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UNIVERSITY
of
GLASGOW

DEGREES AWARDED IN CONJUNCTION WITH THE FREE CHURCH OF SCOTLAND COLLEGE

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I APPEALS BY STUDENTS

The Code of Appeals for students pursuing courses which are taught at the Free Church of Scotland College, and which lead to the award of degrees and diplomas of the University of Glasgow, is set out in section IV below. The validity of this procedure has been accepted by the Senate of the University and by the Senate of the Free Church of Scotland College. 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 Joint Appeals Committee may make a further appeal to the University Senate. The Code of Procedure for Appeals to 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 Free Church of Scotland College. The BTh is taught in the Free Church of Scotland College, the Mound, Edinburgh.

III DEGREE BACHELOR OF THEOLOGY

The Degree of Bachelor of Theology (BTh) is governed by Resolution of the University Court with provision that:

1. The Degree of Bachelor of Theology (BTh) in the Free Church of Scotland College may be conferred by the University of Glasgow as a General Degree.
2. The Senate, will make Regulations governing the award of the Degree which are subject to the approval of the University Court. These shall be as stated under 'Regulations' below. The early exit awards of DipHE and Cert HE are also included in the Regulations.
3. A Joint Board will be established to oversee the Degree.
4. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and officers of the Free Church of Scotland College having responsibility for courses qualifying for the Degree, as may be proposed for such recognition by the Joint Board.
5. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 4 above.
6. The External Examiner(s) for the Degree shall be appointed by the University Court on the recommendation of the Joint Board and the Senate

REGULATIONS

1. Duration of Degree Study

- 1.1 The curriculum for the Degree of Bachelor of Theology shall extend over not fewer than three sessions of full-time study.
- 1.2 A candidate admitted to the BTh programme after having satisfactorily completed cognate courses in another university or institution of tertiary education, but having withdrawn from study for the other degree, will normally be awarded credits on the basis of courses completed in the other university or institution to a maximum of 240, as deemed appropriate by the Joint Board, and will be permitted to count such credits as part of the overall requirements of the minimum graduating curriculum for the Degree of Bachelor of Theology, provided (a) that the Joint Board is satisfied that the courses for which they have been awarded credits meet the requisite standard and (b) that the candidate's overall curriculum covers all the prescribed elements in the BTh programme, including Greek and Hebrew.

2. General Structure and Assessment of Degree

- 2.1 The Degree of Bachelor of Theology follows a prescribed curriculum as follows: one course in each of Elementary Greek and Elementary Hebrew; two courses in each of Church History, Systematic Theology and Practical Theology; Old Testament Studies 1; *either* Old Testament Language, Exegesis and Theology 2 *or* Old Testament Studies 2; 2 courses in either New Testament Language, Exegesis and Theology *or* in New Testament Studies.

As an alternative to *either* Elementary Greek or Elementary Hebrew students may take the two course components World Religions *and* Christian Spirituality.

Candidates will be required to submit a 10,000 word dissertation. The area of study may be chosen from any one of the College's five departments. The topic must be chosen in consultation with the relevant professor.

Each course consists of two consecutive semester-long courses. Each semester is of fifteen weeks' duration.

Elementary Greek is normally taken in Year One and Elementary Hebrew in Year Two. Students who achieve the requisite standard in Elementary Hebrew are strongly urged to proceed to Old Testament Language, Exegesis and Theology; and students who achieve the requisite standard in Elementary Greek are strongly urged to proceed to New Testament Language, Exegesis and Theology; but both departments offer alternative non-language courses (Old Testament Studies and New Testament Studies respectively). Students who take these non-language courses will be required to undertake additional work in English-based exegesis prescribed by the Course Organiser. Details of this additional work are published annually in departmental Course Handbooks.

- 2.2 The minimum requirements for the award of credits for a course shall be specified in the Course Handbooks distributed to candidates at the beginning of each academic year.
- 2.3 Regulations for assessment are governed by the College's *Statement of Policy on Assessment*, which shall be reviewed annually, reported to the Joint Board and distributed to all students at the beginning of each academic year.

3. Progress of Students

- 3.1 The progress of all students is subject to review at the end of each semester.
- 3.2 A student who fails a course will be required to sit both examinations in the following (or a subsequent) year and will not be allowed to proceed to the level two course in that subject until he/she has satisfied the examiners in that subject. Normally resit results will be capped at grade D.
- 3.3 No student will be allowed to progress to the next year of his/her Programme of Studies if he/she has failed two or more courses in the preceding year.

