UNIVERSITY OF DUNDEE
SENATE REGULATIONS

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Senate Regulations

Elections to Court and Senatus Academicus by the Staff Council

(Note: Regulations made under Ordinance 18.)

1 Elections shall take place during the second semester except in the case of elections to fill a casual vacancy which may be held during the first semester.

2 In years when there is an election for the Court it shall be held before or concurrently with the election for the Senatus.

3 The Returning Officer shall communicate with all electors not less than twenty-one days before an election calling for nominations and indicating the number of vacancies to be filled. The communication shall include the name or names of the person or persons retiring. In the case of the Senatus the communication shall also give the names of the elected members of Court and their periods of office.

Nominations shall not be valid unless received by the Returning Officer ten days before the date of the election.

Each nomination shall require the endorsement of two supporters, who shall be electors, and a confirmation from the candidate that they agree to stand for election.

4 Not less than seven days before the date of the election the Returning Officer shall communicate with all electors informing them of (i) the dates and format of the election and (ii) the names of the candidates in alphabetical order together with the names of their supporters.

5 (1) The election shall be conducted in a format approved by the Returning Officer and under the single transferable vote system (as defined in “How to conduct an Election by the Single Transferable Vote” by Newland and Britton, 3rd Edition 1997).

(2) Candidates, or their representatives, shall be entitled to be present at the counting of the votes.

(3) The candidates with the highest number of votes shall be deemed to be elected.

(4) In the event of a tie for the last or only place the election shall be decided by the drawing of lots by the candidates with an equal number of votes in the presence of the Returning Officer.

(5) The Returning Officer shall have power to declare a ballot paper (if used) spoiled or invalid and to decide any matter for which provision is not made in these Regulations. He or she shall report to the Senatus/Staff Council any decision taken in exercise of this power.

6 A statement of the result of each election will be published not later than the second day following the election and reported to the next meeting of the Court, Senatus and Staff Council.

7 Elections for casual vacancies will follow the foregoing procedure except that if a vacancy occurs during the vacation before a semester in which an election for ordinary vacancies is due to be held the election for the casual vacancy will form part of that election.

University Library

Library Membership/Access to the Library

Rules for the management of the Library made from time to time by the Learning & Teaching Committee and approved by the Senatus shall have the effect of Library Regulations.

1 Membership of the Library is granted to the following:

(1) Members of the University as defined in the Charter.

(2) Persons attached to the University, but not included in (1), who are recommended by a Dean or Director.

(3) Retired members of the University staff.
(4) Persons engaged in study or research, at the discretion of the Librarian and on payment of an annual subscription of forty pounds.

(5) Secondary school pupils aged sixteen years and above, at the discretion of the Librarian and on payment of an annual subscription of five pounds.

(6) Graduates of the University of Dundee, of the former Northern College of Education (Dundee Campus) and of the former Duncan of Jordanstone College of Art, at the discretion of the Librarian and on payment of an annual subscription of fifteen pounds.

(7) Corporate members, at the discretion of the Librarian and on payment of an annual subscription of one hundred and twenty pounds.

(8) The Bishop and Clergy of the Diocese of Brechin of the Scottish Episcopal Church.

(9) Undergraduate and postgraduate students, academic and library staff of the University of St Andrews and of Abertay University.

(10) Members of organisations with which the University has concluded agreements for membership.

2 Membership of the Library implies an undertaking to observe the Library Regulations. Library membership cards are not transferable. If a membership card is lost or stolen, the patron shall remain responsible for items issued using it until the Library has been informed of the loss.

3 Members of the general public may be admitted to the use of the Library for reference purposes, free of charge and on application, preferably in writing, to the Librarian.

4 Children accompanied by a member of the Library are welcome. When in the Library buildings they remain the responsibility of the Library member and for their own safety should be supervised at all times.

**Borrowing**

5 (1) All material borrowed from the Library is subject to recall at the discretion of the Librarian.

(2) Periodicals may not normally be borrowed.

(3) No item shall be removed from the Library until it has been issued and the loan recorded. The item shall remain the responsibility of the borrower until returned and the record cancelled.

(4) In the event of any item being lost, damaged or defaced by or while in the possession of a person entitled to the use of the Library, that person shall be liable either to replace the item or to pay such compensation, not exceeding the cost of replacement, as may be fixed by the Librarian or their Deputy.

**Conduct**

6 (1) Persons using the Library are to avoid all unnecessary noise and disturbance and to comply with the instructions made by the Library staff to this effect.

(2) Smoking or vaping on Library premises is prohibited.

(3) An inspection of Library material in the possession of patrons leaving the Library may be carried out by an authorised member of the Library staff, who may also require patrons to allow bags and other personal effects to be examined.

(4) Places in the study areas should not be reserved and books or other articles should not be left with this intention. Material left in Library lockers is subject to inspection and/or removal by Library staff.

**Breaches of Regulations**

7 (1) In terms of Ordinance 40 (Student Discipline) the Senatus has delegated to the Librarian or their Deputy disciplinary powers in respect of breaches of the Library Regulations by students of the University. In such cases the Librarian or their Deputy, in addition to imposing the penalties prescribed by Ordinance, may suspend from the use of the Library for a period not exceeding three months.
In the case of breaches of the Library Regulations by patrons other than students of the University, the Librarian or their Deputy shall have powers to suspend from the use of the Library for a period not exceeding three months without prejudice to the power of the Librarian to report the offender to the Learning & Teaching Committee for the imposition of such additional penalty, by way of a fine not exceeding one hundred pounds and/or suspension from the use of the Library, as the Committee may determine.

