



UNIVERSITY
of
GLASGOW

Calendar 2006-07

FACULTY OF ARTS

DEAN: Professor Elizabeth Moignard MA DPhil FSA FRSE

Chief Adviser of Studies: Heather Lloyd BA PhD

DATES OF SEMESTERS

Semester 1: 26th September 2006 - 19th January 2007
Christmas Vacation: 18th December 2006 - 5th January 2007

Semester 2: 22nd January 2007 - 1st June 2007
Spring Vacation: 19th March 2007 - 6th April 2007

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Regulations for Degrees offered at the Crichton Campus can be found in the following section of the Calendar: Crichton Campus

I UNDERGRADUATE ENTRY

Before applying for admission to the Faculty of Arts, all applicants should consult the most recent edition of the University's *Undergraduate Prospectus*. The *Prospectus* sets out the normal qualifications required for admission, describes the application procedure, summarises the degree regulations and courses offered, and gives general information about the University.

The *Prospectus* is available in most UK schools, or it may be obtained from The Registry, University of Glasgow, Glasgow, Scotland G12 8QQ.

II APPEALS BY STUDENTS

The Senate is charged by the Universities (Scotland) Acts with a duty to superintend the teaching of the University. This is understood to include examining. The Senate has authorised the establishment of Faculty Appeals Committees to hear appeals in the first instance, as specified in the Code of Procedure for Appeals to a Faculty Appeals Committee.

A student may further appeal from the decision of the Faculty Appeals Committee to the Senate.

Any appeal giving all the grounds of that appeal must be despatched in writing to the Faculty Secretary, or to the Director of the Senate Office, as appropriate, within 10 working days of the intimation to the student of the decision against which he or she is appealing.

Students are advised to consult the Faculty Secretary before lodging an appeal to the Faculty Appeals Committee and the Director of the Senate Office, before lodging an appeal to the Senate Appeals Committee.

The Code of Procedure for Appeals to a Faculty Appeals Committee and the Code of Procedure for Appeals to the Senate are set out in that section of the University *Calendar* entitled 'University Fees and General Information for Students', which is available online at <http://senate.gla.ac.uk/calendar/>. Copies are also available for students to consult in the Faculty Office.

Contact Address: Faculty Secretary
Faculty of Arts
6 University Gardens,
Glasgow G12 8QH
tel: 0141-330 6319
e-mail: facsec@arts.gla.ac.uk

III DEGREE OF MASTER OF ARTS

The Degree of Master of Arts (MA) is governed by Resolution No. 539 of the University Court with provision that:

1. The Degree of Master of Arts (MA) may be awarded by the University of Glasgow in the Faculty of Arts (the Faculty) as a Degree in such designations as may be prescribed by Regulations.
2. The Senate may 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.
3. The Degree may be awarded either as a Degree of Master of Arts (General Humanities), or as a General Degree, or as a Degree with Honours in such single subjects or pairs of subjects as may be prescribed by Regulation. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

The section of the University *Calendar: University Fees and General Information for Students* applies to all students and sub-sections therein relate directly and indirectly to academic study: for example the Code of Assessment, Faculty Appeals Code and Senate Appeals Code. The following Degree regulations are an extension of these regulations.

1. Duration of Degree Study

1.1 Study in the University of Glasgow

The curriculum for the Degree in General Humanities shall extend over not fewer than three sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than four sessions. The curriculum for the Degree with Honours shall extend over not fewer than four sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than five sessions.

1.2 Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education and Secondary Level Qualifications

a) Study in other Faculties

An undergraduate who has, in the course of study for another degree of the University of Glasgow, satisfactorily completed courses which qualify towards the Master of Arts Degree and who is admitted by transfer to the Faculty of Arts, having withdrawn from study for the other degree, may count the courses as qualifying towards the Master of Arts Degree. He or she may also be awarded credits to a maximum of 100 from other courses completed in the course of study for the other degree, to count towards the overall requirements of a minimum graduating curriculum in the Faculty of Arts.