4. Specific Structure of the Degree and the Awards Associated with it

- 4.1 To be eligible for the award of the Degree students must secure passes (grade D or higher) in all courses prescribed in the Programme of Studies (12 courses).
- 4.2 The Degree shall be awarded *with Merit* where a candidate has (i) secured a Grade B in 8 out of the 12 courses and (ii) secured a Grade no lower than C in the remaining 4.
- 4.3 The Degree shall be awarded *with Distinction* where a candidate has (i) taken both 'Old Testament Language, Exegesis and Theology' and 'New Testament Language, Exegesis and Theology', and (ii) secured a grade A in 8 out of the 12 courses and a grade no lower than B in the remaining 4.
- 4.4 The overall grade for a particular course will be calculated on the basis of a student's average Aggregation Score in all forms of assessment throughout the course.
- 4.5 Candidates who register for the BTh Degree but withdraw from the programme having completed courses totalling at least 120 credits and with a grade point average of at least 8.5 shall be eligible to receive the Certificate in Higher Education.
- 4.6 Candidates who register for the BTh Degree but withdraw from the programme having completed courses totalling at least 240 credits (including a minimum of 90 credits at Level 2) and with a grade point average of at least 8.5 shall be eligible to receive the Diploma in Higher Education.

IV DEGREE OF MASTER OF THEOLOGY

The Degree of Master of Theology is governed by Resolution of the University Court. The provisions of Resolution No. 560 which, at the time of going to print, is in draft form are as follows:

1. The Degree of Master of Theology (MTh) may be awarded by the University of Glasgow at the Free Church of Scotland College.
2. The Senate, may make Regulations, which are subject to the approval of the University Court, governing the award of the Degree - these are set out in the section entitled 'Regulations' below.
3. A Joint Board of the Free Church of Scotland College and the University of Glasgow shall oversee the Degree.
4. It shall be competent for the University Court, on the recommendation of the Senate, to recognise as teachers of the University for the purpose of the Degree, such lecturers and officers of the Free Church of Scotland College having responsibility for the supervision of theses for the Degree.
5. The Senate may appoint as an Examiner for the Degree, but not as an External Examiner, any teacher recognised in accordance with Section 4 above.
6. The External Examiner(s) for the Degree shall be appointed by the University Court on the recommendation of the Joint Board and the Senate.

REGULATIONS

1. Before being admitted to study qualifying for the Degree of Master of Theology a candidate must have obtained the Degree of Bachelor of Theology at the Free Church College or an equivalent degree from a University or

Cognate Institution recognised for this purpose by the Free Church College Senate with the approval of the Higher Degrees Committee of the Faculty of Arts, *hereinafter referred to as 'the Higher Degrees Committee'*; provided that the College Senate may, with the approval of the Committee, admit a candidate with such other qualifications as it may approve for this purpose.

Alternatively, a candidate may be admitted provided he/she can satisfy the Free Church College Senate and the Higher Degrees Committee of his/her fitness to undertake advanced study.

2. Candidates for the Degree shall undertake research in accordance with the following provisions:

- i) The minimum period of study for each candidate shall be one academic year of full-time study or two academic years of part-time study.
- ii) The College Senate shall nominate to the Higher Degrees Committee a main supervisor for each candidate. The supervisor shall be a member of the College staff recognised as a teacher of the University; and he/she shall report to the College Senate at least once a semester on the progress of the candidate; the report to be copied to the Higher Degrees Committee.
- iii) The Higher Degrees Committee shall appoint a Professor or Lecturer in the University as an additional supervisor for each candidate.
- iv) On completion of the prescribed period of research each candidate shall present a thesis embodying the results of his/her work. The thesis must be in English and shall not exceed 40,000 words. In addition to presenting a thesis a candidate will normally be required to undergo oral examination.

A candidate must submit two soft-bound, typewritten or printed copies of the thesis accompanied by a Declaration that the research has been carried out and the thesis composed by the candidate, and that the thesis has not been accepted in fulfilment of the requirements of any other degree or professional qualification.

The layout and binding of the thesis should generally conform to the British Standard Institution's *Recommendations for the presentation of theses* (BS4821:1990), a copy of which is available in the University Library.

If the Degree is awarded, one hard-bound copy of the thesis shall become the property of the University and be deposited in the University Library; and another hard-bound copy shall become the property of the Free Church of Scotland College and be deposited in the College Library.

