senatus Academicus as advised by the School Board in consultation with the Post Registration Programme Manager and Head of Division.

Note:

* or the equivalent CAT/ECT level and credit tariff.

** Where a candidate has mitigation substantiated by appropriate documentary evidence, the Board of Examiners may use discretion in considering whether a distinction or merit award is made.

POST-REGISTRATION PROGRAMME REGULATIONS

- Bachelor of Science Nursing and Health

The powers and duties conferred upon the Senatus Academicus have been delegated to the School of Nursing and Health Sciences.

Unless otherwise indicated, reference to School Board means the School Board of Nursing and Health Sciences.

1.1 GENERAL

1.1.1 All awards will be made on the basis of the accumulation of SCOTCAT/SCQF (Level9) credits*. The Bachelor of Science Nursing and Health (BScN&H) degree requires 120 SCQF credits at level 9.

1.1.2 Each award must include successful completion of all the modules and other assessed work required for the award and as specified in the programme specification.

1.1.3 A candidate must undertake a course of instruction approved by the School Board of Nursing and Health Sciences comprised of subjects listed from time to time in the syllabus of modules for the programme.

1.1.4 Candidates will normally be expected to register for the full Bachelor Degree.

1.2 ADMISSION

1.2.1 Registered nurses in Singapore with a valid practicing certificate (full and conditional registration only) from Singapore Nursing Board.

1.2.2 Currently in nursing practice.

1.2.3 Candidates whose first language is not English are required to successfully complete an IELTS test to demonstrate their proficiency in the English language at the start of the programme. The minimum overall band score is 6.5, with no less than 6.0 in each of the listening, speaking, reading and writing categories.

1.2.4 Every candidate will be required to matriculate as a student of the University and pay all outstanding fees before graduating.

Note

The total credit requirement for the award is SCQF 360 credits but students can gain credit for up to 240 SCQF credits through completion of a programme leading to professional registration as a nurse*.

1.3 DURATION OF STUDY

1.3.1 A candidate may complete the course of study for the award on a part time or full time basis.

1.3.2 The minimum period of study is 24 months and the maximum period of study is 36 months.

1.3.5 In exceptional circumstances, and with sufficient cause, the period of study may be extended by up to one additional year with the approval of the School Board on the recommendation of the Board of Examiners.

1.4 CURRICULUM BACHELOR OF SCIENCE NURSING AND HEALTH

1.4.1 The course of study for the award is made up of the modules listed in paragraphs 1.4.2 (i) and (ii) below.

1.4.2 (i) All students must complete the essential modules; Learning and Teaching for Practice, Health and Physical Assessment, Understanding Research and Statistics and Healthcare Ethics and Law.

(ii) The core modules that make up the award are Contemporary Practice and Palliative Care and Managing the Complexities of Older People's Healthcare.

(iii) Modules published in the School's portfolio of distance learning modules may be taken as alternatives in the event of double failure of the core modules specified at 1.4.2 (ii) subject to the conditions outlined at paragraph 1.5.4

1.5 ASSESSMENT

1.5.1 Assessment of the work of the programme shall be such as required by the Board of Examiners and specified in the Student Handbook.

1.5.2 A candidate may also be examined orally on the work of the course if the Board of Examiners consider such an examination necessary.

1.5.3 In order to complete the requirements for the award, a candidate must satisfy the Board of Examiners in all elements of the assessment for the award.

1.5.4 Where a student double fails a core module, they may**either retake that module in its entirety or undertake other (alternative) modules approved by the Programme Lead, up to a maximum of 30 credits. Candidates who double fail the essential modules will not have an option of the alternative modules but may be allowed to retake the essential module in its entirety**. Otherwise they will not be eligible to continue their studies and will exit the programme.

1.5.5 Students double failing more than two core modules will not be eligible to continue their studies and will exit the programme.

1.5.6 Students who are allowed to retake a module or take an alternative module will be charged a full fee for that module.

1.6 PROGRESSION***

1.6.1 All modules are summatively assessed. Candidates are required to pass every element or combination of elements of each summative assessment. Candidates will normally be given one opportunity to retrieve any failed assessment.

1.6.2 The Degree may be awarded "*with distinction*" to candidates who have completed 120 credits at level 9 and who have achieved a grade of B3 or better in each of those level 9 modules at 1st attempt. The Degree may be awarded '*with merit*' to candidates who have completed 120 credits at level 9 and who have achieved a grade of C3 or better in each of those level 9 modules at 1st attempt.*

1.6.3 Any candidate who has failed an assessment following the retrieval attempt will be referred to the Board of Examiners and may be subject to termination of studies.

1.6.4 All such candidates referred to at 1.6.3 will be notified that their studies are terminated unless there is due cause for a review under the Postgraduate Appeals procedure and this must be based on one of the following:

- (a) extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or
- (b) procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred, or
- (c) prejudice, bias or inadequate assessment on the part of one or more of the examiners

1.7 BOARD OF EXAMINERS

1.7.1 The Board of Examiners shall consist of the academic staff giving instruction in the subjects of the programme together with an external examiner or examiners appointed by the Court on the recommendation of the Senatus Academicus as advised by the School Board in consultation with the BSc Nursing and Health Programme Lead and the Post Registration Programme Manager and Head of Studies.

Note: * or the equivalent CAT/ECT level and credit tariff

** subject to approval of the Board of Examiners

*** where a candidate has mitigation substantiated by appropriate documentary evidence, the Board of Examiners may use discretion in considering whether a distinction or merit award is made.

ORAL HEALTH SCIENCES EXAMINATION REGULATIONS

Year 1

The Year 1 examinations for the BSc in Oral Health Sciences will consist of:

Foundation	Online test (1 hour)	10 Station
OSCE (1 hour)	Basic Life Support assessment	
	SIPCEP	
Restorative (1 hour)	Practical test (1 hour)	Online test
Biomedical Sciences and Oral Biology	Class Test	
	Written paper I (1 hours)	
	Written paper II (2 hours)	
Plaque-related Diseases	Written paper (2 hours)	
Clinical Practice 1	Minimum Recommended Totals	
	Enhanced student reflection	
	Written paper (1 hour)	
	10 station OSCE (1 hour)	

Before being permitted to enter the examinations all students must meet the requirements on work and attendance as outlined in the programme handbook. Any students failing to meet these requirements will not be entitled to enter the examination.

The pass marks for all examinations are determined by standard setting using modified Angoff method.

FOUNDATION

This examination is held at the end of Semester 1.

The examination includes an online test and an OSCE, each of equal value. Both these parts must be passed: there is no compensation between these two components.

Students must also successfully complete a Basic Life Support assessment. Students are permitted to retake the assessment as many times as necessary to meet the required standard prior to commencing student clinics.

The online test will comprise a mixture of question styles including multiple choice, extended matching items, true or false, single best answer questions to the total of 100 marks, all of which should be answered. An overall percentage pass mark for the test will be standard set using Modified Angoff method. This will contribute 50% of the overall mark.

The OSCE will comprise 10 stations covering all Foundation module topics each lasting 6 minutes. Each station will be marked out of 10. The mark will be based upon the model answer provided for each question. All 10 stations will carry equal weight. An overall percentage pass mark for the OSCE will be standard set using Modified Angoff method. This will contribute 50% of the overall mark.

The final mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix 1. Where a candidate receives a grade of MF, CF or BF in one component of the module, this will be the overall grade awarded. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 1 examination and will be held mid-Semester 2. The OSCE component will be held in the presence of an external examiner. A student may carry forward a component awarded a pass grade. Students who are unsuccessful will have a further resit opportunity at the end of Semester 2. Students who are unsuccessful in this resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Restorative 1

This examination is held at the end of Semester 1.

The examination comprises a practical test and an online test, each of equal value. Both these parts must be passed: there is no compensation between these two components.

The practical test on a phantom head will last 1 hour. This comprises a task set to assess the core skills required to demonstrate safe use of the periodontal instruments, temporary re-cementation of crowns and/or temporary dressings. There will be a short question and answer session at the end of the practical test to assess knowledge. A single grade will be awarded using the descriptors in Appendix 2. This will contribute 50% of the final grade.

An internal moderator would normally be present at the Restorative 1 practical test, this is usually a member of the School of Dentistry with experience in practical assessment of clinical skills.

The online test will comprise questions to the total of 100 marks, all of which should be answered. An overall percentage pass mark for the test will be standard set using the Modified Angoff method. This will contribute 50% of the overall mark.

The final grade will be translated into a University reporting grade using as a guide the scheme set out in Appendix 1. Where a candidate receives a grade of MF, CF or BF in one component of the module, this will be the overall grade awarded. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

Failure in this module precludes the student from entering Clinical Practice 1 module.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 1 examination and will be held mid-Semester 2 in the presence of an external examiner. A student may carry forward a component awarded a pass grade.

Students who are unsuccessful will have a further resit opportunity at the end of Semester 2. Students who are unsuccessful in this resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Biomedical Sciences and Oral Biology

This examination comprises two written papers. Paper I is held at the end of Semester 1 and Paper II at the end of Semester 2.