**Loan Rules**

1. **Loan limits**

   The number of items which may be borrowed by members of the Library is prescribed as follows:

   - University of Dundee undergraduates: 18 items
   - University of Dundee postgraduates: 30 items
   - University of Dundee staff: 30 items.

   Loan limits for all other categories of library membership to be at the discretion of the Librarian.

   In case of breach of these Loan Rules, the Librarian shall have discretion to reduce progressively the loan limits individually for an offending person, providing that this shall be approved by the Convenor of the Learning & Teaching Committee. In addition, in the case of a serious failure by a student to return a book on request, the Librarian may draw the matter to the attention of the relevant Dean for further action, including disciplinary action.

2. **Loan periods**

   There shall be a standard loan period of 4 weeks for all materials in all branches of the University Library, excluding certain other categories as shall be designated from time to time by the Librarian. The same loan period shall apply to all categories of patron. There shall also be restricted loan periods of 1 day and of 7 days for certain items as designated from time to time by the Librarian. Standard loan items are subject to recall as per section 4 below. If there is a queue of requests on a standard loan item, the loan period will be reduced to 7 days until the queue clears.

3. **Overdue items**

   Items borrowed on standard loan will be automatically renewed up to a maximum period of 12 months, unless requested by or on behalf of another patron. Patrons shall be informed of recalled items, items due for return, and overdue items by a series of emails. Overdue requested or recalled standard loan items are subject to fines. Items borrowed on restricted loan (1 day or 7 day loan) are not eligible for renewal and all overdue items in these categories are subject to fines. If a borrowed item is not returned, an invoice shall be issued as described in section 5 below.

4. **Recalls**

   When a standard loan item is requested by another patron, it cannot be renewed and should be returned by the due date or within 7 days (whichever is sooner). A requested item which is not returned by the revised due date will cause a block to be placed on the borrower’s record which will prevent the borrowing of additional items until the overdue item is returned. If the item is not returned, an invoice shall be issued as described in section 5 below.

5. **Fines**

   The rate of fine for late return of standard loan items is currently £1 per day or part of a day for overdue requested or recalled items only. The rate of fine for late return of 1 day and 7 day loan items is currently £1 per day. The rate of fine for late return of items obtained through Inter-library Loan shall be £1 per day. These rates may be changed from time to time by the Learning & Teaching Committee. If a patron has an overdue item or fines totalling more than £15, they shall not be allowed to borrow until the overdue item is returned or the fines reduced to under £15. The maximum fine accrued shall be £15 per item. If an overdue item is not returned within 21 days of the due date, an invoice will be issued as per Library Regulation 4 (4). Replacement costs for items obtained through Inter-library Loan shall be determined by the owning library. Failure to pay fines or invoices by students of the University or by external users shall be treated as breaches of the Senate Regulations for the University Library.
Guidance for Society, Club, Charity and Commercial Activity on Library Premises

1 The University libraries exist for the primary purpose of providing for study, resources and academic meetings. The cafe, vending machines, notices and other support activities are all designed to support this primary purpose.

2 From time to time, the University may carry out promotions for defined University or community-based activities that are relevant for the patrons of the libraries. These will be minimal in impact and minimal in physical presence.

3 The Main Library permits recognised University societies and clubs, or individual students and members of staff engaged in fundraising, to make an online booking to operate a bake stall (or similar) in the entrance foyer. Only one event per day is permitted and societies, clubs and individuals are limited to one event per week and three events per semester. Every online booking is subject to confirmation. Produce for sale may be cakes or other approved goods (articles such as sandwiches, drinks, soup and second-hand goods are likely to be refused). The operator is also required to display a disclaimer notice which is available from the Security Desk. This reads:

   The University of Dundee allows students to host bake sales on LLC premises to raise money for charitable organisations or University Societies, but has no liability for products consumed from this stall. Food preparation is done by the students themselves. Please be aware that consumption is at your own risk.

   The notice should be returned to Security once the bake sale is over.

4 Societies, clubs and individuals authorised to run a bake stall may not campaign, promote activities other than social or sporting activities, or promote philosophies, religions or politics at that bake stall. The bake stall and those operating it (maximum of two) should not cause an obstruction to Library users entering or leaving the building. The entrance foyer must be left clean and tidy after the event.

5 To ensure Library patrons are not overwhelmed with charitable opportunities, no charity promotions, collections or other activities (other than bake stalls in the entrance foyer) are permitted in the libraries.

6 Commercial promotions are not permitted within the libraries. From time to time certain places may be designated for the display of a low number of leaflets for a service which is judged to be of interest to students. No posters or leaflets are to be displayed or distributed on Library premises without permission.

Regulations for the Use of Computing Facilities

1 These Regulations shall apply to all use by staff, students and any other authorised user of any of the computing facilities administered by the University or any of its departments and, where applicable, to the use of any other computing facilities connected to the University by modems, JANET, wide area networks or by other means.