b) Study in other Universities or Institutions of Tertiary Education

An undergraduate admitted to the Faculty of Arts after having satisfactorily completed courses in another University or institution of tertiary education may 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 Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of the courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

c) Completing study at another institution

An undergraduate in the Faculty of Arts transferring to a University or institution of tertiary education, may, if he or she satisfactorily completes courses in the other University or institution of tertiary education, be awarded credits on the basis of those courses to a maximum of 120, as deemed appropriate by the Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

d) Study at Secondary level

A student who, at first presentation, has gained grade A in three different A-levels, and who intends to proceed to the MA Honours Degree, may enter the Faculty of Arts at second year level if the three A-levels correspond to subjects available in the Faculty of Arts and if the student is permitted to enter appropriate level two courses in at least two of them. The provisions relating to GCE A-levels may obtain for students holding certain overseas qualifications, provided that the Faculty deems it appropriate in an individual case.

1.3 Graduate Regulations

a) Candidates for the Degree in General Humanities

A graduate of this University, or of another University or institution of tertiary education recognised for this purpose by the Senate, who is admitted to the Faculty of Arts to complete a Master of Arts Degree may be permitted to count towards a minimum graduating curriculum courses which have formed part of the curriculum for his or her previous degree and which are deemed by the Faculty of Arts to equate to a maximum of 120 credits.

b) Candidates for the Degree with Honours

A graduate of this University holding an MA Ordinary Degree or a Degree of MA in General Humanities may, if he or she has fulfilled the requirements for admission to Junior Honours in a subject or subjects recognised for the study of the Degree of Master of Arts with Honours, and at the discretion of the Head(s) of the Department(s) concerned, be admitted to Junior Honours in that subject or subjects. Thereafter, if the graduate is awarded Honours by the examiners, he or she shall receive a certificate to that effect.

A graduate with another degree of this University or with a degree of another University recognised for this purpose by the University Court on the recommendation of the Senate may with the approval of the Faculty be admitted to the curriculum for Honours and may be exempted from not more than two years thereof, provided always that he or she shall have studied the Honours subject or subjects for at least three years, two of which must be in this University, and that the Senate is satisfied that the content of the course or courses and standard of the graduate's assessed performance in the other University which may be recognised as study of the Honours subject or subjects for part of the curriculum are equivalent to those of a corresponding course or courses and assessment standard in this University.

2. General Structure and Assessment of Degree

2.1 General

a) Definition

The curriculum for the Degree shall comprise qualifying credit-bearing courses.

b) Standard credit values

The standard course at level 1 and level 2 in the Faculty of Arts shall carry 20 credits. The standard course at level 3 shall carry 30 credits. Certain courses may be designated as double courses and shall carry double credit. Nevertheless, approved courses bearing at least 10 credits, or credits in multiples of 10, at any level, may, where appropriate, form part of a student's minimum graduating curriculum.

c) *Standard annual workloads*

The normal full-time work load shall consist of courses totalling 120 credits per academic session. The minimum full-time student work load per academic session shall consist of 80 credits. The maximum part-time student work load per academic session shall be 100 credits.

2.2 *Recognised Qualifying Courses*

- a) Subject to the approval of Senate, the Faculty of Arts shall approve and recognise courses qualifying for the Degree, and courses qualifying as core subjects for specifically designated degrees.
- b) A standard course in the Faculty of Arts shall normally consist of not fewer than thirty-five scheduled hours for each student attending, in the form of either meetings of the full class, or meetings of one or more students for tutorials or other instruction or both. The minimum number of scheduled hours for a double course shall normally be seventy.
- c) The Faculty of Arts shall determine which other courses, duly approved in other Faculties of this University, or in the University of Strathclyde, shall be recognised as qualifying courses for the Degree.
- d) Exceptionally, the Chief Adviser of Studies may permit a student to count towards the minimum graduating curriculum a duly approved course, or duly approved courses, not recognised by the Faculty of Arts as being a qualifying course.
- e) All courses listed in the *Undergraduate Course Catalogue* which are offered by departments in the Faculty of Arts are qualifying courses. The Departments in the Faculty of Arts are: Archaeology, Celtic, Classics, English Language, English Literature, History, History of Art, Humanities Advanced Technology and Information Institute, Modern Languages and Cultures (School of), Music, Philosophy, Scottish Literature, Theatre, Film and Television Studies, Theology and Religious Studies. Additionally courses offered at Gilmorehill by Crichton Campus are qualifying courses.