Paper I will comprise 10 MCQ questions and 4 short answer questions (MSAs), all of which should be answered.

Each MSA will be double marked out of 10. The mark will be based upon the model answer provided for each question. The MCQs will be marked and a total awarded out of 10. The marks for the MCQs and the MSAs will be combined and an overall percentage mark for the paper will be determined.

This will contribute 25% of the overall mark for the module which will be determined at the end of Semester 2 on completion of Paper II.

Paper II will comprise 20 MCQ questions and 8 MSAs, all of which should be answered.

Each MSA will be double marked out of 10. The mark will be based upon the model answer provided for each question. The MCQs will be marked and a total awarded out of 20. The marks for the MCQs and the MSAs will be combined and an overall percentage pass mark for the paper will be standard set using the Modified Angoff method.

This will contribute 75% of the overall mark.

The marks from Papers I and II will be combined and an overall percentage will be determined. The percentage mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix 1. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination will take the same format as Paper II and will be worth 100%. The resit will be held during the University examination period in July. Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Plaque-related Diseases

This examination is held at the end of Semester 2. The written paper will comprise 10 MSAs, all of which should be answered.

Each MSA will be double marked out of 10. The mark will be based upon the model answer provided for each question. All 10 MSAs will carry equal weight. An overall percentage pass mark for the paper will be standard set using the Modified Angoff method.

The percentage mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix I. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 2 examination and will be held during the University examination period in July. Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Clinical Practice 1

To enter for this examination, students must have achieved the following:

- Passes in Foundation and Restorative 1 modules
- Satisfactory completion of the eight selected foundation modules from Scottish Infection Prevention & Control.
- Achievement of minimum recommended totals:

➤ The Progress Committee will consider performance against these criteria in making the decision on students' readiness to proceed to the examination. The Progress Committee has the right to exercise discretion where it is felt appropriate in the application of these criteria. At such a meeting, in semester 2, there will be initial identification of students likely to be at risk of being ineligible to sit the Clinical Practice examination.

Students may be ineligible to sit the examination where their clinical experience and ability and/or knowledge and understanding of the subject are so deficient as to render them unsuitable for progress to the following year of the course. Where a candidate is ineligible to sit, it will be for the entire examination and not for individual parts of it.

This examination is held at the end of Semester 2. The examination comprises a written paper and an OSCE, each of equal value. Both these parts must be passed: there is no compensation between these two components.

The written paper will comprise 5 MSAs, all of which should be answered. Each question will be double marked out of 10. The mark will be based upon the model answer provided for each question. All 5 questions will carry equal weight. An overall percentage pass mark for the paper will be standard set using the Modified Angoff method. This will contribute 50% of the overall mark.

The OSCE will comprise 10 stations each lasting 6 minutes. Each station will be marked out of 10. The mark will be based upon the model answer provided for each question. All 10 stations will carry equal weight. An overall percentage mark for the OSCE will be determined. This will contribute 50% of the overall mark.

The final mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix 1. Where a candidate receives a grade of MF, CF or BF in one component of the module, this will be the overall grade awarded. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

Enhanced Student Reflection

The student will complete a focussed reflection on their Litupp data, perceived clinical shortfalls, patient feedback and development since their last progress meeting. This is a formative assessment only, feedback advice will be given in preparation for summative reflection in BSc3.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 2 examination and will be held during the University examination period in July. The OSCE component will be held in the presence of an external examiner. A student may carry forward a component awarded a pass grade. Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Year 2

The Year 2 examinations for the BSc in Oral Health Sciences will consist of:

Restorative 2	Practical Test (2 hours)
	Restorative online test (1 hour)
	Applied Dental Materials Online test (1 hour)
Behavioural Sciences	Scenario (30mins)
	Two clinical assessments
Human Disease	Case report
	OSCE

Written papers

BLS assessment

Imaging

Online exam (1 hour)

Clinical Practice 2

Minimum Recommended Totals

Enhanced student reflection

Written paper (1 hour)

10 Station OSCE (1 hour)

Before being permitted to enter the examinations all students must meet the requirements on work and attendance as outlined in the programme handbook. Any students failing to meet these requirements will not be entitled to enter the examination.

The pass marks for all examinations are determined by standard setting using the modified Angoff method.

Restorative 2

This examination is held at the end of Semester 1 (practical and Restorative online components) and at the beginning of Semester 2 (Applied Dental Materials online component).

The examination includes a practical test, a Restorative online test and an Applied Dental Materials online test, all of equal value. All three parts must be passed: there is no compensation between these three components.

The practical test on a phantom head will last 2 hours. This is a task set to assess the skills required to demonstrate safe use of restorative instruments, handpieces and materials in preparing and restoring a proximal cavity. A single grade will be awarded using the descriptors in Appendix 2. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

Failure in this module precludes the student from entering Clinical Practice 2 module.

An internal moderator would normally be present at the Restorative 2 practical test, this is usually a member of the School of Dentistry with experience in practical assessment of clinical skills.

The Restorative online test will comprise a mixture of question styles including multiple choice, extended matching items, true or false, single best answer questions to the total of 100 marks, all of which should be answered. An overall percentage pass mark for the paper will be standard set using the Modified Angoff method. The percentage mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix I. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

The Applied Dental Materials online test will comprise a mixture of question styles including multiple choice, extended matching items, true or false, single best answer questions to the total of 50 marks, all of which should be answered. An overall percentage mark for the paper will be determined. The percentage mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix I. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

The final grade will be translated into a University reporting grade using as a guide the scheme set out in Appendix I. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 1 examination and will be held mid-Semester 2. The OSCE component will be held in the presence of an external examiner. A student may carry forward a component awarded a pass grade. Students who are unsuccessful in the OSCE or practical components will have a further resit opportunity at the end of Semester 2. Students who are unsuccessful in this resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Behavioural Sciences

To enter for this examination, students must have achieved the following:

- Satisfactory completion of two clinical assessments of one-to-one patient interventions

Both assessed one-to-one interventions must be completed by the end of Semester 2 on patients under care by the student and should include one intervention on smoking or alcohol and one on diet, plaque control or denture care.

This examination is held at the end of Semester 2. The examination includes satisfactory completion of two clinical assessments of one-to-one patient interventions and a scenario exam.

The scenario exam will comprise a single station with an actor. The interaction will last up to 30 minutes and will be observed by two examiners. The station will be double-marked using pre-agreed criteria. A single descriptor grade will be awarded.

The final grade will be translated into a University reporting grade using as a guide the scheme set out in Appendix I. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 2 examination and will be held during the University examination period in July. Students who are unsuccessful in this resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Human Disease (Same as the regulations for BDS3 Clinical Medical Science)

See Appendix 4.

Imaging

This examination is held at the beginning of Semester 2 and consists of an online test.

The online test will comprise a mixture of question styles including multiple choice, extended matching items, true or false, single best answer questions to the total of approximately 100 marks, all of which should be answered. An overall percentage pass mark for the test will be standard set using the Modified Angoff method.

The final mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix 1. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination for the online test will take the same format as the early Semester 2 examination and will be held in the middle of Semester 2.

Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Clinical Practice 2

To enter for this examination, students must have achieved the following:

- Pass in Restorative 2 module
- Achievement of minimum recommended totals:
 - The Progress Committee will consider performance against these criteria in making the decision on students' readiness to proceed to the examination. The Progress Committee has the right to exercise discretion where it is felt appropriate in the application of these criteria. At such a meeting, in semester 2, there will be initial identification of students likely to be at risk of being ineligible to sit the Clinical Practice examination.

Students may be ineligible to sit the examination where their clinical experience and ability and/or knowledge and understanding of the subject are so deficient as to render them unsuitable for progress to the following year of the course. Where a candidate is ineligible to sit, it will be for the entire examination and not for individual parts of it.

This examination is held at the end of Semester 2. The examination comprises a written paper and an OSCE, each of equal value. Both these parts must be passed: there is no compensation between these two components.

The written paper will comprise 5 MSAs, all of which should be answered. Each question will be double marked out of 10. The mark will be based upon the model answer provided for each question.

All 5 questions will carry equal weight. An overall percentage pass mark for the paper will be standard set using the Modified Angoff method. This will contribute 50% of the overall mark.

The OSCE will comprise 10 stations assessing all areas of the Restorative 2 module, each lasting 6 minutes. Each station will be marked out of 10. The mark will be based upon the model answer provided for each question. All 10 stations will carry equal weight. An overall percentage mark for the OSCE will be determined. This will contribute 50% of the overall mark.

The final mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix 1. Where a candidate receives a grade of MF, CF or BF in one component of the module, this will be the overall grade awarded. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

Enhanced Student Reflection

The student will complete a focussed reflection on their Litupp data, perceived clinical shortfalls, patient feedback and development since their last progress meeting. This is a formative assessment only, feedback advice will be given in preparation for summative reflection in BSc3.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 2 examination and will be held during the University examination period in July. The OSCE component will be held in the presence of an external examiner. A student may carry forward a component awarded a pass grade. Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Year 3

The Year 3 examinations for the BSc in Oral Health Sciences will consist of:

The Developing Dentition	Written paper (1 hour) Evidence-based treatment plan
The Therapist and the Community	Evidence-based project and presentation Law and ethics open-book essay
Clinical Practice 3	Minimum Recommended Totals Enhanced student reflection
Written paper (2 hours)	Case presentations and viva (30 minutes)

Candidates who achieve a grade of B3 or better in each of the Year 3 modules will be awarded the Degree of BSc in Oral Health Sciences with Distinction.