- v) Except by special permission of the Joint Board a thesis may not be presented later than four years from the date of the candidate's admission.
- vi) The Internal Examiners for the Degree shall normally be such members of the Free Church College staff, recognised as teachers of the University, as are nominated by the College Senate and approved by the Higher Degrees Committee.
- vii) The External Examiners for the Degree shall be nominated by the Higher Degrees Committee in consultation with the Free Church College Senate, and appointed by the University Court on the recommendation of the (University) Senate.
- viii) In the case of a thesis not approved for the Degree of Master of Theology, the Higher Degrees Committee, on the recommendation of the examiners, may permit resubmission of the thesis in a revised form under such conditions as may be prescribed in each case.
- ix) In the case of a student adjudged not to have achieved the MTh standard, the examiners shall have discretion to recommend the award of a Postgraduate Diploma in Theology.

V CODE OF PROCEDURE FOR APPEALS

1. PREAMBLE

- 1.1 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.
- 1.2 The Senate of the University of Glasgow has agreed with the Principal of the Free Church of Scotland College (hereinafter referred to as 'the College') that a procedure be established to dispose of appeals by students pursuing courses at the College 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 Senate of the Free Church of Scotland College.
- 1.3 The procedure is set out below.

2. COMPOSITION OF JOINT APPEALS COMMITTEE

- 2.1 A Joint Appeals Committee (hereinafter referred to as the Committee) will be established by the Joint Board of the University of Glasgow and the Free Church of Scotland College and confirmed in existence by the Senate of the University and the Principal of the Free Church of Scotland College, who shall act with the

agreement of the Senate of the Free Church of Scotland College. It shall be the duty of the Joint Board thereafter to annually nominate members of the Committee.

- 2.2 Full powers for deciding appeals are vested in the Committee.
- 2.3 The Convener of the Joint Appeals Committee shall be the Dean of the Faculty of Arts or his/her nominee who shall be a senior member of the University.
- 2.4 The Committee shall consist of members of the University of Glasgow and of the Free Church of Scotland College Board as follows:

University of Glasgow:

The Dean of the Faculty of Arts; the Head of the School of Divinity; the Head of the Department of Theology and Religious Studies; two other members of the Faculty of Arts as nominated by the Joint Board;

Free Church of Scotland College:

Four members of the College Board as nominated by the Joint Board.

Exceptionally, the Committee shall have powers to co-opt one member of the Senate of the University of Glasgow and one member of the College Board in order to obtain a quorum at short notice.

- 2.5 No member of the Board of Examiners shall be a member of the Committee. No member of the Senate Appeals Committee or of the University Court shall be entitled to serve on the Committee.
- 2.6 The quorum of the Committee shall be 3 and shall comprise at least one representative from each institution.

3. JURISDICTION

The jurisdiction of the Committee shall comprise all academic decisions affecting students, including Examination Board decisions and student progress, but not proceedings under the Code of Discipline.

4. GROUNDS FOR APPEAL

4.1 Assessment

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, namely:

- (a) that there is new information that for good and proper reason was not available to the Board of Examiners at the time when it reached its decision on a particular student;
- (b) that the conduct of an assessment was not in accordance with the approved regulations for the course;
- (c) that the candidate was given misleading written information concerning the nature of an assessment and its requirements.

4.2 Progress

An appellant who wishes to appeal on grounds of medical or other adverse personal circumstances against the application of published progress regulations, should obtain a medical report or a report on the other adverse circumstances and should submit it to the Convener of the Joint Appeals Committee with the note of appeal.

5. LODGING OF AN APPEAL

- 5.1 An appeal by a student will not be entertained once that student has graduated; he or she is deemed to have accepted, by graduating, the recommendation of the Board of Examiners.
- 5.2 A student who wishes to appeal must do so in writing to the Clerk to the Joint Board within fourteen days following the intimation or publication of the decision appealed against. This period will not be extended unless the student satisfies the Joint Appeals Committee that the appeal could not have been lodged in time.
- 5.3 The note of appeal must include:
 - (a) the name, address and telephone number of the appellant;
 - (b) all the grounds on which the student considers that the decision should be changed (no other grounds will be admissible in the disposal of the appeal);
 - (c) the remedy, or remedies, which the student seeks;
 - (d) whether the student wishes to make oral representation at any hearing which may be held;
 - (e) whether the student intends to be assisted or represented by any person and, if so, the name and occupation of that person.

