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 2017/8
  • Level 2 & 3 Students 2017/8
  • Level 4 Students 2017/8

Contemporary Art Practice (BA)
  • Art & Philosophy
  • Fine Art
  • Time Based Art (students entering level 4 2017/18 only)

Communication Design (BDes)
  • Animation
  • Graphic Design
  • Illustration

Design & Craft (BDes)
  • Interior & Environmental Design (students entering level 3 & 4 2017/18 only)
  • Jewellery & Metal Design
  • Textile Design

Social Digital (BSc)
  • Digital Interaction Design
  • Interior & Environmental Design (students entering level 1 & 2 2017/18 only)
  • Product Design
  • Visual Media (BA) Ballyfermot

Biological Sciences & Biomedical Sciences - School of Life Sciences (BSc, BSc with Honours and MSci)
  • Biochemistry
  • Biological Chemistry and Drug Discovery
  • Biological Sciences
  • Biomedical Sciences
  • Microbiology
  • Molecular Biology
- Molecular Genetics
- Neurosciences
- Pharmacology
- Physiological Science

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

**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
- Computing & Cognitive Science

**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)**

**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
   Mathematics
• Financial Economics
• Financial Economics with Marketing

**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, Design and Management (MEng)
• Electronic Engineering (BEng)
• Electronic Engineering and Physics (BEng)
• 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
   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
• European Studies and
   Economics
   English
   European Languages
   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 (BSc)

### H

**History – School of Humanities - (MA and MA with Honours)**
- History
- History and
  - European Languages
  - Film Studies
  - 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
  - European Languages
  - Finance
  - International Relations
- International Business with Marketing

**International Business – School of Social Sciences (BSc and BSc with Honours)**
- International Business
- International Business with
  - E-Commerce
  - Financial Management
  - Marketing
  - European Languages
<table>
<thead>
<tr>
<th>International Finance – School of Social Sciences (BIFin and BIFin with Honours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>L</strong></td>
</tr>
</tbody>
</table>

**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
  - Applied Computing
  - Astrophysics
  - Economics
  - Financial Economics
  - Physics
  - Psychology

**Medicine – School of Medicine**
- MBChB
- Medical Sciences (BSc)
- BMSc
- Gateway to Medicine (Pre-Medicine Year)

| **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)**
- Nursing/Midwifery/Health Sciences
- Nursing & Health
<table>
<thead>
<tr>
<th><strong>Oral Health Sciences – School of Dentistry (BSc)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Philosophy - School of Humanities (MA and MA with Honours)</strong></td>
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<tr>
<td>- Philosophy</td>
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<tr>
<td>- Philosophy and</td>
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<tr>
<td>- European Languages</td>
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<tr>
<td>- Film Studies</td>
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<tr>
<td>- Politics</td>
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<tr>
<td>- Psychology</td>
</tr>
<tr>
<td>- European Philosophy</td>
</tr>
<tr>
<td><strong>Physics – School of Science and Engineering (BSc, BSc with Honours and MSci)</strong></td>
</tr>
<tr>
<td>- Physics</td>
</tr>
<tr>
<td>- Physics with Astrophysics</td>
</tr>
<tr>
<td>- Physics with Renewable Energy Science</td>
</tr>
<tr>
<td>- Applied Physics</td>
</tr>
<tr>
<td>- Applied Physics (BEng)</td>
</tr>
<tr>
<td>- Electronic Engineering and Physics (BEng)</td>
</tr>
<tr>
<td><strong>Politics/International Relations – School of Social Sciences (MA and MA with Honours)</strong></td>
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<tr>
<td>- Politics</td>
</tr>
<tr>
<td>- European Politics</td>
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<tr>
<td>- Geopolitics</td>
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<td>- European Languages</td>
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<td>- Philosophy</td>
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<tr>
<td>- Politics</td>
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<tr>
<td>- Politics (BSc)</td>
</tr>
<tr>
<td><strong>Product Design – School of Art and Design (BSc and BSc with Honours)</strong></td>
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<tr>
<td><strong>Professional Development - School of Education and Social Work (BA)</strong></td>
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<tr>
<td><strong>Psychology – School of Social Sciences</strong></td>
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<tr>
<td>- Psychology (MA)</td>
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<tr>
<td>- Psychology (BSc)</td>
</tr>
<tr>
<td><strong>Social Work – School of Education and Social Work (BA)</strong></td>
</tr>
<tr>
<td><strong>Town Regional Planning – School of Social Sciences - (MA and MA with Honours)</strong></td>
</tr>
<tr>
<td>- Town Regional Planning (MA)</td>
</tr>
</tbody>
</table>
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://www.scqf.org.uk/The%20Framework

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:

<table>
<thead>
<tr>
<th>Advanced Entry to</th>
<th>Total Accumulated Credits Awarded on Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>120 at Stage 1/Level 7</td>
</tr>
<tr>
<td>Year 3</td>
<td>120 at Stage 1/Level 7 and 120 at Stage 2/Level 8</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th><strong>AWARDS: All Programmes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BAcc/BFin/BIFin</strong></td>
</tr>
<tr>
<td>Honours</td>
</tr>
<tr>
<td>Non-Honours</td>
</tr>
<tr>
<td>BA General Degree</td>
</tr>
<tr>
<td><strong>BSc:</strong></td>
</tr>
<tr>
<td>Honours</td>
</tr>
<tr>
<td>Named Degree</td>
</tr>
<tr>
<td>Un-named Degree</td>
</tr>
<tr>
<td><strong>OTHER AWARDS: All Programmes</strong></td>
</tr>
<tr>
<td>Dip.HE</td>
</tr>
<tr>
<td>Cert.HE</td>
</tr>
</tbody>
</table>

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: [Http://www.dundee.ac.uk/governance/policies/mitigatingcircumstances](http://www.dundee.ac.uk/governance/policies/mitigatingcircumstances)

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/media/dundeewebsite/ppla/documents/dca/discipline/Code_of_Practice_on_Plagiarism_Academic_Dishonesty.pdf. Any Regulations not specifically set out in this document will be as laid out in the University of Dundee Regulations.
ACADEMIC PRACTICE PROGRAMME REGULATIONS

1. ENTRANCE REQUIREMENTS

To qualify for admission to the programme you should normally:

(i) have obtained an undergraduate degree or other qualification recognised by the Programme Leader as equivalent; and

(ii) be currently active in an higher education context, teaching, assessing and supporting student learning.

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

2. ACADEMIC REQUIREMENTS

2.1 Award requirements

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

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Associate Module</td>
<td>ED50042</td>
<td>20</td>
</tr>
<tr>
<td>The Fellowship Module Part 1</td>
<td>ED50043</td>
<td>20</td>
</tr>
<tr>
<td>The Fellowship Module Part 2</td>
<td>ED50044</td>
<td>20</td>
</tr>
</tbody>
</table>

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 (CASTLE) 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/qf/quality-and-academic-standards/assessment/external-examining/](https://www.dundee.ac.uk/qf/quality-and-academic-standards/assessment/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/](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 Board.

2. CREDIT RATING OF THE DEGREE AND OTHER AWARDS

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 Accumulated Credit (TAC) entitles you.

<table>
<thead>
<tr>
<th>Degree/Certificate</th>
<th>Minimum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Architecture/Master of Architecture with Planning</td>
<td>Minimum of 600 credits including a minimum of 120 at Level 5 and excluding re-examination in any level 5 modules.</td>
</tr>
<tr>
<td>Postgraduate Diploma in Architecture/Postgraduate Diploma in Architecture with Planning</td>
<td>Minimum of 600 credits including a minimum of 120 at Level 5</td>
</tr>
<tr>
<td>BA Honours Architecture</td>
<td>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.</td>
</tr>
<tr>
<td>BA Architecture</td>
<td>Minimum of 360 credits including a minimum of 120 at Level 3</td>
</tr>
<tr>
<td>OTHER AWARDS</td>
<td></td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>Minimum of 240 credits including a minimum of 120 at Level 2</td>
</tr>
<tr>
<td>Certificate of Higher Education</td>
<td>Minimum of 120 credits at Level 1</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Degree</th>
<th>4th year %</th>
<th>5th year %</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Arch. Honours</td>
<td>100%</td>
<td>-</td>
</tr>
<tr>
<td>M. Arch</td>
<td>40%</td>
<td>60%</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (SCQF Level 7)</td>
<td>AR11011</td>
<td>Architecture Studio 1.1.1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR11012</td>
<td>Architecture Studio 1.1.2</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR12007</td>
<td>Architecture Studio 1.2</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>AR11014</td>
<td>Architecture, Sustainability &amp; Context 1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TP12002</td>
<td>Design &amp; the Environment</td>
<td>20</td>
</tr>
<tr>
<td>2 (SCQF Level 8)</td>
<td>AR21007</td>
<td>Architecture Studio 2.1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR21008</td>
<td>Architecture Studio 2.2</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR22006</td>
<td>Architectural Studio 2.3</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>AR22007</td>
<td>Architectural Technology 2</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>HT21007</td>
<td>Between Thinking &amp; Making</td>
<td>20</td>
</tr>
<tr>
<td>3 (SCQF Level 9)</td>
<td>AR30003</td>
<td>Constructing &amp; Conceiving Architecture 3</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>HT30006</td>
<td>Practice &amp; Precedent Humanities 3</td>
<td>30</td>
</tr>
<tr>
<td>4 (SCQF Level 10)</td>
<td>AR41001</td>
<td>Urban Theory, Analysis and Strategy</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>HT40003</td>
<td>Architectural Humanities</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>AR40007</td>
<td>Integrated Architectural Design 4</td>
<td>60</td>
</tr>
<tr>
<td>5 (SCQF Level 11)</td>
<td>AR50005</td>
<td>Architectural Thesis</td>
<td>120</td>
</tr>
</tbody>
</table>
### Master of Architecture with Planning