Before being permitted to enter the examinations all students must meet the requirements on work and attendance as outlined in the course handbook. Any students failing to meet these requirements will not be entitled to enter the examination.

The pass marks for all examinations are determined by standard setting using the Modified Angoff method.

The Developing Dentition

The assessment will comprise two components: a written paper and an evidence-based treatment plan. The written paper is held at the end of Semester 1 and the evidence based treatment plan is submitted mid-Semester 2. Both components must be passed to achieve an overall pass for this module.

The written paper will comprise 5 MSAs, all of which should be answered. Each MSA will be double marked out of 10. The mark will be based upon the model answer provided for each question. All 5 MSAs will carry equal weight. An overall percentage pass mark for the paper will be standard set using the Modified Angoff method.

The evidence based treatment plan will comprise a project on a topic relating to a patient with a developing dentition. The project will be marked anonymously by two of the course tutors, and given a single agreed grade using the descriptors in Appendix 3. In the absence of mitigating circumstances, late submission will result in the deduction of marks in line with University Assessment Policy section 3:13:4 (<https://www.dundee.ac.uk/governance/policies/policy-taught-provision/>).

Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 1 examination and will be held during the University examination period at the end of Semester 2. A student may carry forward a component awarded a pass grade.

Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

The Therapist and the Community

The assessment will comprise an open-book assessment on issues pertaining to health care law and professionalism and a dental public health project with oral presentation of that project, each of equal value. All three parts must be passed: there is no compensation between these three components. The essay is held mid-Semester 2. The project is submitted mid-Semester 2 and the presentations are held before the Easter break in Semester 2.

Students will complete an open-book assessment on issues pertaining to health care law and professionalism. The essay will be marked anonymously by two of the programme tutors, and given a single grade using Appendix 3 as a guide.

Students will complete a project on a dental public health topic and give a 30 minute presentation on the project. The project will be marked anonymously by two of the programme tutors, and given a single agreed grade using Appendix 3 as a guide. In the absence of an acceptable excuse an automatic mark deduction will be made for a project that is handed in late.

The oral presentation will be marked by two of the course tutors, and given a single agreed grade using Appendix 3 as a guide.

An overall grade for the module will be obtained by combining the three grades. The final grade will be translated into a University reporting grade using as a guide the scheme set out in Appendix I. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 2 examination. A further project will be required to be handed in before the end of the University examination period at the end of Semester 2.

Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Clinical Practice 3

To enter for this examination, students must have achieved the following:

- Passes in other BSc3 modules
- Achievement of ALL minimum recommended totals from all three years of the BSc, over 50% of which must be at Liftupp developmental indicators 4,5 or 6:

➤ Possible outcomes of the Sign-up Progress Committee meeting

The Progress Committee, in conjunction with an external examiner, will consider performance against the above criteria in making the decision on students' readiness to proceed to the Clinical Practice 3 examination (finals). No significant areas of concern, as assessed by multiple evaluators, should have been raised. The Committee has the right to exercise discretion where it is felt appropriate in the application of these criteria.

The committee will use the following three outcomes to determine each students' readiness to proceed to the Clinical Practice 3 examination:

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

This examination is held at the end of Semester 2. The examination comprises a written paper and case presentations and viva, each of equal value. Both these parts must be passed: there is no compensation between these two components.

The written paper will comprise 10 MSAs, all of which should be answered. Each question will be double marked out of 10. The mark will be based upon the model answer provided for each question.

All 10 questions will carry equal weight. An overall percentage pass mark for the paper will be standard set using the Modified Angoff method.

CASE PRESENTATION AND VIVA:

Students will present records of two patients whom he/she has treated, to one internal (Oral Health Sciences) and one external examiner (from the Dental School) for an oral examination of 30 minutes. An External Examiner moderates the case presentations and viva. The cases should represent the breadth of the work of a dental hygienist and dental therapist. A single agreed grade will be awarded using the descriptors in Appendix 3 as a guide.

Candidates with a grade of MF, CF, or BF will be considered to have failed the examination.

The final mark will be translated into a University reporting grade using as a guide the scheme set out in Appendix 1. Candidates with a grade of MF, CF or BF will be considered to have failed the examination.

Enhanced Student Reflection

The student will complete a focussed reflection on their Litupp data, perceived clinical shortfalls, patient feedback and development since their last progress meeting. This is a formative assessment only, feedback advice will be given in preparation for summative reflection in BSc3.

RESIT ARRANGEMENTS

The resit examination will take the same format as the Semester 2 examination. A student may carry forward a component awarded a pass grade. A student failing the written component only will have the opportunity to resit the written paper component during the University resit period in July. A student failing the case presentations and viva component and a student failing the case presentations and viva component and the written paper will have a further period of clinical training, before resitting the case presentations and viva (and written paper as applicable) during the University examination period in December. The exam will be held in the presence of an external examiner. Students who are unsuccessful in the resit examination will be referred to the Termination of Studies Committee of the Dental School and may be required to withdraw from the programme of study.

If a module is not passed at first attempt, the student transcript will show the number of attempts at the module. Resits or resubmissions will be marked as normal but the module grade will be reported as D3.

Appendix I

Reporting Scale	Descriptor	Aggregation Scale
A1	Excellent	23

A2		22
A3		21
A4		20
A5		19
B1	Very Good	18
B2		17
B3		16
C1	Good	15
C2		14
C3		13
D1	Sufficient	12
D2		11
D3		10
MF1	Marginal fail	9
MF2		8
MF3		7
CF	Clear fail	5
BF	Bad fail	2
QF*	-	
**	0	

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

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

Appendix 2

	BSc1 Restorative 1: Practical BSc2 Restorative 2: Practical	BSc2 Behavioural Science: Scenario
Excellent	<ul style="list-style-type: none"> Clearly understands rationale for procedure Demonstrates knowledge beyond that which has been directly taught in lectures Easily completes clinical task to very high standard No issues with time/task management: highly organised 	<ul style="list-style-type: none"> Able to structure and present in a way that aids effective communication Shows considerable competence in interpersonal communication skills Uses an appropriate range of verbal and non-verbal skills with ease and confidence Demonstrates confidence, perceptiveness and appropriate listening and information-gathering skills
Very Good	<ul style="list-style-type: none"> Understands rationale for procedure Demonstrates background evidence/knowledge easily without prompting Completes clinical task to high standard No issues with time/task management 	<ul style="list-style-type: none"> Appropriate information gathering High level of skill demonstrated in patient interaction High standard of communication High level of skill in clinical management
Good	<ul style="list-style-type: none"> Understands rationale for procedure Can demonstrate background evidence/knowledge Can complete clinical task to clinically acceptable standard No significant issues with time/task management 	<ul style="list-style-type: none"> Appropriate information gathering Demonstrates skill in patient - therapist interaction Above average communication skills Demonstrate skill in clinical management and knowledge
Sufficient	<ul style="list-style-type: none"> Limited understanding of reason for procedure Can demonstrate some background evidence/knowledge Requires advice from staff to complete clinical task to clinically acceptable standard Possibly some issues with time/task management 	<ul style="list-style-type: none"> Appropriate information gathering Adequately demonstrate skill in patient - therapist interaction Acceptable level of communication Demonstrate adequate/some skill in clinical knowledge and management
Marginal Fail	<ul style="list-style-type: none"> Very limited understanding of procedure Limited knowledge and no evidence Requires intervention/support to complete clinical task to clinically acceptable standard Makes errors in carrying out clinical procedures Issues with time/task management 	<ul style="list-style-type: none"> Inadequate/incomplete information gathering Poor skill demonstrated in patient - therapist interaction Limited communication skills Poor level of skill in clinical knowledge and management
Clear Fail	<ul style="list-style-type: none"> Very limited or no understanding of procedure Requires significant intervention/support to complete clinical task to clinically acceptable standard Makes errors in carrying out clinical procedures Issues with time/task management 	<ul style="list-style-type: none"> Inadequate/incomplete information gathering Very poor skills in patient - therapist interaction Limited/poor communication Very poor clinical knowledge and management
Bad Fail	<ul style="list-style-type: none"> Very limited or no understanding of procedure Unable to complete clinical task to clinically acceptable standard, despite support Makes significant clinical errors in carrying out clinical procedures Issues with time/task management 	<ul style="list-style-type: none"> Inadequate/incomplete information gathering No skill in patient-therapist interaction Very limited/no communication skills Very poor/no clinical knowledge and management