2 No charges for the use of University computing facilities shall be made to members of the University in connection with their studies, research, teaching or administrative duties except (a) for some facilities where charges may be made to cover specific costs and (b) where external sources provide additional funding for computer use.

3 No person or persons shall by any wilful or deliberate act jeopardise the integrity of computing equipment, the communications network, systems programs or other stored information nor gain nor attempt to gain unauthorised access to computer systems, programs or other data including data in transmission over networks.

4 Any information not provided or generated by the user of a computing resource and which may become available to the user shall be treated as confidential. Such information shall not be copied, modified, disseminated or destroyed without the permission of the originating person or body.

5 Users shall observe the licensing requirements attached to any software they purchase or use and shall comply with the provisions of the Copyright, Designs and Patents Act 1988 and with any additional
conditions imposed by current copyright law. Copying of computer software, unless explicitly allowed, and the use of unlicensed or pirated software shall not be undertaken.

6 Users who maintain files which deal with data related to any living identifiable person shall conform with the conditions of the Data Protection Act 1984 and must advise the University’s Data Protection Officer of any such files to ensure that the data are correctly registered.

7 Users shall not disclose to other persons passwords given to them to access computer systems with password entry.

8 Computing facilities shall not be used for private purposes such as consultancy or by external users except with the express permission of the University, granted through the Director of Information Technology Services or other authorised manager of specific computing facilities, and at charges to be determined from time to time by the aforementioned person in conjunction with the Director of Information Technology Services and the Finance Officer.

Breaches of Regulations

9 (i) In terms of Ordinance 40 (Student Discipline) the Senatus has delegated the Director of Information Technology Services disciplinary powers in respect of breaches of the Regulations by students of the University. In addition to the penalties prescribed by Ordinance 40, the Director or any Authorised Officer acting on the recommendation of another head of unit may suspend any student immediately from using any University equipment pending investigation of the alleged breach.

(ii) In the case of staff and other non-student users of University computing facilities, the Director of Information Technology Services shall have power of immediate suspension from using any University computing equipment pending investigation of an alleged breach of the Regulations. Where he or she determines after investigation that a breach has occurred he or she may continue such suspension and may recommend to the Secretary of the University that the user is held responsible for reimbursement of any loss incurred by the University as a result of the breach or that the matter is reported to the Police as a potential criminal offence or, in the case of a member of staff, that the matter is further considered by or on behalf of the University Court under staff disciplinary procedures or all or any of these.

Termination of Studies (Appeals)

1 There shall be a Committee of the Senatus Academicus, entitled the Termination of Studies (Appeals) Committee, which shall be empowered to receive and determine appeals from students against termination of their studies.

2 The members of the Termination of Studies (Appeals) Committee shall be: a Vice-Principal or equivalent ex officio (Convenor); at least one representative of each College Board, nominated by the College Board; Students’ Assessor on the Senatus, ex officio. When however it is known in advance that a member of the Committee will be unable to attend a meeting, it shall be competent for the member’s College Board to appoint a deputy; provided that if no meeting of the College Board is to be held in time for this to be done, the appointment may be made by the Vice-Principal of the College.

3 Any three members of the Committee shall constitute a quorum.

4 The term of office of members, other than the Convener and the Students’ Assessor, shall, subject to special arrangements to ensure that all members do not demit office at the same time, be three years.

5 A College representative shall not be a party to the decision of the Committee on an appeal by a student of his own College, but it shall be competent for the Convener and the other members of the Committee to consult him or her.

6 The intimation to be made to a student of termination of his or her studies, his or her right of appeal and the procedure to be followed shall be issued in the name of the Vice-Principal of the College (or the Dean of the School where this power has been devolved by the College Board) concerned and shall in all Colleges conform as nearly as practicable to the style indicated in the Schedule to these Regulations.
On receipt of an appeal the Secretary of the University shall refer it, with all supporting documents, to the relevant College Board or College Committee for immediate consideration and recommendations, such recommendations being for the Committee’s guidance only.

The Committee is empowered in its own discretion to hear an appellant orally, but no right to oral hearing is conferred upon appellants.

The Committee is empowered also to consider representations by College or School Committees against termination of studies made on behalf of a student who has not formally appealed.

The Committee is empowered to obtain all such information or opinions as it may consider desirable.

A record shall be kept, in the form of minutes of meetings, of all appeals presented to the Committee, which shall include particulars of each appeal, the decisions reached and the grounds of the decisions.

The decisions of the Committee, which shall be final, shall be reported to the Senatus and to the appropriate College Board in each case.

In the event that any issue involving disability, race or other equal opportunities issue arises, any Committee or University officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider the promotion of good race relations and racial harmony. This may be at any stage, but is at the sole discretion of the Committee or member(s) of staff involved.

Schedule

College (School) of …..

Date

Dear …..

By Degree Regulation (to be specified) you are required to pass degree examinations in … papers in Part ….. of the ….. examination before (e.g.) the expiry of the year following the date of first matriculation. As you have failed to comply with this regulation I must inform you that your studies are now liable to termination. Your case will now be considered by the Termination of Studies Committee of the College of/School of ….. The Committee will normally make one of the following decisions:

(a) to permit you to continue in attendance but to require that you repeat your current year of study;

(b) to grant you extended class certificates in the courses in which you have failed to allow you to sit the degree examinations again next May/June and, if necessary, in August/September, without your being required to attend classes; should you be successful in the examinations you will be permitted to resume full-time study in the year following; if not, your studies will again be liable to termination;

(c) to terminate your studies now.