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (SCQF Level 7)</td>
<td>AR11011</td>
<td>Architecture Studio 1.1.1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR11012</td>
<td>Architecture Studio 1.1.2</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR12007</td>
<td>Architecture Studio 1.2</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>AR11014</td>
<td>Architecture, Sustainability &amp; Context 1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TP12002</td>
<td>Design &amp; the Environment</td>
<td>20</td>
</tr>
<tr>
<td>2 (SCQF Level 8)</td>
<td>AR21007</td>
<td>Architecture Studio 2.1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR21008</td>
<td>Architecture Studio 2.2</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR22006</td>
<td>Architectural Studio 2.3</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>AR22007</td>
<td>Architectural Technology 2</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>HT21007</td>
<td>Between Thinking &amp; Making</td>
<td>20</td>
</tr>
<tr>
<td>3 (SCQF Level 9)</td>
<td>AR30003</td>
<td>Constructing &amp; Conceiving Architecture 3</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>HT30006</td>
<td>Practice &amp; Precedent Humanities 3</td>
<td>30</td>
</tr>
<tr>
<td>4 (SCQF Level 10)</td>
<td>AR41001</td>
<td>Urban Theory, Analysis and Strategy</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>HT40003</td>
<td>Architectural Humanities</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>AR40007</td>
<td>Integrated Architectural Design 4</td>
<td>60</td>
</tr>
<tr>
<td>5 (SCQF Level 11)</td>
<td>TPXXXX</td>
<td>Sustainability in Contemporary Cities</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TP</td>
<td>Property Development Processes</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>TP</td>
<td>Statutory Planning</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR5XXXX</td>
<td>Design Research Project</td>
<td>60</td>
</tr>
</tbody>
</table>
ART PROGRAMME DEGREE REGULATIONS
Level 1 Students 2017/8

- Degree of Bachelor of Arts (BA/BA Honours)
- Degree of Bachelor of Design (BDes/BDes Honours)
- Degree of Bachelor of Science (BSc/BSc Honours)

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
- BA in Time Based Art (only for students entering Level 4 in 2017/8)

**Communication Design**
- BDes in Animation
- BDes in Graphic Design
- BDes in Illustration

**Design & Craft**
- BDes in Interior & Environmental Design (only for students entering Levels 3 & 4 in 2017/8)
- BDes in Jewellery & Metal Design
- BDes in Textile Design

**Social Digital**
- BDes in Interior & Environmental Design (only for students entering Levels 1 & 2 in 2017/8)
- 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.

September 2017
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.
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.

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.

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/media/dundeewebsite/pgla/documents/policies/Assessment%20Policy-2015-revised%20May%202017.pdf

Level 2 & 3 Students 2017/8

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
- BA in Time Based Art (only for students entering Level 4 in 2017/8)

**Communication Design**
- BDes in Animation
- BDes in Graphic Design
- BDes in Illustration

**Design & Craft**
- BDes in Interior & Environmental Design (only for students entering Levels 3 & 4 in 2017/8)
- BDes in Jewellery & Metal Design
- BDes in Textile Design

**Social Digital**
- BDes in Interior & Environmental Design (only for students entering Levels 1 & 2 in 2017/8)
- 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.

September 2017
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.

September 2017
Diploma of Higher Education (Dip HE)

Requirement: successful completion of the first two years of the degree programme SCOTCAT Rating: 240 credit points
(120 SD1and 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.

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.

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.


Level 4 Students 2017/8

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
- BA in Time Based Art (only for students entering Level 4 in 2017/8)

**Communication Design**
- BDes in Animation
- BDes in Graphic Design
- BDes in Illustration

**Design & Craft**
- BDes in Interior & Environmental Design (only for students entering Levels 3 & 4 in 2017/8)
- BDes in Jewellery & Metal Design
- BDes in Textile Design

**Social Digital**
- BDes in Interior & Environmental Design (only for students entering Levels 1 & 2 in 2017/8)
• 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.

September 2017
A candidate who fails to satisfy the provisions of Regulation 6(2) shall be required to discontinue studies for the degree.

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.

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.

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.

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.

SATISFACTORY ATTENDANCE

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.

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.

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.

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.

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.

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 Associate Dean Learning & Teaching. Such consent will be given only in special cases of hardship, upon the submission of a written case by the candidate. Absence from all assessments 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 prior to the assessment date, but 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.

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:

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 in Level 4 during session 2017/8 Honours Degree classifications will be determined using the DJCAD weighting of Level 4 grades only which are weighted 75:25 studio/ dissertation.
BA VISUAL MEDIA PROGRAMME REGULATIONS

1. ADMISSION

1. 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

1. 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

1. 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.

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 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

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

2. 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.

3. 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

1. 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.

2. 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.

3. 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

1. 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

1. 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.

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 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.

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 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.

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.

8. RESITS

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

9. PROGRESSION

1. 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.

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 Programme Director the work is unsatisfactory, the candidate may be required to discontinue studies at either stage.

3. 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.

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

5. 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

1. 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.

2. 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.

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

4. 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.

5. 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.

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.
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/media/dundeewebsite/pgla/documents/policies/Assessment Policy-2015-revised May 2017.pdf

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

<table>
<thead>
<tr>
<th>Level of study</th>
<th>Compulsory credits in semester 1</th>
<th>Compulsory credits in semester 2</th>
<th>Additional credits required</th>
<th>Total credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 (SCQF 7)</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>120</td>
</tr>
<tr>
<td>Level 2 (SCQF 8)</td>
<td>40</td>
<td>60</td>
<td>20</td>
<td>120</td>
</tr>
<tr>
<td>Level 3 (SCQF 9)</td>
<td>60</td>
<td>60</td>
<td>None</td>
<td>120</td>
</tr>
<tr>
<td>Level 4 (SCQF 10)</td>
<td>60</td>
<td>60</td>
<td>None</td>
<td>120</td>
</tr>
<tr>
<td>Level 5 (SCQF 11)</td>
<td></td>
<td>120 Credits Overall</td>
<td>None</td>
<td>120</td>
</tr>
</tbody>
</table>

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.
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.

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.

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.

For Progression to level 5 for 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.

Failure to progress in BSc Honours or MSci programmes

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.

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.

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.

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:
Table 2: University of Dundee literal reporting scale for assessment

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

*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

<table>
<thead>
<tr>
<th>Level of entry</th>
<th>Maximum number of credits awarded on entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>120 at Level 1</td>
</tr>
<tr>
<td>Level 3</td>
<td>120 at Level 1 and 120 at Level 2</td>
</tr>
<tr>
<td>Level 4</td>
<td>120 at Level 1, 120 at Level 2 and 120 at Level 3</td>
</tr>
</tbody>
</table>

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

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

* 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.

September 2017
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 ofStudies (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/](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 (2\(^{nd}\) 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 (3\(^{rd}\) 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

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:**

DS10001 – 1BDS 120 credits  
DS20006 – 2BDS 120 credits DS22007 – ICS 25 credits  
(2BDS total, 145)  
DS30001 – 3BDS 143 credits DS30002 – CMS 25 credits  
(3BDS total, 168)  
DS40002 – 4BDS 140 credits  
DS50002 – 5BDS 165 credits  
**Total for BDS programme 738**

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

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

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

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

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

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

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

   **[B]**  
   (i) have completed successfully the First and Second Professional Examinations for the Degree of BDS in the University or the equivalent;  
   (ii) satisfy the respective Course Leader(s) in consultation with the Head(s) of the Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and  
   (iii) have the permission of the Dean (or his/her nominee) of Dentistry.

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.
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.

The Degree examination in each BMSc 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.

