



University
of Glasgow

Calendar 2008-09

**DEGREES AWARDED IN CONJUNCTION WITH THE SCOTTISH
AGRICULTURAL COLLEGE**

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I APPEALS BY STUDENTS

The Code of Appeals for students pursuing courses at the Scottish Agricultural College which contribute to degrees of the University are set out in the appropriate section V of the following pages. Any appeal must be intimated in writing within fourteen days of the intimation to the student of the decision which he or she appeals against, stating the grounds of appeal. Appeals will not be entertained against marks or decisions of examiners, or other matters of academic judgement, but only on grounds of unfair procedure or medical evidence.

In certain circumstances students who are dissatisfied with the decision of the Academic Appeals Committee may make a further appeal to the University Senate. The Code of Procedure for Appeals to the Senate is printed in the section of the University *Calendar* entitled *University Fees and General Information for Students*.

II INTRODUCTION

The University of Glasgow awards degrees to students who have undertaken degree courses in several colleges associated with the University, including the Scottish Agricultural College.

Application for admission to first degree courses at the College must be made through the Universities and Colleges Admissions Service (UCAS), using the on-line application service (APPLY) on the UCAS website (www.ucas.ac.uk). If on-line application is not possible for you, please contact UCAS direct for advice: UCAS Application Requests, UCAS, Rosehill, New Barn Lane, Cheltenham, Glos. GL52 3LZ [0870 1122200 (UK) 0044 870 1122211 (international)]. Further information about courses may be obtained from the Recruitment & Admissions Office, SAC Edinburgh, King's Buildings, West Mains Road, Edinburgh EH9 3JG, 0800 269453 or by email: admissions@sac.ac.uk.

III DEGREES OF BACHELOR OF ARTS (SCOTTISH AGRICULTURAL COLLEGE) AND BACHELOR OF SCIENCE (SCOTTISH AGRICULTURAL COLLEGE)

RESOLUTION

The Degrees of Bachelor of Arts (Scottish Agricultural College) and Bachelor of Science (Scottish Agricultural College) are governed by Resolution of the University Court. The provisions of Resolution No. 609, which at the time of going to print are in draft form, are as follows:

1. The Degrees of Bachelor of Arts (BA) (Scottish Agricultural College) and Bachelor of Science (BSc) (Scottish Agricultural College) may be awarded by the University of Glasgow in the Scottish Agricultural College (the College) as Degrees in such designations as may be prescribed by Regulations.
2. The Senate may make regulations governing the award of the Degrees which are subject to the approval of the University Court - these shall be as stated under 'Regulations' below.
3. The Degrees may be awarded either as General Degrees or as Degrees with Honours in such subjects as may be prescribed by Regulation.
4. The programmes for the Degrees shall be administered by the College which shall, subject to Senate approval where appropriate, be responsible for the content and conduct of programmes and examinations and other methods of assessment, the admission and progress of students and related matters. The day-to-day management of each Degree programme shall be the responsibility of a management team appointed by the College.

REGULATIONS

1. Introductory and Definitions

The definitions set out in the Glossary of Terms (www.glasgow.ac.uk/senate/academic/policies/03-07-E240304.html) apply to these regulations.

2. Duration of Study

A full-time candidate for a degree shall, subject to §3, normally attend for at least three academic sessions for a general degree and at least four for a degree with Honours. A part-time candidate shall, subject to §3, normally attend for at least four academic sessions for a general degree and at least five for a degree with Honours. There is no set maximum period of study. Candidates may continue their studies provided that they comply with the progress regulations set out at §7 below.

3. Recognition of Prior Learning

- 3.1 Assessed prior experiential learning can be counted for credit on this degree. Accreditation of Prior Experiential Learning (APEL) requires that appropriate learning has demonstrably taken place as a result of that experience.

The procedure for approval of such credit is set out in the policy which can be found at: www.glasgow.ac.uk/senate/academic/policies/aplguidelines.html. The appropriate Programme Leader is responsible for assessing whether acceptable evidence has been presented to demonstrate that the claimed prior learning is broadly equivalent to the learning that would otherwise have been assessed during the degree programme. The particular evidence that is required depends upon the nature of the learning for which accreditation is sought, and is determined by the Programme Leader, acting on the advice of the appropriate course leader(s).