You are invited to submit a letter of appeal to the Committee to explain your poor performance and to indicate to the Committee which of options (a) and (b) you would prefer. The Committee, in reaching its decision, will take into account any extenuating circumstances (not lack of diligence or other fault on your part) such as illness or other disability or adverse family or personal circumstances. If you are disabled or wish to raise any other equal opportunities issue, please do so, providing as much detail and supporting information as you wish. The Committee may request further information or reports.

If you wish to submit a letter of appeal you should do so by writing to the Secretary of the College/School within ten days of the date of this letter. Your letter will be photocopied. Please therefore type or write in black ink on white paper. The letter should be addressed to: The Secretary, College (School) of ….. The University, Dundee DD1 4HN. Your letter should be accompanied by any documents you wish to submit in support of it. Medical grounds should be supported by a medical certificate and other grounds should be as fully substantiated as possible. You may ask a doctor, minister of religion, member of academic staff or any other person to write to corroborate statements you have made or otherwise to support you. You should ask this person also to write to
the Secretary of the College (School) as soon as possible and you should indicate in your appeal that evidence is
to be expected from this person.

Should the College (School) Termination of Studies Committee decide, through selection of options (a) or (b) or
in some other way, that you may continue your studies in the University then you will be informed of this as
soon as possible and given details of the circumstances under which your studies may continue. If, on the other
hand, the College (School) Committee should decide that your studies should be terminated your letter of
appeal, and any supporting documents, will pass to be considered by the Termination of Studies (Appeals)
Committee of the
University Senate. Regulation 8 of the Termination of Studies (Appeals) Regulations empowers this Committee
“in its own discretion to hear an appellant orally, but no right to oral hearing is conferred upon appellants”. If
you believe that such a personal appearance would have anything material to add to what you state in your
letter of appeal then please say so in your letter. No expenses which you may incur in making a personal
appearance before the Committee, if it exercises its discretion to hear you orally, can be reimbursed by the
University.

This is your only opportunity to submit a letter of appeal and all the factors in support of your case should be
produced at this stage since they will not be admissible after a decision has been reached. Any information which
you provide will be treated in the strictest confidence.

Your Adviser of Studies, the Student Advisory Service, the University Chaplain and the President of the
Students’
Association are all available for consultation if you wish for their guidance. You are advised to get in touch with
one or other of these people, or one of your tutors, if you intend to submit a letter of appeal. Your Personal Tutor
may also be available to assist.

If you choose not to submit a letter of appeal then the College (School) Committee will still consider your case
but may do so in the absence of knowledge of some factors which you may consider relevant. In any case, Heads of
Departments will be asked for their opinions and recommendations about your future studies.

If you do not wish to submit a letter of appeal or if your studies are terminated then you are welcome to avail
yourself of the facilities provided by the University Careers Service to help you in seeking employment or
vocational training.

If you intend to withdraw from your course here and do not wish to have the possibility of your studies being
formally terminated then you should inform me of this within ten days of the date of this letter. If there is
anything in this letter that you do not understand then please contact me or the College (School) Secretary as
soon as possible so that I can explain it to you.

Vice-Principal of the College of ……

Yours sincerely

Copy to: the Secretary of the University

Undergraduate Appeals Procedure - Regulations*

* These Regulations are not intended to be a substitute for the Termination of Studies (Appeals) Regulations which apply
when a candidate has failed to fulfil the requirements set out in the Regulations governing progress for the relevant Degree
and whose studies have therefore been discontinued.

1 There shall be a Committee of the Senatus entitled the "Undergraduate Appeals Committee" which shall
be empowered to receive and determine appeals, as defined in these Regulations, by undergraduate
degree candidates.

2 The members of the Committee shall be: a Deputy Principal or a Vice-Principal or equivalent ex officio
as Convener, one representative of each School Board, and the Students’ Assessor on the Senatus ex
officio.
3 The term of office of members of the Committee, other than the Convener and the Students' Assessor shall, subject to special arrangements to ensure that all members do not demit office at the same time, be three years.

4 Any three members of the Committee shall constitute a quorum. Exceptionally the Committee shall have powers to co-opt up to two members in order to obtain a quorum.

5 A member of the Committee who is a member of the Board of Examiners for an undergraduate degree candidate shall not be a party to the decision of the Committee on an appeal by such a candidate.

6 (1) The Committee shall determine
   (i) appeals by candidates on failing to pass assessments;
   (ii) appeals by candidates concerning the grade or grades awarded for assessments including final Honours Degree Classifications.

(2) In the first instance the student shall seek to resolve the appeal with the Dean of School. Only if such resolution is unsuccessful shall referral be made to the Secretary of the University as required in Regulation 7(1) below.

(3) Such appeals shall not be considered unless they are based upon allegations of
   (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 or bias on the part of one or more of the examiners.

7 (1) Every appeal shall be in writing and shall be lodged with the Secretary of the University within four weeks of the date on which the candidate received intimation of the decision against which the appeal is directed.