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 BMSc without classification.

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.

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

Students may withdraw from the Intercalated BMSc 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.

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

ATTENDANCE

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; Clinical Research*; 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 1-3 BDS 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. Anatomy (including Histology)
2. Physiology (including Pharmacology)
3. Biochemistry
4. Para-clinical Dental Sciences – incorporating:
   - Oral Biology
   - Dental Materials
   - Cell Biology
   - Microbiology
   - Pathology

TIMING

The Continuous Assessment will consist of 2 diets of class examinations that take place at the end of semesters 1 and 2. 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 1st BDS assessment (Diet 1) mark.

Class Examination Diet 1 (CE1):

- **Timing:** End of semester 1 (i.e. before Christmas vacation)
- **Format:** CE1 Written Paper:
- **Subjects:** Anatomy (+ Histology), Para-clinical Dental Sciences, Physiology (+ Pharmacology) and Biochemistry
- **Format:** 12 multiple short answer questions (MSAQS) Duration: 1.5 hours

CE1 Spot Exam: 2-part exam:

The overall spot exam mark will be derived from the combined mark for both parts of the examination

Contribution: 12% of overall 1BDS (1st Diet) assessment mark (8% from written paper, 4% from spot exam)
Class Examination Diet 2 (CE2):

- **Timing:** end of semester 2.1 (i.e. before Easter vacation)
- **Format:** CE2 Written Paper:
  - **Subjects:** Anatomy (+ Histology), Para-clinical Dental Sciences, Physiology and Biochemistry
  - **Format:** 8 multiple short answer questions (MSAQs) and 1 extended question
- **Duration:** 1.5 hours

Contribution: 8% of the overall 1BDS (1st Diet) assessment mark

- No other assessments will contribute to the continuous assessment for 1BDS.
- 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.

**Pre- and Para-clinical Dentistry Part 2 Examination**

**GENERAL**

The Pre- and Para-clinical Dentistry Part 2 Examination consists of written and spot (assessment of practical components) examinations in the disciplines of:

**Systems in health**
- Neuroscience
- Oral and developmental biology
- Biostatistics
- Dental Materials

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

**TIMING**

The Continuous Assessment will consist of 2 class examinations that take place at the end of semesters 1 and 2.1. Both contribute to the 2BDS assessment mark – this applies to a candidate’s 1st sitting of the degree exam. There is no continuous assessment contribution to a 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.
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 (CE1.1):

- **Timing:** end of semester 1 (i.e. before Christmas vacation)
- **Format:** CE1 Written Paper:
  - **Subjects:** Neuroscience, Oral and Developmental Biology, Microbiology, Immunology, Genetics and Dental Materials
  - **Format:** 8 MSAQs and 1 extended question
  - **Duration:** 1.5 hours

Contribution: 10% of overall 2BDS (1st Diet) assessment mark

Class Examination Diet 2 (CE1.2):

- **Timing:** end of semester 2.1 (i.e. before Easter vacation)
- **Format:** CE2 Written Paper:
  - **Subjects:** Oral Biology, Microbiology, Pathology, Dental Materials, Biostatistics, Caries and Periodontal Disease Aetiology + Prevention and Dental Public Health
  - **Format:** 8 MSAQs and 1 extended question.
  - **Duration:** 1.5 hours

Contribution: 10% of the overall 2BDS (1st Diet) 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 and pass the Cleanliness Champions online assessment.
- 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 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:** 32% of overall 2BDS assessment mark

**Degree Examination Paper 2 (DE1.2)**
- **Timing:** May 2018 – 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 2018
- **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**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Examination Diet 1 December 2017</td>
<td>10%</td>
</tr>
<tr>
<td>Class Examination Diet 2 March 2018</td>
<td>10%</td>
</tr>
<tr>
<td>Degree Examination Paper 1 May 2018</td>
<td>32%</td>
</tr>
<tr>
<td>Degree Examination Paper 2 May 2018</td>
<td>32%</td>
</tr>
<tr>
<td>Degree Examination Spot Examination May 2018</td>
<td>16%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**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 2018 – 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 2018
- **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 Reporting Scale for University Registry**

The final assessment outcome will be reported to the registry using the following **descriptors:**

<table>
<thead>
<tr>
<th>University Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1, A2, A3, A4, A5</td>
<td>Excellent</td>
</tr>
</tbody>
</table>
ASSESSMENT PROCEDURES AND REGULATIONS FOR THE 3RD 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.

APPENDIX: University Reporting Grades

<table>
<thead>
<tr>
<th>University Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Excellent</td>
</tr>
<tr>
<td>A2</td>
<td></td>
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<tr>
<td>A3</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>Very good</td>
</tr>
<tr>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Good</td>
</tr>
<tr>
<td>C2</td>
<td></td>
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<tr>
<td>C3</td>
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</tr>
<tr>
<td>D1</td>
<td>Sufficient</td>
</tr>
<tr>
<td>D2</td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td></td>
</tr>
<tr>
<td>M1</td>
<td>Marginal fail</td>
</tr>
<tr>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>M3</td>
<td></td>
</tr>
<tr>
<td>CF</td>
<td>Clear fail</td>
</tr>
<tr>
<td>BF</td>
<td>Bad fail</td>
</tr>
<tr>
<td>*QF</td>
<td>-</td>
</tr>
<tr>
<td>**</td>
<td>0</td>
</tr>
</tbody>
</table>

*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).
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 BMSc 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. BMSc 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 BMSc.

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 question
  - Operative Dentistry & Local anaesthetics joint – 1 question
  - Periodontology – 1 question
  - 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

Some of 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.

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 sat 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 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 convenor 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 Endodontontology
- 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:

1. Operative Dentistry, Fixed Prosthodontics and Endodontology – 3 questions
2. Periodontology – 3 questions
3. Removable Prosthodontics – 3 questions
4. Oral Surgery – 3 questions
5. Oral Diagnosis – 1 question
6. Oral Radiology – 1 question
7. Child Dental Health – 2 questions
8. Applied Dental Materials – 2 questions
9. Communication and Health Education – 1 question
10. Decontamination/Patient Safety – 1 question

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
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 2017-2018 (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.

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.

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 1
  - 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
- Applied Dental Materials - 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 10 marks forming a total of 160 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 (33⅓/3%)
- Multiple short answer paper 2 (33⅓/3%)
- Continuous assessment (33⅓/3%)

The Clinical Skills Component

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

- Clinical Spotter/CADS (33⅓/3%)
- OSCE (33⅓/3%)
- Continuous assessment mark (33⅓/3%).

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.

Appendix 1: University Reporting Grades

<table>
<thead>
<tr>
<th>University Grade</th>
<th>Descriptor</th>
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<tbody>
<tr>
<td>A1</td>
<td>Excellent</td>
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<td>A2</td>
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<tr>
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<tr>
<td>BF</td>
<td>Bad fail</td>
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*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 2018):

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:

1. A report of their summer elective (10%)
2. A written examination based on a previous finals paper (10%)
3. A presentation and on-line examination based around GDC standards (10%)
4. 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:

1. Logbook assessment 1 &2 (10%)
2. Patient Assessment Questionnaires (10%)
3. A structured clinical reasoning examination (10%)
4. An online examination on decontamination (10%)

**May examination (60%)**

1. Two structured clinical reasoning examinations:
   a. Oral Surgery Oral Medicine, Oral Pathology and Oral Radiology (15%)
   b. Paediatric Dentistry and Orthodontics (15%)
2. 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
  SCR
  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 ≥ 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 ≥ 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 ≥ 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 ≥ 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 ≥ 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

### Patient No

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<td>History/examination</td>
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<td>Radiographs - Reporting</td>
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<td>Treatment Plan</td>
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### Revised categories for LIFTUPP

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### Clinical Record Keeping

- Communication with patient (inc. explanation of treatment)
- Consenting for treatment
- Clinical record keeping

### Global Patient Care

- MIH/OFM
- RCT canal preparation
- RCT obturation
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## Appendix 2: Marking criteria for Case Presentation Examination