The maximum limit for the award of such credit is 10% of the credits associated with the degree programme.

- 3.2 Non-university examinations can permit entry with advanced standing. Such examinations give entry with advanced standing as follows:
- (a) applicants with an HNC or HND in an appropriate subject will be considered for entry to year 2 or year 3, respectively;
 - (b) applicants with a Foundation degree in an appropriate subject will be considered for entry to year 3.

4. Composition of Degree Programmes

The curriculum shall be specified in terms of core and elective courses, as described in the appropriate programme specification and programme handbooks. The courses listed shall not necessarily all be available in each session; the choice of a curriculum shall be subject to this limitation and to that imposed by timetables.

The majority of courses can be studied independently of others. However, some courses may have one or more prerequisite or co-requisite courses, details of which shall be given in the relevant course descriptors and programme handbooks.

5. Approval of Curriculum

The curriculum of each candidate must be approved at the start of each session by the candidate's Adviser of Studies. Once approved, the curriculum may not be altered except with the approval of an Adviser of Studies.

6. Assessment

Assessment and re-assessment are governed by the Code of Assessment which is contained in the Fees and General Information for Students section of the *University Calendar*, except that:

- 6.1 the grading system adopted for courses in years 1 and 2 shall be that appropriate to their status as SQA HN units; and
- 6.2 the provisions of §16.6 – §16.13 of the Code of Assessment regarding reassessment are replaced by §11 below.

7. Progress

- 7.1 The progress of candidates shall be reviewed annually.
- 7.2 Progression from year 1 to year 2 will depend upon attaining a pass in each course from the approved curriculum. Where a candidate has not successfully completed all the courses in the year 1 curriculum, he or she may be permitted to progress to the second year of the programme provided he or she has successfully completed at least 13 of the 15 course equivalents¹ (104 credits).
- 7.3 To progress to the third year a candidate must have obtained 240 credits from the approved curriculum.
- 7.4 In year 3, a candidate who attains the requisite standard in the examinations and the assessment of course work shall be eligible for the award of the general degree. Alternatively, he or she shall be eligible to proceed to a fourth year leading to the degree with Honours. The requisite standard is that specified in §9.1 below.
- 7.5 The minimum achievement required for progression of a part-time candidate is determined by the Programme Leader acting on the advice of the appropriate Adviser of Studies.

8. Administration of Progress

- 8.1 Decisions on progression of any candidate who fails to meet the minimum requirements for progression are taken by the Board of Examiners. Mitigating circumstances should be discussed with the appropriate Adviser of Studies and notified in writing to the Programme Leader.
- 8.2 Appeal against decisions of the Board of Examiners may be made following the Code of Procedure for Appeals set out in the Degrees Awarded in Conjunction with the Scottish Agricultural College section of the *University Calendar*.

¹ The term 'course equivalents' is used here to encompass courses with different credit ratings. The majority of courses are single-weighted and have a credit rating of 8 (years 1 and 2) or 15 (years 3 and 4), although some courses, for example the Honours project, may be double- or triple-weighted.

9. Award of a General Degree

- 9.1 The candidate, to be eligible for the award of a general degree, must have obtained at least 360 credits and achieved an overall grade point average of 10. Within these 360 credits:
- (a) at least 120 must be at SCQF level 8 or higher;
 - (b) at least 60 credits studied in year 3 must be at SCQF level 9 or higher; **and**
 - (c) 105 credits (7 course equivalents) studied in year 3 must be at grade D or better and the remaining 15 credits (1 course equivalent) in year 3 at grade E or better.
- 9.2 The general degree shall be awarded with Merit where the grade point average is at least 12, and with Distinction where the grade point average is at least 14.
- 9.3 Where the candidate has accumulated more than 360 credits, the credit counted in the calculation of the grade point average shall be reduced to 360 credits by discarding all or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.
- 9.4 The general degree may be awarded to candidates on Honours programmes who fail to meet the requirements of the Honours degree, including any progress requirements, provided that the requirements of §9.1 above are met.

10. Award of an Honours Degree

- 10.1 To be eligible for the award of an Honours degree, the candidate must have obtained at least 480 credits, including at least 90 at SCQF level 10, and completed a piece of independent work worth at least 30 credits.
- 10.2 The class of Honours awarded is determined by the mean aggregation score calculated from the eight year 4 course equivalents and one course equivalent representing the mean aggregation score for year 3.