Appendix 3

GUIDE FOR MARKERS	
Key characteristics of BSc3 level work: Descriptor indicators and grading	
<ul style="list-style-type: none"> • Achievement of assessment guidelines • 'A' grade represents the best performance that could be expected of a BSc3 level student • Students who demonstrate achievement of all the grading criteria points (as listed below) relative to that descriptor will be credited with the higher numeric grade • Where performance is distributed unevenly across grading criteria points, the marker will take into account the overall balance of performance in determining the final grade • Written/verbal feedback should reflect the grade awarded 	

	BSc3 DPH project	BSc3 DPH presentation
Excellent (A1 - A5)	<p>An excellent standard which consistently demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates excellent knowledge of target group • Provides excellent range of high quality evidence • Professional level of graphic design • Excellent organisation in terms of structure and appropriate terminology • Excellent referencing 	<p>An excellent standard which consistently demonstrates the following:</p> <ul style="list-style-type: none"> • Excellent preparation and design • Excellent delivery • Excellent use of audio-visual aids • Excellent adaptability and professionalism • Excellent engagement and interaction with the audience
Very Good (B1 - B3)	<p>A very good standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates very good knowledge of target group • Provides a range of very good quality evidence • High standard of graphic design • Very good organisation in terms of structure and appropriate terminology • Very good referencing 	<p>A very good standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Very good preparation and design • Very good delivery • Very good use of audio-visual aids • Very good adaptability and professionalism • Very good engagement and interaction with the audience
Good (C1 - C3)	<p>A good standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates good knowledge of target group • Provides a range of good quality evidence • Good standard of graphic design • Good organisation in terms of structure and appropriate terminology • Good referencing 	<p>A good standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Good preparation and design • Good delivery • Good use of audio-visual aids • Good adaptability and professionalism • Good engagement and interaction with the audience
Sufficient (D1 - D3)	<p>Generally satisfactory standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates sufficient knowledge of target group • Provides limited evidence • Acceptable standard of graphic design • Sufficient organisation in terms of structure and terminology • Sufficient referencing 	<p>Generally satisfactory standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Sufficient preparation and design • Sufficient delivery • Sufficient use of audio-visual aids • Sufficient adaptability and professionalism • Sufficient engagement and interaction with the audience

Marginal Fail (MF1 - MF3)	<p>A marginal fail falls below the required standard and demonstrates elements of the following:</p> <ul style="list-style-type: none"> • Demonstrates limited knowledge of target group • Fails to provide sufficient evidence • Insufficient organisation in terms of structure and terminology • Very limited standard of graphic design • References incomplete or incorrect 	<p>A marginal fail falls below the required standard and demonstrates elements of the following:</p> <ul style="list-style-type: none"> • Insufficient preparation and design • Inadequate delivery • Poor use of audio-visual aids • Insufficient adaptability and professionalism • Insufficient engagement and interaction with the audience
Clear Fail (CF)	<p>Clearly fails to meet the required standard because the presentation:</p> <ul style="list-style-type: none"> • Very limited understanding of target group and very limited range and quality of evidence • No graphic design skills demonstrated • References incomplete or incorrect 	<p>Clearly fails to meet the required standard because the presentation:</p> <ul style="list-style-type: none"> • Poorly prepared presentation lacking relevant information/ with incorrect information • Unintelligible • Cannot converse with the examiner and/or group members
Bad Fail (BF)	<ul style="list-style-type: none"> • No understanding of target group • No graphic design skills demonstrated • Fails to provide any appropriate evidence • References incomplete or incorrect 	<ul style="list-style-type: none"> • Unable to design, prepare and present a presentation • A presentation that falls far short of the passable level by some combination of brevity, lack of intelligibility,

Appendix III continued

	BSc3 Health Care Law and Professionalism assessment	BSc3 Clinical Practice 3: Presentation Cases
Excellent (A1 - A5)	<p>An excellent standard which consistently demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates insight beyond that which has been discussed at the formally taught components of the module- facts or opinions gleaned from further reading and private study • Critical ability - can make valid criticisms and presents an effective, well-organised argument • Has the skill to synthesise a cogent argument from many sources- evidence of an ability to combine many ideas and/or opinions to build a convincing argument 	<p>An excellent standard which consistently demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates knowledge beyond that which has been directly taught in lectures - facts or opinions not taught during the programme but gleaned from further reading and private study • Highly organised • Has insight and good judgement • Clinical work of an excellent standard
Very Good (B1 - B3)	<p>A very good standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Answers the question with no major omissions, factual inaccuracies or lack of understanding • Information is largely drawn from the module teaching with possibly some material from elsewhere in the programme • Essay is well organised 	<p>A very good standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates high level of knowledge with good supporting evidence for answers • Can cope with difficult topics/problems • Sound interpretation and judgement • Completion of cases - high standard
Good (C1 - C3)	<p>A good standard which demonstrates the following:</p>	<p>A good standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates sound knowledge and higher order thinking capacity

	<ul style="list-style-type: none"> An acceptable answer with elements of the routine and predictable. Basic understanding of the topic in question Generally accurate and based in the reading Acceptable quality of writing, and presentation 	<ul style="list-style-type: none"> Core information all correct, but no depth Completion of cases - good standard
Sufficient (D1 - D3)	<p>Generally satisfactory standard which demonstrates the following:</p> <ul style="list-style-type: none"> Essay based upon module material but may contain small omissions of content, minor errors or some lack of understanding Arguments not always convincingly constructed, and some irrelevant information given 	<p>Generally satisfactory standard which demonstrates the following:</p> <ul style="list-style-type: none"> Demonstrates acceptable level of knowledge Limited elaboration on answers Completion of cases - acceptable standard
Marginal Fail (MF1 - MF3)	<p>A marginal fail falls below the required standard and demonstrates elements of the following:</p> <ul style="list-style-type: none"> Candidate has attempted to address the question but the answer is incomplete Essay based upon module material but presented with omissions and errors May contain a significant amount of irrelevant information and lack of understanding 	<p>A marginal fail falls below the required standard and demonstrates elements of the following:</p> <ul style="list-style-type: none"> Demonstrates inconsistent knowledge Cannot elaborate on an answer Completion of cases - poor standard/some errors
Clear Fail (CF)	<p>Clearly fails to meet the required standard because the presentation:</p> <ul style="list-style-type: none"> Paucity of information and little if no insight Serious lack of understanding - clear evidence of a failure to understand relatively simple concepts Digression - the great majority of the material in the answer does not address the question 	<p>Clearly fails to meet the required standard because the presentation:</p> <ul style="list-style-type: none"> Demonstrates very limited knowledge with factually incorrect information Completion of cases - significant errors
Bad Fail (BF)	<ul style="list-style-type: none"> An answer that seriously falls short of what is expected from a Registrant whether it is because serious lack of understanding of a serious failure of expression 	<ul style="list-style-type: none"> Demonstrates fundamental lack of knowledge and higher order thinking skills Completion of cases - extremely poor standard

Appendix III continued

	BSc3 Evidence Based Dentistry project
Excellent (A1 - A5)	<p>An excellent standard which consistently demonstrates the following:</p> <ul style="list-style-type: none"> Demonstrates excellent understanding of literature searching Provides excellent range of high quality evidence Excellent organisation in terms of structure and appropriate terminology Excellent referencing
Very Good (B1 - B3)	<p>A very good standard which demonstrates the following:</p> <ul style="list-style-type: none"> Demonstrates very good understanding of literature searching Provides very good range of high quality evidence Very good organisation in terms of structure and appropriate terminology Very good referencing
Good (C1 - C3)	<p>A good standard which demonstrates the following:</p> <ul style="list-style-type: none"> Demonstrates good understanding of literature searching Provides good range of high quality evidence

	<ul style="list-style-type: none"> • Good organisation in terms of structure and appropriate terminology • Good referencing
Sufficient (D1 - D3)	<p>Generally satisfactory standard which demonstrates the following:</p> <ul style="list-style-type: none"> • Demonstrates sufficient understanding of literature searching • Provides sufficient range of high quality evidence • Sufficient organisation in terms of structure and appropriate terminology • Sufficient referencing
Marginal Fail (MF1 - MF3)	<p>A marginal fail falls below the required standard and demonstrates elements of the following:</p> <ul style="list-style-type: none"> • Demonstrates limited understanding of literature searching • Provides limited range of evidence • Poor organisation in terms of structure and appropriate terminology • Poor referencing
Clear Fail (CF)	<p>Clearly fails to meet the required standard because the presentation:</p> <ul style="list-style-type: none"> • Demonstrates very poor understanding of literature searching • Poor range of evidence • Very poor organisation in terms of structure and appropriate terminology • References incomplete or incorrect
Bad Fail (BF)	<ul style="list-style-type: none"> • Little or no understanding of literature searching • Evidence very poor quality and not well explained • Very poor organisation in terms of structure and appropriate terminology • References incomplete or incorrect

Rubric for BSc Oral Health Sciences Enhanced Student Reflections

	Meets Expectations	Approaching Expectations	Below Expectations
Reflective Thinking	The reflections explain the student's own thinking and learning processes, as well as implications for future learning.	The reflections attempt to demonstrate thinking about learning but are vague and/or unclear about the personal learning process.	The reflections do not address the student's thinking and/or learning.
Analysis	The reflections are an in-depth analysis of the learning experience and the value of the derived learning to the student.	The reflection attempts to analyse the learning experience but the value of the learning to the student is vague and/or unclear.	The reflections do not move beyond a description of the learning experience.
Making Connections	The reflections articulate connections between these learning experiences and learning from other clinical areas, past learning experiences and/or future goals.	The reflections attempt to articulate connections between these learning experiences and learning from other clinical areas, past learning experiences and/or future goals but the connection is vague and/or unclear.	The reflection does not articulate any connection to other learning experiences and/or future goals.