<table>
<thead>
<tr>
<th>Area of examination</th>
<th>Excellent</th>
<th>Good Pass</th>
<th>Clear Pass</th>
<th>Borderline</th>
<th>Insufficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical examination</td>
<td>Competent and coherent, comprehensive, evidence-based</td>
<td>Sufficient evidence but some information requires clarification</td>
<td>Basic information, but some aspects may require clarification</td>
<td>Incomplete or unclear information</td>
<td>Incomplete or unclear information</td>
</tr>
<tr>
<td>Patient care</td>
<td>Excellent performance, no significant errors</td>
<td>Some minor errors, aspects may require clarification</td>
<td>Poor performance, significant errors</td>
<td>Poor performance, serious errors</td>
<td>Serious errors, failure to provide care</td>
</tr>
<tr>
<td>Evidence</td>
<td>Broad scope of evidence, comprehensive</td>
<td>Some evidence, but may require further elucidation</td>
<td>Limited evidence</td>
<td>Limited evidence, weak argumentation</td>
<td>No evidence provided, weak argumentation</td>
</tr>
<tr>
<td>Evidence of reflection and reasoning</td>
<td>Competent, comprehensive</td>
<td>Some evidence, but may require further elucidation</td>
<td>Limited evidence</td>
<td>Limited evidence, weak argumentation</td>
<td>No evidence provided, weak argumentation</td>
</tr>
<tr>
<td>Evidence of preparation</td>
<td>Excellent, evidence of comprehensive preparation</td>
<td>Some evidence, but may require further elucidation</td>
<td>Limited evidence</td>
<td>Limited evidence, weak argumentation</td>
<td>No evidence provided, weak argumentation</td>
</tr>
<tr>
<td>Evidence of knowledge and understanding</td>
<td>Excellent, comprehensive understanding</td>
<td>Some evidence, but may require further elucidation</td>
<td>Limited evidence</td>
<td>Limited evidence, weak argumentation</td>
<td>No evidence provided, weak argumentation</td>
</tr>
<tr>
<td>Evidence of critical thinking</td>
<td>Excellent, comprehensive</td>
<td>Some evidence, but may require further elucidation</td>
<td>Limited evidence</td>
<td>Limited evidence, weak argumentation</td>
<td>No evidence provided, weak argumentation</td>
</tr>
<tr>
<td>Evidence of communication</td>
<td>Excellent, comprehensive</td>
<td>Some evidence, but may require further elucidation</td>
<td>Limited evidence</td>
<td>Limited evidence, weak argumentation</td>
<td>No evidence provided, weak argumentation</td>
</tr>
</tbody>
</table>

### Pre-viva Evaluation (10 mins)

1. Briefly tell us about your patient, your diagnosis and your treatment plan.
2. What long-term difference(s) have you made for your patient’s oral health?

### Viva with patient (10 mins)

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?

### Reflection on care (10 mins)

1. Tell me about your patient, your diagnosis and your treatment plan.
2. What evidence do you have for your treatment plan?

### Viva with examiner only (10 mins)

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?

### Supporting documentation

1. Tell me about your patient, your diagnosis and your treatment plan.
2. What evidence do you have for your treatment plan?

### Marking criteria

1. Excellent: Competent and coherent, comprehensive, evidence-based
2. Good Pass: Sufficient evidence but some information requires clarification
3. Clear Pass: Basic information, but some aspects may require clarification
4. Borderline: Incomplete or unclear information
5. Insufficient: Incomplete or unclear information

### Marking scale

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Excellent</td>
</tr>
<tr>
<td>90</td>
<td>Good Pass</td>
</tr>
<tr>
<td>80</td>
<td>Clear Pass</td>
</tr>
<tr>
<td>70</td>
<td>Borderline</td>
</tr>
<tr>
<td>60</td>
<td>Insufficient</td>
</tr>
</tbody>
</table>

### Final mark

The final mark is the sum of the marks for each area of examination.
### Appendix 3: University Reporting Grades

<table>
<thead>
<tr>
<th>University Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Excellent</td>
</tr>
<tr>
<td>A2</td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>Very good</td>
</tr>
<tr>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Good</td>
</tr>
<tr>
<td>C2</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td></td>
</tr>
<tr>
<td>D1</td>
<td>Sufficient</td>
</tr>
<tr>
<td>D2</td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td></td>
</tr>
<tr>
<td>M1</td>
<td>Marginal fail</td>
</tr>
<tr>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>M3</td>
<td></td>
</tr>
<tr>
<td>CF</td>
<td>Clear fail</td>
</tr>
<tr>
<td>BF</td>
<td>Bad fail</td>
</tr>
<tr>
<td>*QF</td>
<td>-</td>
</tr>
<tr>
<td>**</td>
<td>0</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Advanced Entry to</th>
<th>Total Accumulated Credits Awarded on Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>120 at Level 1</td>
</tr>
<tr>
<td>Year 3</td>
<td>120 at Level 1 and 120 at Level 2</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Single Honours</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Honours</td>
<td>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.</td>
</tr>
</tbody>
</table>

**BSc:**

<table>
<thead>
<tr>
<th>Named Degree</th>
<th>Minimum of 360 credits including 90 at Level 3 in one subject area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Un-named Degree</td>
<td>Minimum of 360 credits including a minimum of 60 credits at Level 3.</td>
</tr>
</tbody>
</table>

**OTHER AWARDS:**

<table>
<thead>
<tr>
<th>Dip.HE</th>
<th>Minimum of 240 credits including a minimum of 90 at Level 2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert.HE</td>
<td>Minimum of 120 credits at Level 1.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Without Advanced Entry</th>
<th>Advanced Entry to Year 2</th>
<th>Advanced Entry to Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc with Honours</td>
<td>Four</td>
<td>Three</td>
<td>Two</td>
</tr>
<tr>
<td>BSc</td>
<td>Three</td>
<td>Two</td>
<td>One</td>
</tr>
<tr>
<td>Dip HE</td>
<td>Two</td>
<td>One</td>
<td>N/A</td>
</tr>
<tr>
<td>Cert HE</td>
<td>One</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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 E-Commerce
- International Business with Financial Management
- 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 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 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:

<table>
<thead>
<tr>
<th>Reporting Scale</th>
<th>Descriptor</th>
<th>Honours class (where appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Excellent</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>A2</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>Very Good</td>
<td>2(i)</td>
</tr>
<tr>
<td>B2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Good</td>
<td>2(ii)</td>
</tr>
<tr>
<td>C2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D1</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>D2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MF</td>
<td>Marginal Fail</td>
<td>Marginal Fail</td>
</tr>
<tr>
<td>CF</td>
<td>Clear Fail</td>
<td>Clear Fail</td>
</tr>
<tr>
<td>BF</td>
<td>Bad Fail</td>
<td>Bad Fail</td>
</tr>
</tbody>
</table>

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

2(3) Eligibility to take Degree Examinations

Each year:

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

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

2(4) Degree Examination Diets

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

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

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

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

(x) Your Honours Classification will be based on all modules that comprise the 240 credits at Level 3 and Level 4. Any resits or re-submissions at Level 3 will be capped at D3 unless you suffered illness or extenuating circumstances and these were approved by the Examination Board for your subject during the first diet. Full medical certification or corroborating documentation will be required.
2(5) **Results of Final Degree Examinations**

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

<table>
<thead>
<tr>
<th>Title of Award</th>
<th>Honours Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc with Honours</td>
<td>I, II.1, II.2, III</td>
</tr>
<tr>
<td>BSc</td>
<td>With or Without Distinction</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Entry</td>
<td>Permission to enter directly into Level 2, 3 or 4</td>
</tr>
<tr>
<td>[S1] Module</td>
<td>Module taught in semester 1</td>
</tr>
<tr>
<td>[S2] Module</td>
<td>Module taught in semester 2</td>
</tr>
<tr>
<td>[Y] Module</td>
<td>Module taught in semester 1 and 2</td>
</tr>
<tr>
<td>Compensation</td>
<td>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 of Assessment Policy)</td>
</tr>
<tr>
<td>Condonement</td>
<td>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 of Assessment Policy)</td>
</tr>
<tr>
<td>Degree Examination</td>
<td>Comprises those component assessments which count towards the overall mark for a module</td>
</tr>
<tr>
<td>Degree Examination Diet</td>
<td>Period set aside for holding examinations which form the final component of Degree Examinations</td>
</tr>
<tr>
<td>Degree Programme</td>
<td>Comprises those modules taken at several Levels which fulfil the requirements for the award of a degree</td>
</tr>
<tr>
<td>Extended DP (EDP) status</td>
<td>Permission to sit a failed degree examination in the following session without attending classes in a module</td>
</tr>
<tr>
<td>Essential Module</td>
<td>An obligatory module in a degree programme</td>
</tr>
<tr>
<td>Minimum Progression</td>
<td>Defines the minimum credits you need to accumulate at the end of each year of attendance to avoid being subject to termination of studies</td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
</tr>
<tr>
<td>Named Degree</td>
<td>Titled degree awarded on completion of 360 credits (e.g. BSc in Physics)</td>
</tr>
<tr>
<td>Un-named Degree</td>
<td>Untitled degree awarded on completion of 360 credits (e.g. BSc)</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>Qualification required for eligibility to take a module, programme of study or degree programme</td>
</tr>
<tr>
<td>Programme of Study</td>
<td>The modules taken in any one year</td>
</tr>
<tr>
<td>Teaching Period</td>
<td>One half of the teaching year i.e. Semester 1 or 2</td>
</tr>
<tr>
<td>Total Accumulated Credit (TAC)</td>
<td>Aggregate of credits achieved</td>
</tr>
<tr>
<td>Year of Attendance</td>
<td>Counts towards the number of years enrolled on the programme</td>
</tr>
<tr>
<td>Recognition of Prior Learning</td>
<td>The recognition of previous formal or informal learning</td>
</tr>
</tbody>
</table>

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://www.scqf.org.uk/The%20Framework
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 4 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. 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, 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 Accumulated Credit (TAC) entitles you.