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

8 (1) The Secretary, in consultation with the Convener of the Committee, shall determine whether the grounds of appeal come within the provisions of Regulation 6(3). Extenuating circumstances under Regulation 6(3)(a) shall not include a candidate’s illness at the time of the examination unless a medical certificate has been submitted to the head of the department either before the examination or within seven days thereafter.

(2) If the grounds of appeal do not satisfy the provisions of Regulation 6(3), the Secretary shall inform the candidate accordingly.

(3) If a prima facie case is established the Secretary shall cause written notification to be sent to the candidate by recorded delivery or registered post, intimating:
   (i) the date on which the Committee will meet to consider the appeal which shall not be less than fourteen days from the date of despatch of the intimation, and
   (ii) the candidate’s right, if giving oral evidence, to be accompanied or represented by a lawyer or friend.

9 The Committee shall be empowered to obtain all such information or opinions it may consider desirable which shall include an account of the student’s progress and of the procedures already carried out in the matter. This shall include the grounds on which the decision appealed against was reached and should make clear the evidence that was available.

10 (1) After consideration of all the submissions made to it, the Committee may:

   (i) reject the appeal;
(ii) notwithstanding that the point raised in the appeal might be decided in favour of the student, dismiss the appeal if they consider that the student has suffered no material prejudice;

(iii) uphold the appeal and order whatever remedy it deems fair in the circumstances.

(2) The Committee's decision shall be reported to the Senatus and may include any recommendations related to the matter which has given rise to the appeal.

11 In the event that any issue involving disability, race or other equal opportunities issue arises, any Committee or University officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider the promotion of good race relations and racial harmony. This may be at any stage, but is at the sole discretion of the Committee or member(s) of staff involved.

Postgraduate Appeals Procedure - Regulations

1 There shall be a committee of the Senatus entitled the ‘Postgraduate Appeals Committee’ which shall be empowered to receive and determine appeals, as defined in these Regulations, by postgraduate degree or diploma candidates.

2 The members of the Committee shall be: a Deputy Principal or a Vice-Principal or equivalent ex officio as Convener, one representative of each School Board, and the Students’ Assessor on the Senatus ex officio.

3 The term of office of members of the Committee, other than the Convener and the Students’ Assessor shall, subject to special arrangements to ensure that all members do not demit office at the same time, be three years.

4 Any three members of the Committee shall constitute a quorum.

5 The Committee shall be empowered to obtain all such information or opinions it may consider desirable.

6 A member of the Committee who is a member of the examining committee for a postgraduate degree or diploma candidate shall not be a party to the decision of the Committee on an appeal by such candidate.

7.1 The Committee shall determine:

(i) appeals by taught Master’s degree or diploma course candidates on failing to pass assessments;

(ii) appeals by research students whose studies have been discontinued by the Senatus in terms of Regulation 3 of the Admission of Research Students Regulations;

(iii) appeals by postgraduate degree candidates against the non-award of a degree following submission of a thesis or dissertation.

(iv) in the first instance the student shall seek to resolve the appeal with the Dean of School. Only if such resolution is unsuccessful shall referral be made to the Secretary of the University as required in Regulation 8 below.

7.2 Appeals under items (i), (ii) and (iii) shall not be considered unless they are based upon allegations of

(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.

7.3 In exceptional cases, where an appeal does not fall within the provisions of Regulation 7.2 but there is prima facie evidence of injustice, a student may petition the Senatus, as the body responsible for the academic work of the University. The Senatus may decide the matter itself or may refer it for
determination to its Postgraduate Appeals Committee, notwithstanding Regulation 9.1 and 9.2, or to an ad hoc Committee.

8 Every appeal shall be in writing and shall be lodged with the Secretary of the University within four weeks of the date on which the candidate received intimation of the decision against which the appeal is

9.1 The Secretary, in consultation with the Convener of the Committee and the Dean of the candidate’s School, shall determine whether the grounds of appeal come within the provisions of Regulation 7.2. Extenuating circumstances under Regulation 7.2(a) shall not include a candidate’s illness at the time of the examination unless a medical certificate has been submitted to the head of the department either before the examination or within seven days thereafter.

9.2 If the grounds of appeal do not satisfy the provisions of Regulation 7.2, the Secretary shall inform the candidate accordingly.

9.3 If a prima facie case is established the Secretary shall cause written notification to be sent to the candidate by recorded delivery or registered post, intimating:

(i) the date on which the Committee will meet to consider the appeal which shall not be less than fourteen days from the date of despatch of the intimation, and

(ii) the candidate’s right:

(a) to be present at the hearing and to be accompanied, or be represented, by a lawyer or friend

(b) to call witnesses

(c) to examine opposing witnesses, and

(d) to give oral and/or documentary evidence: provided that a copy of any document to be produced shall be lodged with the Secretary not less than 48 hours before the Hearing.

10.1 After consideration of all the submissions made to it, the Committee may:

(i) reject the appeal;

(ii) uphold the appeal and recommend, as appropriate, that the candidate be permitted, subject to such conditions as the Committee may impose –

(a) to take the written examination or practical assessment again, or

(b) to revise and resubmit their thesis or dissertation, or

(c) to resume their research.

10.2 If the Committee upholds an appeal on the grounds of prejudice, bias or inadequate assessment, it shall direct that the committee of examiners be replaced by a new committee to re-examine the candidate’s work.