Overall	Meets Expectations	Approaching Expectations	Below Expectations
% Awarded Towards Clinical Practice 3 Module	5% (A1)	2.5% (D3)	0% (BF)

Appendix 4

Assessment Procedures and Regulations for the 3BDS and 2BSc Programme Professional Examinations:

Clinical Medical Science (CMS) Human Disease 2018 - 2019

General

Assessment for the course has the following components:

- Case Portfolio
- Immediate Life Support (ILS)
- Academic Continuous Assessment
- Degree examination written paper
- Degree examination OSCE

Eligibility

In deciding eligibility to sit the CMS examination the following will be considered by the Dental School Progress Committee:

1. Case Portfolio

Students will be required to complete case reports on two patients from within Dundee Dental Hospital & School each with a different chronic medical problem as specified in the course handbook. The CMS course tutors will provide suitable cases in the unlikely event of students being unable to identify patients from their own caseload. Guidance on the expected format of the case report and the submission deadlines will be provided on 'My Dundee', and in a teaching session.

The case reports will be marked anonymously on Turnitin by two of the course tutors, and given an agreed grade of satisfactory or unsatisfactory. This assessment will not contribute to the overall grade of the Degree Examination but is an essential part of the course work. Students will be informed of their grades for each case report during the course. Where a student receives an unsatisfactory grade, one further submission of the work will be allowed, by an agreed date, following supportive input from a member of teaching staff. If the Case Portfolio is deemed unsatisfactory, the student will not be permitted to sit the Degree Examination and a fresh Case Portfolio will be required as part of the resit diet of assessment.

In the absence of an acceptable excuse for a case report that is handed in late, the student will be deemed to have failed the assessment and a further case report will be required by an agreed date.

2. Immediate Life Support (ILS)

Students will be trained in ILS during the course and assessed at an appropriate juncture. Where a student is deemed to have been unsatisfactory in this assessment, remedial teaching will be offered, followed by further assessment. If an unsatisfactory grade is received on second assessment, the student will be barred from sitting the Degree Examination.

3. Academic Continuous Assessment

A candidate will not be able to sit for the degree examination if he/she has not attended the class examination. A candidate who is absent from the multi-disciplinary class examination as a result of sickness and who submits a medical certificate and explanation will normally be allowed one further opportunity to attend for the class examination which would be scheduled at a later date.

Students will sit a class examination delivered as an online assessment. The mark will be converted to a mark out of 25 and will contribute to the overall knowledge component of the examination.

4. Degree Examination written paper

The Degree Examination will take place at the end of the course, during Semester 2B. The written paper will be delivered as on-line assessment. The mark will be converted to a mark out of 75 and will contribute to the overall knowledge component of the examination

5. Degree Examination OSCE

The Objective Structured Clinical Examination (OSCE) will consist of practical clinical skills stations. A description of the OSCE, with sample questions, will be provided to students in advance of the examination.

CMS OVERALL EXAMINATION GRADE

To be successful in the Clinical Medical Sciences degree examination both the knowledge component (combined mark from written paper and continuous assessment) and the clinical skills (OSCE) component must be passed separately. There is no compensation between the knowledge and clinical components. Both components of the exam are standard set.

Knowledge component

The overall result of the knowledge component will be determined as follows:-

Written paper converted to a mark out of 75.

Continuous assessment paper converted to a mark out of 25.

Both papers will have a standard set pass mark. The overall pass mark will be the proportional sum of the standard set marks for each of the two knowledge components. The total mark achieved will be converted to a University reporting grade based on the standard setting matrix which is generated (see Appendix i).

Merits and Distinctions will be awarded on the basis of performance in the **first attempt** at the examination. The award of Merit or Distinction will be on the basis of performance in all parts of the Examination. A student who has had to resubmit their case report will not normally be eligible for Distinction or Merit.

The final decision is at the discretion of the external examiners at the 3rd BDS examiners' meeting following consultation with the course coordinator.

Resit Examination

The resit examination will consist of written paper and OSCE, both similar in format to the first diet.

Students who obtained a pass in either the knowledge or clinical component at the first sitting will be exempt from the relevant component. To pass the resit examination a pass must be achieved (or be eligible for exemption) in both components of the examination.

There will be no continuous assessment component in the resit diet. The grade for the knowledge-based part of the examination will be derived from the written paper alone.

Students who are unsuccessful at the resit diet of CMS will be required to complete ALL aspects of the year and sit all sections of the examination if permitted to repeat the year. Students unsuccessful in CMS who are permitted to repeat the year will be required to complete all aspects of Clinical Dentistry Part 1 including all assessments regardless of their performance in Clinical Dentistry Part 1 at their first attempt, with the exception of the Radiography Examination in which a pass may be carried into one resit year.

Merits and distinctions will not be awarded at a resit diet of the Examination, unless this constitutes the first sitting of the examination for a candidate due, for example, to illness.

Resits and/or resubmissions will be marked as normal but the module grade will be reported as D3.

External Examiner

The CMS External Examiner will review the question papers prior to the Degree Examination.

Completed examination papers and case reports will be available to him/her for moderation. The documentation of any student who has been debarred will also be available to the External Examiner.

APPENDIX: University Reporting Grades

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

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

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

SCOTTISH GRADUATE ENTRY MEDICINE (SCOTGEM) MBCHB PROGRAMME REGULATIONS

1. INTRODUCTION

1.1 The purpose of this document is to detail the regulations unique to the Scottish Graduate Entry Medicine programme (ScotGEM). The new and innovative ScotGEM programme is a joint four-year Bachelor of Medicine and Bachelor of Surgery (MB ChB) studied full time at the University of St Andrews and the University of Dundee. The ScotGEM programme includes extended placements across four NHS Board areas (Dumfries & Galloway, Fife, Highland and Tayside) and is operated in partnership with the University of the Highlands and Islands.

1.2 ScotGEM is subject to approval by the General Medical Council and the process for accreditation has started. You should be aware that this process may not be complete before the first cohort of students is matriculated but is expected prior to graduation of the first cohort of students in June 2022.

2. GOVERNANCE

2.1 ScotGEM will utilise existing management and governance structures across both Universities and both Schools of Medicine. In addition, new cross-institutional structures have been established to aid partnership working:

2.1.1 ScotGEM Strategic Board: To provide a strategic overview of the programme and make decisions regards governance, in addition to providing guidance and direction regards NHS partnership.

2.1.2 ScotGEM Programme Board: To provide operational overview and direction regards operational partnership.

2.1.3 ScotGEM Joint Assessment Board: To oversee operation of the overall assessment strategy, oversee creation of formative and summative assessment and convene ScotGEM Joint Exam Boards.

2.1.4 ScotGEM Joint Exam Board: To review data from each examination in order to assure the quality of assessment content, delivery and performance; and to review special considerations and overall performance prior to determination of degree classification and graduation.

2.1.5 ScotGEM Joint Progress Committee: To review students re-engaging with studies following Leave of Absence and academic adjustments.

3. DEFINITION OF PRIMARY MATRICULATION

3.1 Students shall be registered at both the Universities of Dundee and St Andrews for the duration of the ScotGEM Programme. In this context, they will have access to the services offered by both Universities throughout their studies.

3.2 In addition, students will have an institution of Primary Matriculation for each year of the Programme. In Year 1 and Year 2, St Andrews will be the institution of Primary Matriculation, while in Year 3 and Year 4, Dundee will be the institution of Primary Matriculation. The rules and regulations of the Institution of Primary Matriculation apply to all students, except where ScotGEM MB ChB Programme Regulations supersede local rules.

3.3 The ScotGEM MB ChB Programme Regulations will apply to students throughout the Programme.

4. INFORMATION AND COMMUNICATION

4.1 The Universities makes every effort to ensure that the information it provides is accurate at the time of publication. All information that is subject to change after publication, such as course content, selection criteria,

University processes and financial matters, is available and kept up-to-date on our website and communicated as appropriate: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

4.2 Students are expected to familiarise themselves with the regulations and policies at each institution, and to ensure that they follow the appropriate programme requirements.

4.3 ScotGEM applicants, entrants and students should note that information, communications and decisions will be shared between the Universities of St Andrews and Dundee, as well as with other partner organisations as appropriate to support the student's progress. This may include, but is not restricted to, information about an applicant's status, information about a student's hall of residence, contact details, academic progress and module results, any disciplinary or academic misconduct case involving the student.