- 5.4 *An appellant who wishes to appeal on medical grounds should obtain an appropriate medical certificate or medical report promptly and submit it with the note of appeal, and certainly no later than the date of the hearing.*

6. PRELIMINARY DISPOSAL

Upon receipt of a written appeal the Convener, after consultation with two other members of the Joint Appeals Committee of whom one shall be from the College, may make a preliminary disposal which may result in:

- (a) dismissal of the appeal because the appeal is out of time, or provides no competent grounds for appeal;
- (b) referral of the appeal to a full meeting of the Joint Appeals Committee whereupon the Convener may take such other interim actions as he or she deems appropriate;
- (c) referral of the appeal directly to the Board of Examiners for reconsideration where it is clear that the Board was unaware of the medical or personal circumstances described in the letter of appeal.

7. CONSIDERATION OF AN APPEAL BY THE JOINT APPEALS COMMITTEE

- 7.1 The Committee will meet within twenty days after receipt of an adequate note of appeal, or as soon as possible thereafter.
- 7.2 The appellant shall be offered a hearing by the Committee if he or she so requests; otherwise there will not be a hearing unless the Convener decides that a hearing is desirable in the circumstances. At the hearing the appellant may be accompanied by or represented by another person. The Committee may hear this person instead of, or as well as, the appellant.
- 7.3 When there is to be a hearing the Clerk to the Joint Board shall:
- (a) inform the appellant in writing of the date, time and place thereof;
 - (b) request the appellant to name his/her representative (if appropriate) and to name any person(s) from whom he or she wishes the Committee to take evidence. The Clerk shall communicate the names of these persons to the Chairperson of the Board of Examiners. The Clerk will also inform all such persons of the arrangements for the hearing and invite their attendance.
- 7.4 Where the appeal is against a decision of the Board of Examiners, the Clerk shall, on the instructions of the Convener, indicate to the Chairperson of that Board the nature of the appeal and offer the Board an opportunity to present evidence. Where this is to be done the appellant will be informed of the names of any persons appearing to present evidence.
- 7.5 The Committee may dispose of the case notwithstanding the failure of any person(s) concerned to appear.
- 7.6 The Clerk shall, on the instructions of the Convener, ask the appropriate persons (e.g. the Chairperson of the Board of Examiners) for a statement of the grounds on which the decision appealed against was reached. It also should be made clear what evidence was available to the Board of Examiners in reaching its decision. If the Chairperson of the Board wishes any part of his or her submission to be regarded as confidential, then this should be submitted separately.
- 7.7 The Clerk shall place before the Committee all reports relevant to the appeal. If there is a hearing, copies will be made available to the appellant unless any report is certified by the Convener as being confidential. The Committee may found its decisions upon a confidential report only if the substance thereof has been explored with the appellant, if present.

8. PROCEDURE FOR THE HEARING

- 8.1 The normal procedure at a hearing will be described in the paragraphs which follow, but the Committee may adapt the procedure if it considers that an alternative arrangement would be more fitting in the circumstances.
- 8.2 The Committee shall examine the appellant and invite him or her to make an opening statement, or to have a statement made on his or her behalf. Thereafter the Committee shall:
- (a) proceed to examine any person(s) called by the appellant and any person(s) who, in the view of the Convener, might contribute to the consideration of the appeal, and shall afford the appellant or his or her representative the opportunity to question, through the Committee, those persons;
 - (b) consider all relevant reports and information;
 - (c) afford the appellant an opportunity to make a final statement, or to have one made on his or her behalf.
- 8.3 At any stage it shall be competent for the Committee to adjourn the hearing if it considers this to be necessary.

9. DISPOSAL

- 9.1 The Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter.
- 9.2 It may decide by a majority.
- 9.3 If it upholds the appeal, the Committee shall order whatever remedy it deems appropriate in the circumstances.
- 9.4 The Clerk, on the instructions of the Convener, shall intimate the decision in writing to the appellant and to the Joint Board. When an appeal is upheld, the Committee shall intimate the grounds for its decision to the Joint Board.
- 9.5 In its report to the Joint Board, the Committee may wish to include any recommendations related to the matter which has given rise to the appeal.

10. FURTHER REVIEW

- 10.1 An appellant who is dissatisfied with the decision of the Joint Appeals Committee shall have the right of further appeal to the University Senate. A copy of the Code of Procedure for Appeals to Senate can be found in the *Fees and General Information* section of the University of Glasgow Calendar.
- 10.2 The Senate Appeals Committee will entertain an appeal against the Joint Appeals Committee only on the grounds that:
 - (a) new evidence has emerged which could not reasonably have been produced to the Committee;
 - (b) there has been defective procedure at the Joint Appeals Committee level;
 - (c) the disposal of the Joint Appeals Committee was clearly unreasonable.