Courses available in other Faculties may be taken. In particular these include Anthropology, Business and Management, Computing Science, Economic and Social History, Economics, Education, Geography, Jurisprudence, Mathematics, Physics, Politics, Psychology, Public Policy and Sociology. Course information may be obtained from the relevant Department, the Departmental website or from the Faculty Office at 6 University Gardens. Reference should also be made to the list of credit-bearing courses in the Department of Adult and Continuing Education some of which may be available to students in the Faculty as part of a minimum graduating curriculum.

2.3 *Existence of Pre-requisites and Co-requisites*

Subject to the approval of the Senate, the Faculty of Arts may prescribe:

- a) that two courses may not both form part of a minimum graduating curriculum.
- b) pre-requisites and other conditions for admission to courses.
- c) that a course shall not be available to a student in his/her first year.
- d) for any session that certain courses may not be available to any student or may be available only to a limited number.
- e) in the case of a language other than English, a Head of Department may, in special circumstances, at his or her discretion, admit to a relevant course any student lacking the stated pre-requisite(s) provided the student has satisfied the Head of Department of his or her competence in the language in a written examination.
- f) exceptionally, and where there is good academic reason, a Head of Department may, at his or her discretion, admit to a course a student who has not fulfilled the normal prerequisites for that course, if the student has satisfactorily completed courses at the University in another related subject or other related subjects, or if the student provides other evidence of suitability for admission to the course. The Head of Department shall report all such cases to the Faculty via the Chief Adviser.
- g) in the case of a student who, at first presentation, has gained grade A at GCE A-level in an appropriate subject, the relevant Head of Department may, at his or her discretion, grant the student permission to enter a level two course, or, in the case of a student holding grade A or B at A-level, permission to enter a level one course, although the student has not completed the requisite preceding course(s). The holding of a grade A or B at A-level does not confer credit or shorten the duration of study for the purposes of the minimum graduating curriculum.

2.4 *Approval of Curricula*

- a) 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 by an Adviser of Studies.
- b) A student shall not normally be permitted to enrol in a course after three weeks of teaching in that course have elapsed.
- c) A student in the Faculty of Arts may not be enrolled concurrently in another Faculty without the permission of the Faculty of Arts.

2.5 Minimum Requirement for the Award of Credit

The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

2.6 Assessment

a) Code of Assessment

Regulations for assessment are governed by the Code of Assessment which is contained in the Fees and General Information section of the University *Calendar*.

b) Grades awarded furth of Glasgow

The Faculty guidelines for interpretation of marks and grades awarded furth of Glasgow are held on the Faculty website www.arts.gla.ac.uk/faculty/html/gradesfurth.htm

2.7 Re-assessment in a Course

A candidate shall normally be required to sit any end-of-course examination for a course at level 1, level 2 or level 3 at the first available diet after completion. A candidate who does not attend that examination at the first diet, without good cause, shall for the purposes of these regulations have the same entitlement as a student who attends the examination and is awarded an H grade.

A candidate who is awarded a Grade A, B, C or D after the first diet of the end-of-course examination/assessment for a course at level 1, level 2 or level 3 will not normally be allowed to retake the assessment. Any other candidate entitled to sit the end-of-course examination shall be entitled to resit the examination, but normally only once and at the next available diet. The number of grade points awarded as a result of the resit assessment will be no higher than 10 (defined in Schedule C of the Code of Assessment as being equivalent to a Grade D) and no lower than the number corresponding to the Grade achieved in the original assessment.

Notwithstanding the above, any candidate who

- (a) is entitled to submit to end-of-course assessment and
- (b) requires an improved result after the first diet of the examination in order to complete a graduating curriculum in that year of study

may resit the end-of-course examination irrespective of the result obtained as a consequence of the first diet. Entitlement to resit shall normally be limited to the next available diet when the candidate will be awarded the number of Grade Points corresponding to the Grade achieved in the resit assessment or, if higher, that corresponding to the Grade achieved in the original assessment. This provision will extend to courses totalling no more than 60 credit points.