11. Reassessment

- 11.1 In years 1 and 2, two attempts at each assessment shall normally be allowed during the academic year, usually within the period when a course is being delivered. A candidate who does not demonstrate competence in an assessment at the second attempt shall have the opportunity for further re-assessment during a defined period, normally the last week in August/first week in September, on payment of a fee for each uncompleted course.
- 11.2 In year 3, a candidate who is awarded grade D or better for a course after the first assessment diet shall not normally be allowed a re-assessment. Any other candidate shall be entitled to re-assessment during a defined period, normally the last week in August/first week in September, on payment of a fee for each uncompleted course. The grade awarded as a result of the re-assessment shall be no higher than D. A candidate who fails the re-assessment is entitled to repeat the year once, paying the appropriate fee.

12. List of Degree Programmes***Bachelor of Arts (Scottish Agricultural College)***

The Degree may be awarded as a General Degree or as a Degree with Honours in any one of the following subjects:

- Adventure Tourism & Outdoor Pursuits
- Leisure Management (Sport & Recreation)
- Rural Recreation & Tourism Management
- Rural Recreation & Tourism Management (Equine Studies)
- Rural Recreation & Tourism Management (Heritage Studies)
- Activity Tourism Management
- Equine Tourism Management
- Food Tourism Management
- Nature Tourism Management
- Rural Business Management (Agriculture)
- Rural Business Management (Animal)
- Rural Business Management (Enterprise)
- Rural Business Management (Equine)
- Rural Business Management (Food Business)
- Sport and Recreation Management
- Sports Development and Coaching
- Outdoor Pursuits Management

Bachelor of Science (Scottish Agricultural College)

The Degree may be awarded as a General Degree or as a Degree with Honours in any one of the following subjects:

- Agricultural Science
- Agriculture
- Applied Animal Science
- Applied Bioscience
- Countryside Management
- Green Technology
- Horticulture
- Horticulture with Plantsmanship

The Degree with Honours may be offered in any one of the following subjects:

- Agriculture (Animal Science)
- Agriculture (Crop Science)
- Agriculture (Rural Enterprise)
- Applied Bioscience (Animal Science)
- Applied Bioscience (Plant Science)
- Applied Bioscience (Biotechnology)
- Applied Bioscience (Environment)
- Applied Bioscience (Food Science)

VI CODE OF PROCEDURE FOR APPEALS**PREAMBLE**

1. The Senate of the University of Glasgow is charged by the Universities (Scotland) Act with a duty to superintend the teaching of the University. This is understood to include examining.
2. The Senate of the University of Glasgow has agreed with the Principal of the Scottish Agricultural College (hereinafter referred to as 'SAC') that a procedure be established to dispose of appeals by students pursuing courses at SAC which lead to an award of the University of Glasgow. The validity of this procedure has been accepted by the Senate of the University and by the Executive Management Team of SAC.
3. The procedure is set out in the remainder of this document.

CONSTITUTION OF THE APPEALS COMMITTEE

4. The Executive Management Team of SAC shall establish an Academic Appeals Committee (hereafter referred to as 'the Committee').
5. Full powers for deciding appeals are vested in the Committee.
6. The Committee shall consist of the Vice-Principal (Education and Training) [Convener], Education Group Managers, and at least one representative of the Senate of the University of Glasgow.
7. No member shall sit in judgement on a case in which he or she has any interest.
8. The quorum for a meeting of this Committee, including the Convener, shall be five.
9. No member of the Senate Appeals Committee or the University Court shall be entitled to serve on the Committee. Where a member of the Academic Appeals Committee has participated directly in the decision appealed against, that member shall not sit for that individual appeal.

JURISDICTION

10. The jurisdiction of the Committee shall comprise all academic decisions affecting students, but not proceedings under the Code of Discipline or the Complaints Procedure. This includes Examinations Board decisions on student progress and final Degree Examinations.

BASIS OF APPEAL

11. No appeal may be made on matters of academic judgement: in particular, no appeal may be made by any candidate against the academic judgement of an Examinations Board on the examination results.
12. An appeal may be considered only in matters of procedure, namely:
 - (a) that there is new information that for good and proper reason was not available to the Examinations Board(s) at the time when they reached their decision on a particular student.