10.3 In the event that any issue involving disability, race or other equal opportunities issue arises, any Committee or University officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider the promotion of good race relations and racial harmony. This may be at any stage, but is at the sole discretion of the Committee or member(s) of staff involved.

11 The decisions of the Committee, which shall be final, shall be reported to the Senatus and to the appropriate School Board.

Regulations Governing Plagiarism and Academic Dishonesty

(Note: these Regulations apply to all undergraduate and postgraduate degrees, diplomas and certificates).

1 The University’s degrees and other academic awards are granted in recognition of a candidate’s personal achievement.

2 Any action on the part of a candidate which involves plagiarism (defined as the unacknowledged use of another’s work as if it were one’s own exemplified by copying from a source without acknowledgement of its origin) or other form of academic dishonesty, in work which may be assessed as part of the requirements for an academic award, will be regarded as a serious offence.
University of Dundee Senate Regulations

3 Where a substantive case of academic dishonesty or plagiarism is detected by an examiner, a written or oral report shall be made to the Board of Examiners concerned, along with one of the following recommendations;

(1) that the examiner is satisfied that the matter should be noted but requires no further action by the Board; because it involves no more than a single lapse or a very few minor lapses which have been taken into account in the examiner’s assessment of the work; or

(2) that the nature of the academic dishonesty is such that in the examiner’s opinion it is appropriate to reduce the candidate’s mark by a specified amount to reflect the examiner’s assessment of the extent of the cheating; or

(3) that the nature of the academic dishonesty, and/or its extent, is so significant that the examiner is unable to penalise the work adequately by a reduction in marks and that the Board of Examiners should consider it as a serious case of cheating.

4 (1) In the case of a recommendation from an examiner in terms of Regulation 3(2) the Board of Examiners has the discretion to adjust the marks and results up to the point where the academic rating for the piece of work in question is reduced to zero with whatever consequences would normally follow from such performance, including loss of class in the case of honours examinations, or failure in the case of other examinations.

(2) A Board of Examiners has no power to make a greater adjustment to marks by way of penalty for what it regards as a more serious and substantial case of academic dishonesty. Where a Board of Examiners believes the extent of the dishonesty in terms of Regulation 3(3) to be such that sanction over and above the disallowance of work is appropriate, as detailed a report as possible of the circumstances of the offence should be sent to the Academic Secretary who will arrange for it to be considered along with his recommendation concerning the subsequent action which might be taken by the University Committee on Academic Dishonesty. In such a case, any decision by the Board of Examiners concerning that particular student shall be suspended pending the decision of the Committee.

(3) The decision of the Committee on Academic Dishonesty shall be final except in those cases where the Committee believes refusal to award a degree or other qualification or exclusion from the University is appropriate. In such cases the Committee shall make a recommendation to the Senate.

5 In the event that any issue involving disability, race or other equal opportunities issue arises, any Committee or University officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider the promotion of good race relations and racial harmony. This may be at any stage, but is at the sole discretion of the Committee of member(s) of staff involved.

Conduct of Examinations

1 At least two invigilators, of whom one shall be designated senior invigilator, shall be on duty in each examination room.

2 At least one invigilator shall normally be seated in front of the candidates and at least one behind to ensure proper supervision of the examinees.

3 It is the responsibility of the senior invigilator to collect, or to arrange for the collection of, the question papers for the examination(s) at which he/she is officiating and to ensure that the packets of papers are properly sealed and labelled in accordance with the examination timetable.

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1 Or the Head of Department in cases where academic dishonesty or plagiarism is detected in coursework undertaken during the academic year. This is to ensure that matters may be dealt with expeditiously in the interests of the students concerned rather than having to wait for the annual meeting of the Board of Examiners in June.

2 Any such decision of the Senatus is subject to the provision of Statute 9(5)(b).

3 Denoted by an asterisk in the examination timetable.
Examination papers should always be produced so that the questions do not appear on the front page. This is to ensure that the questions are not revealed to candidates before the examination starts. The invigilators should ensure that this approach is followed.

Invigilators must arrive at the examination room at least fifteen minutes before the beginning of the examination.

At the close of the examination, invigilators should collect the answer books in each subject, arrange them in alphabetical order, check the names against the list of candidates and record the names of any absentees on the forms provided. On each form the number of candidates who were present at the examination and submitted answer books shall be entered and signed by one of the invigilators. If any answer book is returned bearing the name of a student not included in the appropriate list, an endorsement to this effect shall be made on the form. In addition, the name of any candidate who has attended the examination but has not submitted an answer book shall be recorded.

Invigilators should deliver spare copies of question papers and all answer books not collected and signed for by School representatives to the Registry, 6 Airlie Place.

The details of any case of cheating or impersonation which is suspected or of any other irregularity in the conduct of an examination, must be reported to the Examinations Manager, Registry by the senior invigilator.

It is the responsibility of the Head of the School (or designated nominee) to ensure that an appropriate member of staff (e.g. the programme or module leader) is in attendance in the examination room at least fifteen minutes before the start of an examination in order to open the appropriate envelopes of papers, to check them for errors and to distribute them to the candidates. This member of staff should stay in the hall for five minutes after the start of the examination in order to respond to any queries, and should leave a telephone number at which they can be reached should any subsequent problem arise. Students should be made aware of the purpose of the attendance of the academic subject lead. Where disabled students are undertaking the examination in a separate room, arrangements must be made so that they have the same opportunities to communicate any issues or queries to the academic subject lead via the invigilators.