4.4 The security of all information held at University of St Andrews is covered by Data Protection legislation, a guide to which can be found at: www.st-andrews.ac.uk/students/rules/dataprotection/

4.5 Security of all information at University of Dundee is also covered by Data Protection legislation, a guide to which can be found at: <https://www.dundee.ac.uk/information-governance/dataprotection/>

5. MONITORING AND REVIEW

5.1 The ScotGEM Programme Regulations and policies are reviewed annually to ensure any changes in legislation, University regulations, or partnership arrangements are reflected and communicated.

6. RELATED DOCUMENTS AND INFORMATION

6.1 Information about applying to the Programme: <https://www.st-andrews.ac.uk/subjects/medicine/scotgem-MB ChB/>

6.2 Information about ScotGEM: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

6.3 University of St Andrews Undergraduate Course Catalogue: www.st-andrews.ac.uk/coursecatalogue/ug/

6.4 University of Dundee Undergraduate Course Catalogue: www.dundee.ac.uk/study/ug/courses/a-z/

6.5 Students are also directed to: The Programme Handbook for detailed structure of the ScotGEM programme, the schools and facilities; and The ScotGEM Student Contract

7. ADMISSION AND REGISTRATION

7.1 Applicants to the ScotGEM Programme apply to the University of St Andrews through the UCAS process. This programme is only open to applicants who are classed as Home/EU, RUK (rest of UK), or Islands (Channel Islands and Isle of Man) for fee purposes. Those who are classed as Overseas for fee purposes are not eligible to apply for this course. Transfer credits from other universities will not be accepted, nor will advanced standing credits be awarded. Applicants who are on, or have been on, a medicine degree course will not be considered, including any intercalating degree. Applications for deferred entry are not accepted. Candidates can make a maximum of 2 applications to ScotGEM.

7.2 Full detail of current entrance requirements are available here: <http://medicine.st-andrews.ac.uk/graduate-entry-medicine/>

7.3 The selection process for applicants to ScotGEM includes an assessment of all information on the application form including academic performance and predicted grades, completion of relevant medically related work experience, a reference and aptitude test results.

7.4 Based on the above information, applicants may be selected for interview. Interviews may be held in either Dundee or St Andrews.

7.5 Decisions to make offers will be based on the multiple mini interview system. Successful candidates may be given unconditional offers or conditional offers if they are still awaiting the outcomes for some entry requirements such as degree classification. Applicants will be notified of decisions via UCAS.

8. OCCUPATIONAL HEALTH

8.1 ScotGEM students may only access Occupational Health support through a single portal at their Institution of Primary Matriculation. These services include support to students requiring occupational advice, treatment or assessment and inoculations and tests for communicable diseases in order to protect students, staff and NHS patients. Students who have been made an offer will be sent a pre-entry questionnaire to allow Occupational Health to prepare a health record prior to matriculation.

8.2 Students will be required to demonstrate written evidence of BCG and MMR immunisation, as well as evidence of a blood test showing immunity to Chickenpox.

8.3 Students are strongly encouraged to have the first, and if possible the second, Hepatitis B vaccination before starting first year, as all students require Hep B immunisation in order to fully participate in clinical placements.

8.4 Remedial inoculations will be given during the first part of year one, if required and further clearance will be required for Exposure Prone Procedures (EPP). Further details can be found in the Programme Handbook.

9. PROTECTING VULNERABLE GROUPS (PVG)

9.1 In addition to any statement made during the UCAS application process, all undergraduate Medical Students are required to join the Protecting Vulnerable Groups (PVG) Scheme, operated by Disclosure Scotland. Students are advised to have all required information and identity documents available during Orientation Week; a list of which can be found in the Programme Handbook.

10. REGISTRATION

10.1 All students must complete the matriculation process at the institution of Primary Matriculation in order to become registered students. This includes completion of the academic advising process, completion of Online Matriculation (including verification of personal details, confirmation of financial arrangements, and completion of the Matriculation Agreement) and attendance at the matriculation event during Orientation Week. Entrant students who fail to complete the matriculation process on time will be classed as “No show” and will be required to re-apply through the normal Admissions route. All students will be expected to follow the relevant matriculation procedures of the institution of Primary Matriculation in subsequent years of the Programme.

10.2 ScotGEM is a full-time degree programme only; it is not possible to enrol on a part-time basis.

10.3 Students have access to the same facilities and services that are available to other registered students at the Universities of St Andrews and Dundee throughout their degree programme, and are subject to the same rules and regulations as all other students.

11. TUITION FEES

11.1 Tuition fees for 2018-2019 are available online at: <https://www.st-andrews.ac.uk/students/money/fees/feetable/>

11.2 Students will be liable for tuition fees at the University of St Andrews in Years 1 and 2 and at the University of Dundee in Years 3 and 4.

11.3 The ScotGEM programme is a graduate entry Medicine programme, which meets the criteria for tuition fee funding through the Student Awards Agency for Scotland (SAAS). This means that Home/EU Student tuition fees will be paid by the Scottish Government through (SAAS) providing students are eligible for Home/EU fee status, and that they progress through the programme satisfactorily. Details of how to apply, and the conditions applicable, are available from SAAS.

11.4 Aside from the tuition fees that are paid to the University, you will incur some additional costs in relation to your studies. Some of these costs are mandatory, others optional and you will be provided with a summary of additional costs associated with your degree programme. Such expenses include laboratory coat,

stethoscope etc., photocopying costs, fines and other penalty fees. In addition, all students will be liable for the General Council and Graduation Fee or Completion Fee, payable at first matriculation.

12. LOCATION OF STUDY

12.1 Teaching will take place in both the Universities of St Andrews and Dundee and information will be provided in advance through handbooks and teaching timetables. The ScotGEM program is designed to allow students to participate in the comprehensive care of patients over time. To achieve this they will be required to undertake clinical placements in both primary and secondary care settings. These will vary in duration and will require extended periods in placements out with Dundee and St Andrews. Careful consideration will be given to ensure that students with additional requirements undertake placements that maximise their experience.

13. LEAVE OF ABSENCE

13.1 Students who wish to take a Leave of Absence on medical and/or personal grounds must obtain permission from the institution they are attending at the time (University of St Andrews or University of Dundee), and that institution's regulations will apply. All relevant information will be shared with the other institution for the completeness of records

13.2 Normally, the institution which granted the Leave of Absence and to which the student is expected to return, will approve a student's request to return after a Leave of Absence. The regulations of that institution will apply, though the other institution will be consulted. Support is available to students throughout the Leave of Absence process (see also Appendix A: Student Support and Advice).

13.3 Due to the specific requirements of progression between the institutions, it will normally only be possible to take a Leave of Absence to the start of the following academic year.

14. RE-ENGAGING WITH STUDIES

14.1 In some circumstances, students may require to take Leave of Absence from the programme and return to their studies after a period of time away. The General Medical Council (GMC) mandates that students must keep their skills and knowledge up-to-date and that medical schools should not allow students to progress who cannot demonstrate this. Therefore if Leave of Absence extends beyond six months, evidence will be required that the student has retained both knowledge and competencies appropriate to their year of study. The specific requirement to demonstrate this will be considered on a case-by-case basis by the ScotGEM Joint Progress Committee. Outcomes may be:

14.1.1 Students returning from Leave of Absence due to personal reasons in years 2-4, who have therefore not attempted assessment for their current year of study, may be required to retake the end of year assessments (both written and practical) for the last year of study they fully completed. Failure to do so may result in the student being required to re-enter the programme at the year below where they left on leave of absence.

14.1.2 Students who have been required to take Leave of Absence due to the impact of academic adjustments must be able to demonstrate recent competency in both written and practical assessments. This may require a student to retake assessment for a component they had previously passed, should this have been more than six months ago.

14.1.3 Students returning from Leave of Absence on medical grounds may require an Occupational Health report.

14.1.4 A student who has been temporarily withdrawn from the course for a period of greater than one academic year may be required on return to enter an earlier year of the programme, even if this year(s) has previously been successfully completed.

15. TRANSFERS

15.1 Students admitted into ScotGEM may not normally transfer to a regular degree programme at either institution, though exceptional cases may be considered within the framework detailed below:

15.1.1 First year

15.1.1.1 Transfer to an alternative degree programme is not possible prior to completion of the first year of the ScotGEM programme.

15.1.2 Second year

15.1.2.1 Students who have completed year 1 and wish to apply to transfer to another degree programme at the University of St Andrews must apply for transfer by the published deadline (within 5 working days of the publication of Year 1 results).

15.1.2.2 Further opportunity to apply for transfer will be dependent on gaining credits in the reassessment diet. If no credits are gained in the reassessment diet there will be no opportunity for transfer.

15.1.2.3 Based on entry requirements for ScotGEM and credits obtained, relevant School(s) may choose to waive some, or all of the pre-requisites first year modules taken within their new programme. All applicants will be expected to demonstrate: Strong academic record in ScotGEM; Good reasons for seeking to transfer to their chosen degree programme; that they meet the Honours entry requirements for their intended degree programme.

15.1.2.4 Where a transfer application is successful, there is no guarantee that credit obtained in ScotGEM will transfer in full to an alternative degree programme. Students may require longer to complete programme requirements. Tuition fees for years completed in ScotGEM will not be refunded. Students in receipt of scholarships should also note that these may not be transferable.