An appellant who wishes to appeal on medical grounds should obtain a medical certificate promptly, and should, if possible, submit it to the Academic Services Manager with the note of appeal, and in any case no later than the hearing.
 - (b) that the conduct of the assessment was not in accordance with the approved assessment arrangements for the course.
 - (c) that the candidate was given misleading written information concerning the nature of the examination and its requirements.

LODGING OF APPEAL

13. The grounds of appeal against the decision of the Examinations Board shall be clearly set out in writing and submitted to the Committee through the Academic Services Manager within ten working days following intimation or publication of the decision.
14. *Content of Note of Appeal.* The note of an appeal must state:
 - (a) the name, address and, if possible, telephone number of the appellant.
 - (b) the grounds on which the student considers that the decision should be revised.
 - (c) the remedy, or remedies, which the student seeks.
 - (d) whether the student wishes to speak at a hearing.
 - (e) whether the student intends to be assisted or represented by any person, and if so the name and occupation of that person.

TIME OF MEETING

15. The Committee shall meet within ten working days of receipt of the note of appeal, or as soon as practicable thereafter.

PRELIMINARY DISPOSAL

16. Upon receipt of a written appeal, the Vice-Principal (Education and Training), after consultation with two members of the Committee, may:
 - (a) dismiss the appeal because the appeal is out of time, or provides no sufficient grounds for an appeal, or is frivolous or vexatious; or
 - (b) refer the Appeal to the Committee.

APPEALS PROCEDURE

17. The Committee may decide for or against an appeal on the basis of written evidence, but will be required to see the student in question should he or she wish to argue the case personally. The Committee will also be required to consider the evidence submitted by any person indicated by the student and to see that person if the student so requests. However, the Committee may proceed to hear an appeal in the event of any person failing to attend at the appointed time.
18. The Committee will have discretion to limit the number of persons to be heard if the evidence to be given by them is deemed to be similar in nature.
19. A student interviewed by the Committee may if he or she wishes be accompanied by a friend or adviser, as may any member of staff interviewed by the Committee.

APPEALS FROM STUDENTS IN YEARS OTHER THAN THE FINAL YEAR

20. In cases of appeals from students in years other than the final year, the Committee shall decide on the merit of each appeal and advise the Programme Leader and the appropriate Examinations Board of the decision reached.
21. The Committee must give the relevant Examinations Board an account of the reasons which led to its decision, but excluding any information which the appellant has clearly indicated to be of a confidential nature and to be heard by

the Committee only. The power of the Committee shall not be used to overturn an academic decision that a student has failed, but will enable the Committee to rule that a student be granted a repeat year or similar chance to retrieve failure.

22. The Secretary of the Committee will communicate the ruling to the Examinations Board and to the student who, failing production of fresh evidence, will be required to accept this decision.

APPEALS IN THE FINAL YEAR

23. Except as provided in 26, no decisions of an Examinations Board to which the External Examiners have given their approval explicitly or implicitly can be modified by any authority within SAC without the External Examiners' concurrence.
24. The Committee may require an Examinations Board to reconsider its decision on a final examination result in the circumstances detailed in §12 (a), (b) and (c).
25. In the circumstances detailed in §12 (a), the matter will be referred back to the Examinations Board, with a recommendation and a supporting statement giving the reasons for this recommendation. As with appeals in earlier years, any information will be excluded from the supporting statement which the appellant has clearly indicated to be of a confidential nature to be heard by the Committee only.
26. If after reconsideration, in the circumstances detailed in §12 (b) and (c), the Examinations Board does not modify its decision, the Executive Management Team may annul that decision if in its opinion account has not been taken of the relevant factors as specified in §12 (b) and (c).

APPEAL AGAINST A DECISION OF THE COMMITTEE

A student who is registered for an award of the University of Glasgow, may appeal against a decision of the Academic Appeals Committee of SAC, but only in terms of the University Code of Procedure for Appeals to Senate. A copy of the Code will be found in the Fees and General Information section of the University of Glasgow *Calendar*.

The Senate Appeals Committee will entertain an appeal against the decision of the Academic Appeals Committee of SAC only on the grounds that:

- (i) new evidence has emerged which could not reasonably have been produced to the SAC Committee;
- (ii) there have been defective procedures at SAC level;
- (iii) the disposal by SAC was clearly unreasonable.