Failure on the part of a designated School representative to attend an examination in accordance with the provisions of this Regulation constitutes an irregularity to be reported by the senior invigilator.

While responsibility for the distribution of question papers rests with the School representatives concerned, invigilators are expected to assist in performing this duty expeditiously when the number of candidates is large.

It is the responsibility of the Head of School (or designated nominee) to ensure that arrangements are in place for an appropriate member staff from the School to uplift the appropriate answer books from the examination room after the books have been checked by the invigilators.

Candidates shall be admitted to the examination room in sufficient time to enable them to take their seats and receive their papers before the beginning of the examination and in any case not later than five minutes before the official starting time of the examination.

Except in any emergency, a candidate may not leave an examination room within the first half hour or the last fifteen minutes of an examination period.

A candidate who leaves the examination room before the end of an examination shall do so in such a way as to cause the minimum of disturbance to the other candidates.

A candidate who arrives at an examination room after the first half hour of any examination shall be admitted, provided that no other candidate for the same examination has left the supervision of the invigilators. If another candidate for the same examination has already left the supervision of the invigilators, the late comer shall not be admitted. The senior invigilator shall report on the circumstances of any admission or refusal of admission of a late comer under this Regulation.

A candidate who is admitted to an examination after the official starting time shall not be granted any additional time in which to complete the examination. However, the examiners may, at their discretion, take into account the reduced time available to a latecomer when assessing his or her performance in
that examination. It shall be the responsibility of the latecomer to draw any relevant facts to the attention of the examiners.

18 Candidates may not take into an examination room any books or papers or information recorded in any form relevant to an examination except with the express authority of the head of the programme or module concerned. All cases where such material is permitted in the examination room shall be notified in writing to the Examinations Manager, Registry who will pass the details onto the Director of Academic & Corporate Governance.

19 Pocket calculators, provided that they are silent in operation and have an independent power supply may be used by candidates in an examination, subject to the terms of these Regulations.

19.1 One of the following statements shall be included in the preliminary matter under the heading of each examination paper:

i. No calculators may be used in this examination.
ii. Calculators may be used in this examination.
iii. Only calculators approved by the head of the programme or module may be used in this examination.

19.2 A programme or module leader who decides to restrict the type of calculators to be used in an examination shall require candidates to submit their calculators for inspection. Thereafter (s)he shall arrange for the preparation of a list of all candidates for each examination showing the make and model numbers of their respective calculators which have been approved and shall forward such list or lists to the Examinations Office not later than one week before the beginning of the diet of examinations.

20 During the period of any examination candidates may not talk to one another nor leave their places except to obtain additional stationery, to speak to an invigilator or go to the lavatory.

21 Every candidate shall inscribe his or her name and desk number on the front of all answer books submitted.

22 Every candidate shall display his or her student identity card on the desk. A candidate who cannot produce an identity card shall be required to complete a place card provided by an invigilator.

23 A candidate may not remove from the examination room any answer book or other item of examination stationery provided, except for any non-returnable question papers.

24 It is the responsibility of every candidate to ensure that he or she has received the correct examination paper.

25 It is the responsibility of every candidate to ensure that all their answers are recorded in a legible form. The examiner of any answer which is not in a legible form shall normally be entitled to disregard it for the purpose of assessing the marks to be awarded. Under exceptional circumstances, the programme leader concerned may make suitable arrangements for the transcription of any illegible answers submitted by a candidate in order that they may be marked.

26 All candidates shall stop writing when instructed to do so by an invigilator and shall deposit their answer books as directed.

27 Smoking is not permitted in any examination room. This includes the use of electronic cigarettes.

28 Mobile phones and other personal devices with internet connectivity must be switched off, removed from the vicinity of the candidates’ examination desks and placed in designated peripheral areas of the examination halls.

29 In the event of the examination room being evacuated due to fire or a fire alarm, the examination will not be resumed. If the alarm occurs during the first two thirds of the examination, the normal expectation is that the examination will be re-sat, with a new examination paper being produced by the School and a new examination time being scheduled and notified by the Registry. If the alarm begins during the last third of the examination period, the normal expectation is that partially-completed work will be assessed by the examiners, who will take the reduced time into account.

30 A report by the senior invigilator of any irregularity in terms of these Regulations shall be made in writing and without delay to the Examinations Manager, Registry who will pass to the Director of
Academic & Corporate Governance and Legal, who shall submit it to the Dean of the appropriate School for consideration and presentation to the Senatus Academicus.

**Conduct of Election of Rector – Regulations**

1. These Regulations are made in terms of Clause (5) (c) of Statute 4.

2. (1) The Senatus shall appoint two Presiding Officers and shall designate one of them as Returning Officer.

   (2) The Secretary of the University shall appoint such number of Polling Officers and Polling Clerks as to ensure that there shall be at least one Polling Officer and one Polling Clerk on duty at each Polling Station throughout the election.

   (3) No person appointed in terms of this Regulation may nominate or canvass for a candidate in the election.

   (4) No person who is a matriculated student of a full-time educational establishment shall be eligible for appointment in terms of this Regulation.