15.1.3 Third year and fourth year

15.1.3.1 Transfer to an alternative degree programme is not possible upon completion of the second year of the ScotGEM programme.

16. PROGRAMME REQUIREMENTS

16.1 Programme requirements

16.1.1 The general requirements are 700 credits from an approved programme over four years of study, where 360 credits are from approved modules at the University of St Andrews (180 credits at SCQF level 8 and 180 credits at SCQF level 9) and 340 credits are from approved modules at the University of Dundee (180 credits at SCQF level 10 and 160 credits at SCQF level 11).

16.2 Progression Criteria

16.2.1 In order to progress to the next year of the programme, students must pass all assessed components (i.e. written exams, portfolio and skills (OSCE)) associated with their current year of study. Progression on the programme is also dependent on professionalism, and significant concerns may halt progression regardless of academic performance (see section 16.6 Professionalism and Fitness to Practise)

16.2.2 Students who fail a component (or components) on first attempt will be entitled to reassessment. Reassessment will place a cap upon the score a student can receive for that component. Students with outstanding reassessments may be allowed to engage with inductions for the next year of the programme. A fee will be incurred for requiring reassessment, which will be payable at the time of registration for the reassessment.

16.2.3 Students who do not pass a component (or components) upon reassessment may be entitled to repeat that academic year. Such students would be required to retake and pass all associated teaching and assessment, regardless of which component(s) they did not pass at reassessment. Students cannot normally retake more than one year of the programme.

16.2.4 Students who are required to repeat an academic year will be liable for tuition fees.

16.3 Academic adjustment

16.3.1 Academic adjustments refer to any adjustment made to mitigate for a student's personal circumstances that might otherwise impact on their ability to engage or best represent their academic ability. Any academic adjustment is not a right, and will be granted only when the relevant committee judges admissible grounds and evidence for adjustment exists. Reasonable adjustments on grounds of disability are dealt with by the Disabilities Team of the relevant institution.

16.3.2 Academic adjustments include extensions for assignments, deferral of written or practical exams or special consideration of modules/assessment of the ScotGEM Joint Exam Board prior to graduation.

16.3.3 With the exception of minor extensions to coursework submissions (which must be requested via the Year Lead), all requests for academic adjustments must be formally submitted to the relevant committee. The Committee will consider all evidence (including previous adjustments) when reaching a decision. Once an academic adjustment has been applied, no further academic adjustments will be applied to the affected assessments without exceptional circumstances. All students must successfully pass all requirements to progress, regardless of academic adjustment.

16.4 Deferred assessment.

16.4.1 Deferrals refer to the rescheduling of any aspect of an assessment beyond the normal reporting deadlines for the year. Awarding of deferred assessment is not a right, it must be requested and evidence to support the request provided. If requests for deferrals of any assessment are made and granted the assessment affected would normally be scheduled for the next available examination period for the programme:

16.4.1.1 Deferral of the mid-year assessment in Year 1 would result in the assessment being taken in the end of year programme diet.

16.4.1.2 Deferral of any end of year assessment(s) would result in the first attempt(s) being taken during the programme reassessment diet.

16.4.1.3 Deferral of any assessment(s) scheduled during the programme reassessment diet would result in the assessment(s) being taken during the main end of year programme diet for the next academic year. Such students would not be allowed to progress to the next year of study until all assessment was passed, and would therefore be required to take Leave of Absence and to resit all assessments for that year.

16.5 Special consideration

16.5.1 Special consideration of a module may be applied if a student has been unable to fully engage with their studies due to their personal circumstances; for the purposes of ScotGEM a module is a full year of study. This may only be applied to a maximum of one year, requires substantial evidence of disruption and there must be good reason why other academic adjustments (such as deferrals) or leave of absence were not requested. Special consideration of a module must be applied for prior to the release of year results, and retrospective application will not be considered unless there is exceptional circumstances approved by both Deans of Medicine (Universities of Dundee and St Andrews).

16.5.2 Upon special consideration of a year:

16.5.2.1 The performance of a student who passes all initial attempts at assessment will be reviewed prior to graduation by the ScotGEM Joint Exam Board. The Board will review the performance of the student both including and excluding the grade from the affected year and decide upon the appropriate recommendation for classification. Special circumstances will be taken into consideration for borderline students.

16.5.2.2 If a student who has special consideration for a year fails a component of assessment, they will be entitled to reassessment with no cap applied to their grade (i.e. their reassessment will be treated as if it is their first attempt). Their overall performance will be reviewed prior to graduation and a decision made upon classification by the ScotGEM Joint Exam Board.

16.5.2.3 If such a student subsequently does not pass reassessment, they will be entitled to retake assessment during the main end of year diet for the next academic year. The result of such further assessment will be capped at the equivalent to that of a pass (see Appendix B, Grade

Conversion Table) and contribute to their degree classification as per normal. Such students would not be allowed to progress to the next year of study until all assessment was passed, and would therefore be required to take Leave of Absence.

16.6 Professionalism and Fitness to Practise

16.6.1 The GMC mandate that, in addition to academic performance, a student's graduation and qualification is dependent on being fit to practise.

16.6.2 Each institution has separate, but complementary, regulations for Fitness to Practise proceedings based on guidance from the GMC. Findings of a Fitness to Practise panel may include warnings, undertakings, conditions, suspensions or expulsion.

16.6.3 In the case of a student whose conduct, clinical ability, knowledge or health gives rise to concerns that patient safety or the student's personal well-being could be compromised, the relevant Dean of Medicine, following consultation with relevant clinical staff, may temporarily debar the student from all or any work on the course. Formal Fitness to Practise processes will be the responsibility of the School in which the student is or was primarily matriculated when the situation commenced.

16.6.4 Students are referred to <https://www.gmc-uk.org/education/undergraduate/studentftp.asp>

16.7 Academic Intervention

16.7.1 The ScotGEM Programme operates an academic intervention process at an overall degree programme level. The principle is to help students recognise when their academic progress may be at risk, at a sufficiently early stage that they have opportunities to take action to address any underlying problems. Risks to studies include module results below those consistent with satisfactory academic progress; failure to progress and in the most severe cases, termination of studies. The early academic intervention process will be concordant with that in use at the institution of Primary Matriculation. <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/EarlyAcademicIntervention.pdf>

16.8 Placement supervision and support

16.8.1 Students will be expected to undertake clinical placements during their studies. Many of these placements will be of significant durations and will require re-location to undertake the placement. Placements may take place in primary, secondary or community healthcare or social care settings. Students will receive information prior to their placement that outlines the learning opportunities and required outcomes. Students will also have a named supervisor for each clinical placement and will continue to have access to student support services. Wherever feasible, students with additional support requirements will be assisted in ensuring a suitable placement is found that maximises their experience on placement.

16.9 Assessment and Feedback

16.9.1 Students' skills, knowledge and professionalism are assessed against the outcomes set by the GMC in the Outcomes for Graduates document (https://www.gmc-uk.org/education/undergraduate/undergrad_outcomes.asp). Details of these outcomes and the programme-specific outcomes can also be found in the ScotGEM handbook.

16.9.2 Professionalism is continually assessed via the Portfolio and lapses in professionalism may result in interview, enhanced supervision or other interventions designed to encourage reflection. Failure to engage with the system or failure to show improvement may result in debarment from the exams and/or Fitness to Practise proceedings.

16.9.3 A candidate shall be assessed at such times and by such means as the programme ScotGEM Joint Assessment Board may determine. Core summative assessments are split in to three components: knowledge-based exams (including written and online assessments), practical exams (OSCE) and professionalism-based assessments (portfolio elements). Students will be required to meet the standard required in each component

to progress to the next stage of the programme. Details of the assessment programme can be found in the ScotGEM handbook.

16.9.4 Students will receive feedback on all components of assessment. Students will also receive formative feedback opportunities throughout the programme.

16.9.5 Students who do not successfully complete an assessed component are entitled to reassessment. Students required to take reassessment exams will be required to pay a fee. For further information on reassessments, see section 16.2 Progression Criteria).

16.9.6 Students may also be required to take national medical assessments as defined and required by the General Medical Council.

16.10 Credit and grade transfer

16.10.1 No advanced standing or transfer credits may be applied to the ScotGEM degree.

16.10.2 All module results will be converted using an agreed Conversion Table and published to the student record at both institutions (see Appendix B: Grade Conversion Table).

16.11 Exit Awards

16.11.1 All students are admitted to the programme with the expectation that they will graduate with the Degree of MB ChB. If a student wishes to leave the course or is prevented from progressing and completing the course, the student will be eligible for the following exit awards:

16.11.1.1 After successful completion of Year One, a student would be eligible for the award of Certificate of Higher Education.

16.11.1.2 After successful completion of Year One and Year Two, a student would be eligible for the award of Bachelor of Science (BSc) (General) degree.

16.11.1.3 After successful completion of Years One, Two, and Three, a student would be eligible for the award of Bachelor of Science (BSc) (Hons) degree in Medical Health Sciences.