2(2) Certificate of Higher Education (Science)
Certificate of Higher Education (Engineering)

TAC 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)

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

2(4) BSc Un-named
     BEng Un-named

TAC 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)

TAC required: 360 credits with a minimum of 120 credits at Level 3 (SCQF level 9)

2(6) BSc with Honours
     BEng with Honours

TAC required: 480 credits with a minimum of 120 credits at Level 3 (SCQF 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

TAC 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 Computing
- Computing and Cognitive Science
- Computing Science
- Forensic Anthropology
- Mathematics (single or joint degrees, e.g. Mathematics and Physics)
- Mathematical Biology
- Physics
- Physics with Astrophysics
- Physics with Renewable Energy Science

2(9) **List of Named BEng Degrees**
- Biomedical Engineering
- Civil Engineering
- Electronic Engineering
- Electronic Engineering and Physics
- 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
- Applied Computing
- 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) CAHID Degree Structure

(i) Levels 1 and 2

Levels 1 and 2 of the Anatomical Sciences and Forensic Anthropology undergraduate degree programmes are currently taken largely in the School of Life Sciences in association with other life sciences students. Students have a common degree structure in levels 1 and 2 and share largely the same core curriculum, with the exception of two modules in Level 2. As a consequence, and provided there are available places, there is no constraint upon your final choice of degree programme until the end of level 1. This means that you can transfer freely between degree routes during level 1, as long as there are available places and you have achieved the required grades in your core modules. During levels 2 and 3, you may transfer between Anatomical Sciences and Forensic Anthropology.

(ii) Levels 3 and 4

All level 3 and 4 modules are taken within CAHID, with level 3 being common to both degree programmes. In level 4 the two programmes diverge.

#### 3(4) 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 School Attendance Policy leaflet for further information.

#### 3(5) 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/](http://www.dundee.ac.uk/governance/policies/mitigatingcircumstances/)

#### 3(6) Continuous Absence

Except with the consent of the Programme Leader and/or Associate Dean for Learning & Teaching, you may not take a degree examination in a module if you have been absent, excluding vacations, for a continuous period of six weeks or more for a [Y] module or three weeks or more for an [S1] or [S2] module.
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 explained in information given to you by the Module Organiser (e.g. student handbooks, module guides, programme guide).

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)

<table>
<thead>
<tr>
<th>Literal Reporting Scale</th>
<th>Associated Aggregation Scale</th>
<th>Descriptor</th>
<th>Honours Class (where appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>23</td>
<td>Excellent</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>A2</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>18</td>
<td>Very Good</td>
<td>2(i)</td>
</tr>
<tr>
<td>B2</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>15</td>
<td>Good</td>
<td>2(ii)</td>
</tr>
<tr>
<td>C2</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D1</td>
<td>12</td>
<td>Sufficient</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>D2</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MF1</td>
<td>9</td>
<td>Marginal Fail</td>
<td></td>
</tr>
<tr>
<td>MF2</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MF3</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF</td>
<td>5</td>
<td>Clear Fail</td>
<td></td>
</tr>
<tr>
<td>BF</td>
<td>2</td>
<td>Bad Fail</td>
<td></td>
</tr>
<tr>
<td>QF*</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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).

Degree Examination Diets

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

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.

During Levels 1 to 3 you will be required to resit only the component of the degree examination which you have failed.

For any module, you may attend the resit diet only if you attended the first diet and failed. Where a module does not have a degree examination, and you have not passed the coursework, you may either be required to submit coursework or take a degree examination at the resit diet in order to pass the module.

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.

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. The consequence being that you would be required to take a year out to ‘pick up’ the outstanding module(s).

For students entering Level 1 in 2015/16 and 2016/17 academic session, any pass achieved at the resit diet will be capped at 40% (D3).

**Degree Examinations for Levels 1 – 3 of a Degree Programme**

Only if you are awarded an overall pass grade will you be deemed to have passed the degree examination in, and awarded the credits for, any module. In exceptional circumstances the Board of Examiners may at their discretion allow grades to be compensated or condoned. In doing so, confirmation is given that the student has satisfied the requirements of the module(s).

**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 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).

**Results of Final Degree Assessments**

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

<table>
<thead>
<tr>
<th>Degree</th>
<th>3rd year %</th>
<th>4th year %</th>
<th>5th year %</th>
</tr>
</thead>
<tbody>
<tr>
<td>All BEng Degrees</td>
<td>25%</td>
<td>75%</td>
<td>-</td>
</tr>
<tr>
<td>All MEng Degrees</td>
<td>15%</td>
<td>42.5%</td>
<td>42.5%</td>
</tr>
<tr>
<td>MSci Physics / Physics with Renewable Energy Science</td>
<td>33.3%</td>
<td>33.3%</td>
<td>33.3%</td>
</tr>
<tr>
<td>MSci Mathematical Biology / Mathematics &amp; Physics / MMath</td>
<td>30%</td>
<td>30%</td>
<td>40%</td>
</tr>
<tr>
<td>BSc Single and Joint Honours Degrees*</td>
<td>50%</td>
<td>50%</td>
<td>-</td>
</tr>
<tr>
<td>BSc Anatomical Sciences / Forensic Anthropology (pre-September 2015)</td>
<td>30%</td>
<td>70%</td>
<td>-</td>
</tr>
</tbody>
</table>
Post September 2015 (to be declared in new Assessment Policy)

<table>
<thead>
<tr>
<th>Degree</th>
<th>3rd year %</th>
<th>4th year %</th>
<th>5th year %</th>
</tr>
</thead>
<tbody>
<tr>
<td>All BEng Degrees</td>
<td>25%</td>
<td>75%</td>
<td>-</td>
</tr>
<tr>
<td>All MEng Degrees</td>
<td>15%</td>
<td>42.5%</td>
<td>42.5%</td>
</tr>
<tr>
<td>MSci Physics / Physics with Renewable Energy Science</td>
<td>33.3%</td>
<td>33.3%</td>
<td>33.3%</td>
</tr>
<tr>
<td>MSci Mathematical Biology / Mathematics &amp; Physics / MMath</td>
<td>30%</td>
<td>30%</td>
<td>40%</td>
</tr>
<tr>
<td>BSc Single and Joint Honours Degrees*</td>
<td>40%</td>
<td>60%</td>
<td>-</td>
</tr>
</tbody>
</table>


(ii) 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

<table>
<thead>
<tr>
<th>Title of Award</th>
<th>Honours Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSci or MEng or MMath with Honours</td>
<td>1st, 2.1, 2.2</td>
</tr>
<tr>
<td>BSc or BEng with Honours</td>
<td>1st, 2.1, 2.2, 3rd</td>
</tr>
<tr>
<td>BSc or BEng</td>
<td>Unclassified</td>
</tr>
</tbody>
</table>

Post September 2015

<table>
<thead>
<tr>
<th>Title of Award</th>
<th>Honours Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSci or MEng or MMath with Honours</td>
<td>1st, 2.1, 2.2</td>
</tr>
<tr>
<td>BSc or BEng with Honours</td>
<td>1st, 2.1, 2.2, 3rd</td>
</tr>
<tr>
<td>BSc or BEng</td>
<td>with distinction or merit (see 3.2 (v) &amp; (vi))</td>
</tr>
</tbody>
</table>

(ii) For students matriculated before September 2015

In addition to the overall average mark there is a 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

(iii) For students matriculated from September 2015
Please refer to Section 3.7 in the University of Dundee Assessment Policy

(iv) 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.

(v) 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(13) Failure in Final Degree Examinations at Level 4 and 5
The Board of Examiners may, at their discretion, award a degree in accordance with 3(8) by applying condonement to a failed module or modules (see 3.12 of Assessment Policy).

3(14) 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 or (ii) an unclassified BEng/BSc Honours degree.

3(15) 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.