3. When the date of the election has been determined under Clause (5) (b) of Statute 4, the Secretary of the University shall arrange for the publication of a notice calling for the submission of nominations by a prescribed date and time.

4. (1) Nomination forms for the election shall be obtained from the office of the Secretary of the University.

   (2) Each Nomination form must be signed by 50 matriculated students - including the Proposer and the Seconder - each of whom must also enter on the form his or her matriculation number, year of study, Faculty and name in block letters.

   (3) No elector may subscribe to more than one nomination.

   (4) Each nomination form shall be accompanied by an Acceptance of Nomination form signed by the nominee. Acceptance of Nomination forms shall be obtained from the office of the Secretary of the University.

5. Nomination forms, together with the associated Acceptance of Nomination forms shall be lodged with the Secretary of the University by 5 pm on the prescribed day. Valid Nomination forms lodged before the prescribed day shall be held by the Secretary of the University and shall not be made public until nominations have closed.

6. (1) Each Nomination form shall be scrutinised by the Presiding Officers to establish its validity.

   (2) If the Presiding Officers find that any student has subscribed to more than one Nomination form or that any subscriber is not a qualified elector by reason of not being a matriculated student in the University, they shall strike out the entry concerned and shall, if practicable, give the Proposer the opportunity to obtain a valid subscription and to return the amended form not later than 12 noon on the second day after nominations have closed.

   (3) No later than 5pm on the second day after nominations have closed the Secretary of the University shall publish a notice listing the names of the candidates who have been duly nominated together with their respective Proposers and Seconders.

7. No member of the Academic Staff, officer or employee of the University and no matriculated student of any university shall be eligible to be nominated for the office of Rector.

8. (1) Polling stations for the election and the hours during which they shall be open shall be determined by the Presiding Officers in consultation with the Secretary of the University and the President of the Students’ Association.

   (2) The boundaries of any polling station shall be determined by the Presiding Officers at their sole discretion.

   (3) Neither canvassing nor the placing or distribution of election material shall be permitted within, or in the vicinity of, a polling station.
The heckling of candidates for election shall be conducted in accordance with the Bye-laws of the Students’ Association approved, for this purpose, by the Senatus: Provided that all hecklings shall be chaired by a Presiding Officer.

Expenditure on publicity material for any candidate shall not exceed an amount to be determined by the Students’ Association.

No restriction shall be placed on where publicity material may be printed.

No publicity material may be distributed or displayed until one hour after publication of the final list of nominations.

Ballot papers shall contain the names of all candidates in alphabetical order of surname and shall bear the instruction “Mark candidates in order of preference: 1, 2, 3,...”

Sealed metal ballot boxes shall be provided at all polling stations.

Before polling commences the Presiding Officers shall satisfy themselves that the boxes are empty and shall then supervise the sealing of the boxes. Proposers and Seconders of candidates may witness this procedure if they so wish.

Before receiving a ballot paper an elector must produce a current matriculation/identity card which, if the Returning Officer has so directed, shall be punched by the Polling Officer in the appropriate section.

After casting his or her vote an elector shall leave the polling station without delay. 14 Voting by proxy is not permitted.

The Returning Officer, in consultation with the Secretary of the University, shall determine where the counting of votes shall take place.

Except with the permission of the Returning Officer, no alcoholic beverages shall be brought into the counting room.

The sorting and counting of ballot papers will be undertaken by members of the administrative staff under the supervision of the Presiding Officers.

The following persons shall be entitled to be present during the counting of votes:

- The President, the Deputy President and the two Vice-Presidents of the Students’ Association,
- the Proposer and Seconder of each candidate, or alternates, being matriculated students nominated in writing by them.

In the counting of votes the single transferable vote-system as defined in “How to conduct an Election by the Single Transferable Vote” by Newland and Britton, 1973, and summarised in the schedule to these Regulations, shall be employed.

The proposers and Seconders of candidates, or their alternates present at the count, shall be entitled to inspect any ballot papers declared by the Returning Officer to be spoiled or otherwise invalid and to call for a recount of the votes before the result of the election is announced.

When the counting of votes has been completed and has been checked by the Presiding Officers, the Returning Officer, shall expressly seek confirmation from the Proposers and Seconders, or their alternates, there present, that they are satisfied with the accuracy of the count. Only then shall the Returning Officer declare the result of the poll and cause a notice thereof to be published.

The University Court may, at its discretion provide a grant towards the expenses for hospitality and the travel costs incurred by candidates coming to Dundee for hecklings, provided that a matching grant is made by the Students’ Association from its own funds.

The maximum amount of the grant which it is prepared to award will be announced by the Court when it determines the date of the election in terms of Clause (5)(b) of Statute 4: Provided that the Principal in consultation with the Presiding Officer, shall have discretion to vary the amount of grant should the circumstances so warrant.
Any person who contravenes any of the provisions of these regulations may, at the discretion of the Returning Officer, be disqualified from voting or from being elected as the case may be.

(1) Any defacement of University buildings or other damage to University property during the course of an election will be treated as a serious disciplinary offence.

(2) Demonstrations in favour of candidates may be held only in open spaces outside University buildings. Failure to comply with this discretion will likewise be treated as a serious disciplinary offence.

Copies of these Regulations shall be displayed prominently at all polling stations.