16.11.2 All module results will be converted using an agreed Conversion Table and published to the student record at both institutions (see Appendix B: Grade Conversion Table).

16.12 Classification

16.12.1 The ScotGEM Degree Classification Algorithm uses as the primary determinant of degree classification the weighted mean (and weighted median) of all grades awarded during all years of the ScotGEM degree programme. The recommended degree classification outcomes will be presented to the ScotGEM Joint Exam Board for consideration.

16.12.2 Only one decimal place is used in the calculations of means and medians.

16.12.3 The ScotGEM MB ChB can be awarded with following classifications: with Merit or with Distinction.

16.12.4 Where an assessed component is failed without right to re-assessment, the original fail grade is entered into the ScotGEM Degree Classification Algorithm (see Appendix D) weighted against the number of credits possible. If the assessed component is re-taken (i.e. a new instance of the component is taken), the original fail grade and the grade earned for the later session will be entered into the ScotGEM Degree Classification Algorithm.

16.12.5 Where an assessed component is failed with right to re-assessment and passed at re-assessment, the capped (pass) re-assessment result is entered into the ScotGEM Degree Classification Algorithm (not the original failed grade).

16.12.6 In the case where no credit is obtained at re-assessment for a failed assessed component, the original fail grade is entered into the ScotGEM Degree Classification Algorithm (see Appendix D).

16.12.7 Students with assessed components with Special Consideration applied will be considered for the better outcome by the ScotGEM Joint Exam Board.

16.12.8 The MB ChB can be awarded as with or without merit or distinction based on student performance across all four academic years of the course. Additionally, students may have individual year results recorded on their transcript as with or without merit or distinction. The grades required for awarding a merit or distinction are provided on the Degree Classification Algorithm (see Appendix D).

16.13 Educational Performance Measure (EPM) framework

16.13.1 All medical graduates in the UK are entitled to apply for foundation training. Part of this process requires assigning students a decile ranking during their final year of study at the point of application to the Foundation Programme, including those applying to the Academic Foundation Programme. The ranking process follows the Educational Performance Measure (EPM) framework and details of the weighting of different components of the course are outlined in the EPM ranking procedure (see Appendix C).

16.14 Award

16.14.1 Upon successful completion of the ScotGEM Programme, students will receive a joint MB ChB degree, detailed on one degree certificate bearing the crests and seals of both Universities of St Andrews and Dundee. Statutory approval to award the joint degree is being sought and cannot be guaranteed at this time. Both Universities of Dundee and St Andrews will notify students as soon as reasonably practicable if the degree cannot be established as intended.

If a joint degree cannot be established, the degree will be awarded solely by the University of Dundee.

16.14.2 In addition, students will receive transcripts from each institution, detailing modules taken at both institutions.

16.14.3 The ScotGEM Graduation ceremony will rotate between St Andrews and Dundee.

17. APPENDICES

- A. Student Support and advice
- B. Grade Conversion Scheme for ScotGEM
- C. Educational Performance (EPM) ranking statement
- D. Degree Classification Algorithm

Appendix A: Student Support and Advice

1. The study of Medicine, as a professional discipline, places specific requirements on medical students and medical schools in that the GMC requires the School measures student achievement, conduct, health, knowledge, skills & attitudes (GMC Achieving Good Medical Practice).
2. In many cases health, welfare, professionalism and academic progress are linked or overlap. Providing support and advice is integral to the ScotGEM programme and there are a range of support structures designed to enhance health and wellbeing and to allow students to achieve their full potential.
3. All staff with direct student contact are able to signpost students to appropriate sources of support. Monitoring of attendance, low level concerns (e.g. lateness) and engagement with student led tasks allows opportunity for early supportive intervention by senior staff should concerns arise.
4. Every student will be allocated to a Personal Support Tutor on starting the course. The ScotGEM Personal Support Tutor will:
 - 4.1 Provide knowledgeable, individual counsel for students
 - 4.2 Support the student in regular and constructive self-assessment
 - 4.3 Support the student in goal setting
 - 4.4 Act as the student's advocate if required
 - 4.5 Empower the student to achieve their full potential
5. A mutually agreed record of meetings will be kept, allowing effective transfer of information and continuity of support. Please see "Who knows what about me?" for details about data sharing within the ScotGEM programme.
6. Personal Support Tutors will maintain contact with students throughout the four year course. As the student progresses and becomes increasingly independent some contact may be by email, phone or Skype.
7. Out with the immediate ScotGEM programme both Dundee University and the University of St Andrews

have matured and established Student Support services able to offer advice on all aspects of student welfare separate from the Schools of Medicine. It is important that students with problems relating to health, money, work, bullying, homesickness, accommodation, family, or any other matter that affects University life seek help at an early stage. All matters discussed with Student Support Services will be dealt with confidentially and information will only be passed on to other members of staff with express permission and in accordance with the University Student Confidentiality Policy. It is required that students engage only with the service provided by the Institution of Primary Matriculation. Students on remote placement may engage with Support Services provided by ScotGEM partners in cases of immediate need however students are required to inform and engage with the Institution of Primary Matriculation as soon as is reasonable.

Appendix B: Grade Conversion Scheme for ScotGEM

Dundee Reporting Scale	Dundee Aggregation Scale	St Andrews Reporting Scale	Qualitative Reference Standard
A1	23	20	
A2	22	19	
A3	21	18	Excellent/Outstanding
A4	20	17	
A5	19	16.5	
B1	18	16	
B2	17	15	Very Good
B3	16	14	
C1	15	13	
C2	14	12	Good
C3	13	11	
D1	12	10	
D1	12	9	Satisfactory
D2	11	8	
D3	10	7	Marginal Pass
M1	8	6	
M2	8	5	Marginal Fail
M3	7	4	
CF	5	3	
CF	4	2	Clear Fail
BF	2	1	
QF		0	Bad Fail

Appendix C: Educational Performance Measure (EPM) ranking statement

The ScotGEM EPM decile ranking statement is informed by the [UK Foundation Programme EPM framework: http://www.foundationprogramme.nhs.uk/pages/fp-afp/applicant-guidance/SJT/EPM](http://www.foundationprogramme.nhs.uk/pages/fp-afp/applicant-guidance/SJT/EPM)

1. This document provides details of the ScotGEM MB ChB assessments used to determine an applicants' decile score and the policy on how repeat years and re-sit results are managed. EPM decile scores are calculated at the beginning of the final academic year using the process described below.
2. Summative end of year examination results (combined written, OSCE & Portfolio results) are used based upon the MB ChB degree classification process. Each year's summary result is weighted in approximate proportion to the MB ChB degree classification. As only three years assessments are available when the calculation is made the weighting in the EPM is as below:

2.1 Year 1

MB ChB degree classification: 20%

Over-all contribution to EPM decile ranking: 30%

2.2 Year 2

MB ChB degree classification: 20%

Over-all contribution to EPM decile ranking: 30%

2.3 Year 3

MB ChB degree classification: 30%

Over-all contribution to EPM decile ranking: 40%

3. Deferral & re-sit rules

3.1 The same rules are applied to EPM ranking as for the ScotGEM MB ChB degree classification.

3.1.1 3rd year re-sit: A student failing any element of the re-sit exam diet is excluded from the ranking process post exam as they cannot proceed to apply to Foundation Training.

3.1.2 3rd year assessment deferred: For each component of the assessment, any student deferring their first sitting to the year 3 re-sit diet for non-academic reasons are given an average mark for year 3 based on year 1-2 results. Students deferring on academic grounds will be given a grade of Dundee D3/St Andrews 7.

Appendix D: Degree Classification Algorithm

1. The degree classification is determined by the performance of a student across their four years of study on the MB ChB programme based on a combination of examination, Portfolio and awards of distinctions within each year of study.

2. Rules for deriving the final MB ChB ranking

2.1 For each year of study a numerical score is awarded for the knowledge-based examinations, OSCE and Portfolio examinations. Both the Universities of St Andrews and Dundee utilise different institutional Common Assessment Scales (CAS), but grades can be converted based on an accepted conversion table provided in the ScotGEM Programme Regulations document.

2.2 Typically, the top 10% - 15% of students of each year will be awarded a distinction or merit as determined by the ScotGEM Joint Exam Board.

2.3 The overall credit weighted mean MB ChB score is derived by combining the four yearly scores using the following weighting:

Year 1:	20%
Year 2:	20%
Year 3:	30%
Year 4:	30%

2.4 The final numerical score is then converted to a grade according to the CAS.

3. Degree classification

3.1 Distinction: typically awarded to students who achieve distinction in at least three years of study, including year 4, and achieve an overall excellent/outstanding grade in all four years (i.e. an A grade on the Dundee CAS scale, or 16.5 or greater in the St Andrews scale).

3.2 Merit: typically awarded to students who achieve distinction in at least two years of study and achieve an overall excellent/outstanding grade at least three years of study (i.e. an A grade on the Dundee CAS scale, or 16.5 or greater in the St Andrews scale).

3.3 The ScotGEM Joint Exam Board will, however, have discretion to consider minor variations on the above.