4. DURATION OF STUDIES FOR AN AWARD

4(1) Advanced Entry
(i) If on entry to a degree programme you hold qualifications approved by the Admissions Officer, you may be granted advanced entry. 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:

<table>
<thead>
<tr>
<th>Advanced Entry to:</th>
<th>TAC awarded on entry:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>120 credits at Level 1</td>
</tr>
<tr>
<td>Level 3</td>
<td>120 credits at each of Levels 1 and 2</td>
</tr>
<tr>
<td>Level 4</td>
<td>120 credits at each of Levels 1, 2 and 3</td>
</tr>
</tbody>
</table>

(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 TAC 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:

<table>
<thead>
<tr>
<th>Entry Level</th>
<th>Advanced Entry Level 2</th>
<th>Advanced Entry Level 3</th>
<th>Advanced Entry Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Year of Attendance</td>
<td>Minimum Required TAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>First 180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>240</td>
<td>Second 240 First 300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>360</td>
<td>Third 360 Second 360</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fifth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>480</td>
<td>Fourth 480 Third 480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sixth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>600</td>
<td>Fifth 600 Fourth 600</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(ii) The minimum requirements for part-time students (half load for programme of study) at the end of a given year of attendance are:

<table>
<thead>
<tr>
<th>Entry Level 1</th>
<th>Advanced Entry Level 2</th>
<th>Advanced Entry Level 3</th>
<th>Advanced Entry Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second 60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth 120</td>
<td>Second 180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sixth 240</td>
<td>Fourth 240</td>
<td>Second 300</td>
<td></td>
</tr>
<tr>
<td>Eighth 360</td>
<td>Sixth 360</td>
<td>Fourth 360</td>
<td></td>
</tr>
<tr>
<td>Tenth 480</td>
<td>Eighth 480</td>
<td>Sixth 480</td>
<td>Second 480</td>
</tr>
<tr>
<td>Twelfth 600</td>
<td>Tenth 600</td>
<td>Eighth 600</td>
<td>Fourth 600</td>
</tr>
</tbody>
</table>

(iii) 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.
(iv) 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) For progression to level 3 in Anatomical Sciences or Forensic Anthropology BSc Honours degree programmes
You must have accumulated 240 credits, of which 120 must be at level 2.

4(4) 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 compulsory modules. This is a requirement for all Honours Degree programmes (BEng/MEng/BSc/MSci/MMath) within the School except for Anatomical Sciences or Forensic Anthropology (see 4(5) below) where an average grade of C3 is required.

4(5) For progression to level 4 in Anatomical Sciences or Forensic Anthropology BSc Honours degree programmes
You must have accumulated 360 credits, of which 120 must be achieved at level 3 with a C3 grade average. If you have not achieved the required 120 credits at level 3 on your first attempt, you will be allowed a second attempt in the resit examinations. In order to progress to level 4, a minimum grade of D3 for individual modules is required, with an overall grade average of C3.

Any pass achieved at the resit examination (second attempt or more) will be capped at D3.

4(6) 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 compulsory modules with all modules passed at the first attempt with an overall average of at least C2. This is a requirement for all level 5 Honours Degree programmes (MEng/MSci/MMath) within the School.

(ii) Progression from Level 4 to 5 may be allowed, at the discretion of the Board of Examiners, by applying condonement to a failed module or modules taken at Level 4. (see 3.12 of Assessment Policy)

4(7) Transfer from BEng/BSc Programmes to MEng/MSci/MMath Programmes
See regulation 4(4)(i).

4(8) Transfer from MEng/MSci/MMath Programmes to BEng/BSc Programmes
(i) Transfer from a MEng/MSci/MMath programme to a corresponding BEng/BSc programme on completion of the Level 2 or Level 3 programme of study, will be based on failure to achieve a pass in all modules at first attempt and/or failure to obtain an overall average of at least C2.

(ii) On completion of the final assessment at Level 4 and failure to achieve an average of C2 or better you may, subject to the approval of the Board of Examiners, be required to graduate with a BEng/BSc Honours Degree, classified in accordance with Regulation 3(11) and 3(12).

4(9) Transfer to Anatomical Sciences or Forensic Anthropology BSc programmes 4(7)
(i) Students who wish to graduate with a BSc (Hons) in Anatomical Sciences or Forensic Anthropology are strongly advised to enrol directly on these programmes at the outset. Opportunities for transfer on to these programmes are possible from levels 1-3, and are limited due to capping of the class sizes. Students wishing to transfer to either of these programmes must indicate their intention to their Adviser of Studies during level 1, 2 or 3. Transfer into the Anatomical Sciences or Forensic Anthropology BSc programmes from Life Sciences at Level 1 and 2 is competitive and requires a minimum of a continuing B3 average AT FIRST ATTEMPT in all core modules.

4(10) For an un-named BSc Ordinary Degree
You must have a minimum of 80 credits from the undergraduate modules offered by the School of Life Sciences at level 1 and 100 credits from the undergraduate modules offered by the School of Life Sciences or by CAHID at level 2, plus 60 credits from the level 3 modules offered by CAHID.
4(11) **For a named BSc Ordinary Degree**

You must have a minimum of 80 credits from the undergraduate modules offered by the School of Life Sciences at level 1 and 80 credits from the undergraduate modules offered by the School of Life Sciences plus 20 credits from the undergraduate modules offered by CAHID at level 2, plus 120 credits from the level 3 modules offered by CAHID.

4(12) **For a BSc Honours Degree**

You must have a minimum of 80 credits from the undergraduate modules offered by the School of Life Sciences at level 1, 120 credits from the undergraduate modules offered by the School of Life Sciences or by the CAHID at level 2, plus a total of 240 credits from the modules appropriate to your degree offered by CAHID at levels 3 and 4.

4(13) **Honours Classifications – Professional, Statutory and Regulatory Bodies (PSRBs)**

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

4(14) **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(15) **Discounted Year for Good Cause**

If you are prevented from completing a programme of study at any level through Mitigating Circumstances, you may have the academic year discounted with the permission of the 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(16) **Minimum Periods of Study in Academic Years for Full-time Students**

<table>
<thead>
<tr>
<th>Award</th>
<th>Level 1 Entry</th>
<th>Level 2 Entry</th>
<th>Level 3 Entry</th>
<th>Level 4 Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSci/MEng/MMath with Honours</td>
<td>5(10)</td>
<td>4(8)</td>
<td>3(6)</td>
<td>2(4)</td>
</tr>
<tr>
<td>BSc/BEng with Honours</td>
<td>4(8)</td>
<td>3(6)</td>
<td>2(4)</td>
<td>1(2)</td>
</tr>
<tr>
<td>BSc/BEng without Honours (Named)</td>
<td>3(6)</td>
<td>2(4)</td>
<td>1(2)</td>
<td>n/a</td>
</tr>
<tr>
<td>BSc/BEng without Honours (Un-named)</td>
<td>3(6)</td>
<td>2(4)</td>
<td>1(2)</td>
<td>n/a</td>
</tr>
<tr>
<td>Dip HE Sci/Eng</td>
<td>2(4)</td>
<td>1(2)</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Cert HE Sci/Eng</td>
<td>1(2)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

(Part-time students in brackets)

5. **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.

6. **CALCULATORS**

Only an approved calculator may be used in degree examinations. The detail of approved calculators is available in School Handbook.
7. **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.
MA Degree Programmes Regulations

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:

<table>
<thead>
<tr>
<th>Advanced Entry to</th>
<th>Total Accumulated Credits Awarded on Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>120 at Level 1</td>
</tr>
<tr>
<td>Year 3</td>
<td>120 at Level 1 and 120 at Level 2</td>
</tr>
</tbody>
</table>

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 a Language | 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 a Language | 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:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Without Advanced Entry</th>
<th>Advanced Entry to Year 2</th>
<th>Advanced Entry to Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dip.HE (Arts and Social Sciences)</td>
<td>Minimum of 240 credits including a minimum of 90 at Level 2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert.HE (Arts and Social Sciences)</td>
<td>Minimum of 120 credits at Level 1.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Without Advanced Entry</th>
<th>Advanced Entry to Year 2</th>
<th>Advanced Entry to Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA with Honours</td>
<td>four</td>
<td>three</td>
<td>two</td>
</tr>
<tr>
<td>MA</td>
<td>three</td>
<td>two</td>
<td>one</td>
</tr>
<tr>
<td>Dip HE A &amp; SS</td>
<td>two</td>
<td>one</td>
<td>n/a</td>
</tr>
<tr>
<td>Cert HE A &amp; SS</td>
<td>one</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

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*
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.

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.
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.

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:

<table>
<thead>
<tr>
<th>Literal Reporting Scale</th>
<th>Associated Aggregation Scale</th>
<th>Descriptor</th>
<th>Honours Class (where appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>23</td>
<td>Excellent</td>
<td>1st</td>
</tr>
<tr>
<td>A2</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>18</td>
<td>Very Good</td>
<td>2(i)</td>
</tr>
<tr>
<td>B2</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>15</td>
<td>Good</td>
<td>2(ii)</td>
</tr>
<tr>
<td>C2</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D1</td>
<td>12</td>
<td>Sufficient</td>
<td>3rd</td>
</tr>
<tr>
<td>D2</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MF1</td>
<td>9</td>
<td>Marginal Fail</td>
<td></td>
</tr>
<tr>
<td>MF2</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*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:

<table>
<thead>
<tr>
<th>Title of Award</th>
<th>Honours Degree Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA with Honours</td>
<td>I, II.1, II.2, III</td>
</tr>
<tr>
<td>MA</td>
<td>With or Without Distinction</td>
</tr>
</tbody>
</table>

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 conditioned, 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:

- 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.

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:

- 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

- were excluded from any part of the assessment for that module in the previous academic year under Regulation 8(3); or

- 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:

- 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;

- 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.

37.

**BMSC REGULATIONS**

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

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

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

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

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

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

[B] (i) have completed successfully the First and Second Professional Examinations for the Degree of BDS in the University or the equivalent; (ii) satisfy the respective Course Leader(s) in consultation with the Head(s) of the Departments/Divisions/Centres concerned regarding academic fitness to enter the proposed course of study; and (iii) have the permission of the Dean (or his/her nominee) of Dentistry.

[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 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] The Degree examination in each BMSc 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 BMSc without classification.
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.

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

Students may withdraw from the Intercalated BMSc 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;

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

ATTENDANCE

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:

<table>
<thead>
<tr>
<th>Honours Class</th>
<th>Minimum Criteria for Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Candidates must pass 100% of total assessment and obtain:</td>
</tr>
<tr>
<td></td>
<td>• Grades at A3 or above in at least 50% of all graded assessment</td>
</tr>
<tr>
<td></td>
<td>• Grades at B3 or above in at least 75% of all graded assessment</td>
</tr>
<tr>
<td></td>
<td>• Grades at C3 or above in 100% of all graded assessment</td>
</tr>
<tr>
<td>2(i)</td>
<td>Candidates must pass 100% of total assessment and obtain:</td>
</tr>
<tr>
<td></td>
<td>• Grades at B3 or above in at least 50% of all graded assessment</td>
</tr>
<tr>
<td></td>
<td>• Grades of C3 or above in at least 75% of all graded assessment</td>
</tr>
<tr>
<td></td>
<td>• Grades of D3 or above in 100% of all graded assessment</td>
</tr>
<tr>
<td>2(ii)</td>
<td>Candidates must pass 100% of total assessment and obtain:</td>
</tr>
</tbody>
</table>
• 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 (Level 9) 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 6.6.3 will be notified that their studies are terminated unless there is due cause for a review under the Post graduate Appeals procedure and this must be based on one of the following:

(a) extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or

(b) procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred, or

(c) prejudice, bias or inadequate assessment on the part of one or more of the 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 Post Registration Programme Manager and Head of Division.

Note:

* or the equivalent CAT/ECT level and credit tariff.
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 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.

1.2.2 BSc Nursing and Health entrants must be registered with the Nursing and Midwifery Council or the equivalent professional regulatory body overseas.

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 20 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 Orientation to Degree Level Study, Quality Improvement and Patient Safety, Person-Centred Practice and, Leading and Managing Change.

(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 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 and 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.

1.6 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.
ORAL HEALTH SCIENCES EXAMINATION REGULATIONS

Year 1

The Year 1 examinations for the BSc in Oral Health Sciences will consist of:

<table>
<thead>
<tr>
<th>Module</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>Online test (1 hour)</td>
</tr>
<tr>
<td></td>
<td>10 Station OSCE (1 hour)</td>
</tr>
<tr>
<td></td>
<td>Basic Life Support assessment</td>
</tr>
<tr>
<td>Restorative</td>
<td>Practical test (1 hour)</td>
</tr>
<tr>
<td></td>
<td>Online test (1 hour)</td>
</tr>
<tr>
<td>Biomedical Sciences and Oral Biology</td>
<td>Written paper I (1 hour)</td>
</tr>
<tr>
<td></td>
<td>Written paper II (2 hours)</td>
</tr>
<tr>
<td>Plaque-related Diseases</td>
<td>Written paper (2 hours)</td>
</tr>
<tr>
<td>Clinical Practice 1</td>
<td>Minimum Recommended Totals</td>
</tr>
<tr>
<td></td>
<td>Written paper (1 hour)</td>
</tr>
<tr>
<td></td>
<td>10 station OSCE (1 hour)</td>
</tr>
</tbody>
</table>

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.

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
- 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.

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.

Behavioral 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.

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:

<table>
<thead>
<tr>
<th>Module</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Developing Dentition</td>
<td>Written paper (1 hour)</td>
</tr>
<tr>
<td></td>
<td>Evidence-based treatment plan</td>
</tr>
<tr>
<td>The Therapist and the Community</td>
<td>Evidence-based project and presentation</td>
</tr>
<tr>
<td></td>
<td>Law and ethics open-book essay</td>
</tr>
<tr>
<td>Clinical Practice 3</td>
<td>Minimum Recommended Totals</td>
</tr>
<tr>
<td></td>
<td>Written paper (2 hours)</td>
</tr>
<tr>
<td></td>
<td>Case presentations and viva (30 minutes)</td>
</tr>
</tbody>
</table>

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.

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 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 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.
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

<table>
<thead>
<tr>
<th>Reporting Scale</th>
<th>Descriptor</th>
<th>Aggregation Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Excellent</td>
<td>23</td>
</tr>
<tr>
<td>A2</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>A3</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>A4</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>A5</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>B1</td>
<td>Very Good</td>
<td>18</td>
</tr>
<tr>
<td>B2</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>B3</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>C1</td>
<td>Good</td>
<td>15</td>
</tr>
<tr>
<td>C2</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>C3</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>D1</td>
<td>Sufficient</td>
<td>12</td>
</tr>
<tr>
<td>D2</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>D3</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>MF1</td>
<td>Marginal fail</td>
<td>9</td>
</tr>
<tr>
<td>MF2</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>MF3</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>CF</td>
<td>Clear fail</td>
<td>5</td>
</tr>
<tr>
<td>BF</td>
<td>Bad fail</td>
<td>2</td>
</tr>
<tr>
<td>QF*</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>BSc1 Restorative 1: Practical</th>
<th>BSc2 Restorative 2: Practical</th>
<th>BSc2 Behavioural Science: Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clearly understands rationale for procedure</td>
<td>• Demonstrates knowledge beyond that which has been directly taught in lectures</td>
<td>• Able to structure and present in a way that aids effective communication</td>
</tr>
<tr>
<td>• Demonstrates knowledge beyond that which has been directly taught in lectures</td>
<td>• Easily completes clinical task to very high standard</td>
<td>• Shows considerable competence in interpersonal communication skills</td>
</tr>
<tr>
<td>• Easily completes clinical task to very high standard</td>
<td>• No issues with time/task management: highly organised</td>
<td>• Uses an appropriate range of verbal and non-verbal skills with ease and confidence</td>
</tr>
<tr>
<td>• No issues with time/task management</td>
<td></td>
<td>• Demonstrates confidence, perceptiveness and appropriate listening and information-gathering skills</td>
</tr>
</tbody>
</table>

| **Very Good**                 |                               |                                   |
| • Understands rationale for procedure | • Demonstrates background evidence/knowledge easily without prompting | • Appropriate information gathering |
| • Completes clinical task to high standard | • No issues with time/task management | • High level of skill demonstrated in patient interaction |
| • No issues with time/task management |                               | • High standard of communication |
|                               |                               | • High level of skill in clinical management |

| **Good**                      |                               |                                   |
| • Understands rationale for procedure | • Can demonstrate background evidence/knowledge | • Appropriate information gathering |
| • Can complete clinical task to clinically acceptable standard | • No significant issues with time/task management | • Demonstrates skill in patient - therapist interaction |
| • No significant issues with time/task management |                               | • Above average communication skills |
|                               |                               | • Demonstrate skill in clinical management and knowledge |

| **Sufficient**                |                               |                                   |
| • Limited understanding of reason for procedure | • Can demonstrate some background evidence/knowledge | • Appropriate information gathering |
| • Requires advice from staff to complete clinical task to clinically acceptable standard | • Possibly some issues with time/task management | • Adequately demonstrate skill in patient - therapist interaction |
| • Possibly some issues with time/task management |                               | • Acceptable level of communication |
|                               |                               | • Demonstrate adequate/some skill in clinical knowledge and management |

| **Marginal Fail**             |                               |                                   |
| • Very limited understanding of procedure | • Limited knowledge and no evidence | • Inadequate/incomplete information gathering |
| • Requires intervention/support to complete clinical task to clinically acceptable standard | • Requires intervention/support to complete clinical task to clinically acceptable standard | • Poor skill demonstrated in patient - therapist interaction |
| • Makes errors in carrying out clinical procedures | • Makes errors in carrying out clinical procedures | • Limited communication skills |
| • Issues with time/task management | • Issues with time/task management | • Poor level of skill in clinical knowledge and management |

| **Clear Fail**                |                               |                                   |
| • Very limited or no understanding of procedure | • Requires significant intervention/support to complete clinical task to clinically acceptable standard | • Inadequate/incomplete information gathering |
| • Requires significant intervention/support to complete clinical task to clinically acceptable standard | • Makes errors in carrying out clinical procedures | • Very poor skills in patient - therapist interaction |
| • Makes errors in carrying out clinical procedures | • Issues with time/task management | • Limited/poor communication |
| • Issues with time/task management |                               | • Very poor clinical knowledge and management |

<p>| <strong>Bad Fail</strong>                  |                               |                                   |
| • Very limited or no understanding of procedure |                               | • Inadequate/incomplete information gathering |
|                               |                               | • No skill in patient-therapist interaction |
|                               |                               | • Very limited/no communication skills |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Unable to complete clinical task to clinically acceptable</td>
<td>• Very poor/no clinical knowledge and management</td>
</tr>
<tr>
<td>standard, despite support</td>
<td></td>
</tr>
<tr>
<td>• Makes significant clinical errors in carrying out clinical</td>
<td></td>
</tr>
<tr>
<td>procedures</td>
<td></td>
</tr>
<tr>
<td>• Issues with time/task management</td>
<td></td>
</tr>
</tbody>
</table>
## GUIDE FOR MARKERS

### Key characteristics of BSc3 level work: Descriptor indicators and grading

- 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

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>BSc3 DPH project</th>
<th>BSc3 DPH presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent (A1 - A5)</strong></td>
<td>An excellent standard which consistently demonstrates the following:</td>
<td>An excellent standard which consistently demonstrates the following:</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates excellent knowledge of target group</td>
<td>- Excellent preparation and design</td>
</tr>
<tr>
<td></td>
<td>- Provides excellent range of high quality evidence</td>
<td>- Excellent delivery</td>
</tr>
<tr>
<td></td>
<td>- Professional level of graphic design</td>
<td>- Excellent use of audio-visual aids</td>
</tr>
<tr>
<td></td>
<td>- Excellent organisation in terms of structure and appropriate terminology</td>
<td>- Excellent adaptability and professionalism</td>
</tr>
<tr>
<td></td>
<td>- Excellent referencing</td>
<td>- Excellent engagement and interaction with the audience</td>
</tr>
<tr>
<td><strong>Very Good (B1 – B3)</strong></td>
<td>A very good standard which demonstrates the following:</td>
<td>A very good standard which demonstrates the following:</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates very good knowledge of target group</td>
<td>- Very good preparation and design</td>
</tr>
<tr>
<td></td>
<td>- Provides a range of very good quality evidence</td>
<td>- Very good delivery</td>
</tr>
<tr>
<td></td>
<td>- High standard of graphic design</td>
<td>- Very good use of audio-visual aids</td>
</tr>
<tr>
<td></td>
<td>- Very good organisation in terms of structure and appropriate terminology</td>
<td>- Very good adaptability and professionalism</td>
</tr>
<tr>
<td></td>
<td>- Very good referencing</td>
<td>- Very good engagement and interaction with the audience</td>
</tr>
<tr>
<td><strong>Good (C1 – C3)</strong></td>
<td>A good standard which demonstrates the following:</td>
<td>A good standard which demonstrates the following:</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates good knowledge of target group</td>
<td>- Good preparation and design</td>
</tr>
<tr>
<td></td>
<td>- Provides a range of good quality evidence</td>
<td>- Good delivery</td>
</tr>
<tr>
<td></td>
<td>- Good standard of graphic design</td>
<td>- Good use of audio-visual aids</td>
</tr>
<tr>
<td></td>
<td>- Good organisation in terms of structure and appropriate terminology</td>
<td>- Good adaptability and professionalism</td>
</tr>
<tr>
<td></td>
<td>- Good referencing</td>
<td>- Good engagement and interaction with the audience</td>
</tr>
<tr>
<td><strong>Sufficient (D1 – D3)</strong></td>
<td>Generally satisfactory standard which demonstrates the following:</td>
<td>Generally satisfactory standard which demonstrates the following:</td>
</tr>
<tr>
<td></td>
<td>- Demonstrates sufficient knowledge of target group</td>
<td>- Sufficient preparation and design</td>
</tr>
<tr>
<td></td>
<td>- Provides limited evidence</td>
<td>- Sufficient delivery</td>
</tr>
<tr>
<td></td>
<td>- Acceptable standard of graphic design</td>
<td>- Sufficient use of audio-visual aids</td>
</tr>
<tr>
<td></td>
<td>- Sufficient organisation in terms of structure and terminology</td>
<td>- Sufficient adaptability and professionalism</td>
</tr>
<tr>
<td></td>
<td>- Sufficient referencing</td>
<td>- Sufficient engagement and interaction with the audience</td>
</tr>
</tbody>
</table>
| Marginal Fail (MF1 – MF3) | A marginal fail falls below the required standard and demonstrates elements of the following:  
- 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 | A marginal fail falls below the required standard and demonstrates elements of the following:  
- 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) | Clearly fails to meet the required standard because the presentation:  
- Very limited understanding of target group and very limited range and quality of evidence  
- No graphic design skills demonstrated  
- References incomplete or incorrect | Clearly fails to meet the required standard because the presentation:  
- Poorly prepared presentation lacking relevant information/ with incorrect information  
- Unintelligible  
- Cannot converse with the examiner and/or group members |
| Bad Fail (BF) |  
- No understanding of target group  
- No graphic design skills demonstrated  
- Fails to provide any appropriate evidence  
- References incomplete or incorrect |  
- 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

<table>
<thead>
<tr>
<th>BSc3 Health Care Law and Professionalism assessment</th>
<th>BSc3 Clinical Practice 3: Presentation Cases</th>
</tr>
</thead>
</table>
| Excellent (A1 - A5) | An excellent standard which consistently demonstrates the following:  
- 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 | An excellent standard which consistently demonstrates the following:  
- 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) | A very good standard which demonstrates the following:  
- 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 | A very good standard which demonstrates the following:  
- 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) | A good standard which demonstrates the following:  
| | • 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  
| | A good standard which demonstrates the following:  
| | • Demonstrates sound knowledge and higher order thinking capacity  
| | • Core information all correct, but no depth  
| | • Completion of cases – good standard  

| Sufficient (D1 – D3) | Generally satisfactory standard which demonstrates the following:  
| | • 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  
| | Generally satisfactory standard which demonstrates the following:  
| | • Demonstrates acceptable level of knowledge  
| | • Limited elaboration on answers  
| | • Completion of cases – acceptable standard  

| Marginal Fail (MF1 – MF3) | A marginal fail falls below the required standard and demonstrates elements of the following:  
| | • 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  
| | A marginal fail falls below the required standard and demonstrates elements of the following:  
| | • Demonstrates inconsistent knowledge  
| | • Cannot elaborate on an answer  
| | • Completion of cases – poor standard/some errors  

| Clear Fail (CF) | Clearly fails to meet the required standard because the presentation:  
| | • 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  
| | Clearly fails to meet the required standard because the presentation:  
| | • Demonstrates very limited knowledge with factually incorrect information  
| | • Completion of cases - significant errors  

| Bad Fail (BF) | • 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  
| | • Demonstrates fundamental lack of knowledge and higher order thinking skills  
| | • Completion of cases – extremely poor standard  

Appendix 4
Assessment Procedures and Regulations for Clinical Medical Science (CMS) 2017 – 2018

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

3. 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.

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.
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.
APPENDIX: University Reporting Grades

<table>
<thead>
<tr>
<th>University Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Excellent</td>
</tr>
<tr>
<td>A2</td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>Very good</td>
</tr>
<tr>
<td>B2</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Good</td>
</tr>
<tr>
<td>C2</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td></td>
</tr>
<tr>
<td>D1</td>
<td>Sufficient</td>
</tr>
<tr>
<td>D2</td>
<td></td>
</tr>
<tr>
<td>D3</td>
<td></td>
</tr>
<tr>
<td>M1</td>
<td>Marginal fail</td>
</tr>
<tr>
<td>M2</td>
<td></td>
</tr>
<tr>
<td>M3</td>
<td></td>
</tr>
<tr>
<td>CF</td>
<td>Clear fail</td>
</tr>
<tr>
<td>BF</td>
<td>Bad fail</td>
</tr>
<tr>
<td>*QF</td>
<td>-</td>
</tr>
<tr>
<td>**</td>
<td>0</td>
</tr>
</tbody>
</table>

*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).