3. Progress of Students

3.1 General Progress Requirements for All Levels of the Award

a) Annual Review

The progress of a student is subject to annual review.

b) Exclusion or Suspension from Study

The Faculty of Arts may at its discretion exclude or suspend from attendance a student whose progress is unsatisfactory, provided that the rules relating to unsatisfactory progress shall have been approved by Faculty and Senate and published in the University *Calendar*.

c) Progress Rules: Full-time Students at non-Honours level

- i) Unless in any one session a full-time student obtains grade points from courses totalling at least 40 credits, he/she will normally be excluded from further attendance in the Faculty.
- ii) The minimum requirements for progress to a succeeding year of study are as follows:

| | |
|------------------|---|
| After one year: | the student must have obtained at least 80 credits, of which at least 40 must be at grade D or above |
| After two years: | the student must have obtained at least 180 credits. These must include at least 100 credits at grade D minimum, of which at least 40 must be at level 2 including at least 20 from the core of a designated degree |

After three years: a student who has not completed the minimum graduating curriculum after three years of study must have completed the requirements for the Diploma of Higher Education in order to be allowed an additional year of full-time study for the Degree of MA.

After four years: the student must have qualified for the Degree of MA.

- iii) A full-time student who has failed to complete the above minimum requirements for any one year, and who has not been excluded, shall normally be suspended from full-time attendance but shall be permitted to enrol as a part-time student. Alternatively the Faculty of Arts Progress Committee, with the agreement of the relevant Head of Department, may permit a suspended student who has scored E, F or G in a course to be reassessed in it in a subsequent session without further enrolment or attendance in it. In such circumstances the candidate may be permitted to carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. A student suspended from full-time attendance shall thereafter be permitted to resume full-time attendance provided that he or she has fulfilled the relevant minimum requirements for progress, and provided also that the overall duration of study for the student's degree will not exceed four years of full-time study or the equivalent. For the purpose of this regulation two years of part-time study shall be deemed equivalent to one year of full-time study.

d) Progress Rules: Students at Honours level

After appropriate consultation, the Head of Department or Heads of Departments may refuse a student admission to the Junior Honours year in a subject where his or her previous performance does not offer a reasonable prospect of his or her reaching the standard required; or where the student does not satisfy the departmental requirements for admission to Honours; or in the case of a full-time student to the Senior Honours year in a subject where his or her performance in the Junior Honours year has been unsatisfactory. A part-time Honours student must complete a minimum of 40 credits of assessment in each of the part-time Honours years of study to be allowed to progress, but progression may be refused, as for a full-time student, where his or her performance in the preceding Honours year(s) has been unsatisfactory.

e) Progress Rules. Part-time Students (non-Honours level)

The minimum attainment required of an individual part-time candidate to progress to the next year of study shall be determined by the Chief Adviser of Studies on behalf of the Faculty and communicated in writing to the candidate at the start of the session.

3.2 Administration of Progression (Faculty Progress Committee)

The progress of a student is subject to annual review by the Faculty of Arts Progress Committee. The academic record of any student who fails to satisfy the progress requirement will be examined by the Faculty Progress Committee. The student will be invited to make representation to the Progress Committee.

3.3 Appeals Against Decisions Relating to the Progress of Students

- a) The exclusion of a student, or the suspension of a student from full-time or part-time attendance, must be confirmed by the Progress Committee of the Faculty. A student liable to be excluded or suspended shall be informed of this in writing. A student wishing to appeal against exclusion or suspension shall have the right to make representations to the Faculty of Arts Progress Committee. If, thereafter, the Progress Committee confirms the exclusion or suspension, the student shall have the right to appeal to the Faculty Appeals Committee in accordance with the Code of Appeals.
- b) In exceptional circumstances, and after consideration of all the relevant evidence, it shall be open to the Faculty Progress Committee or the Faculty Appeals Committee to permit a student to repeat a full-time year, in which case he or she shall be subject to the minimum requirements for progress of the particular year of the Degree curriculum which has been repeated.
- c) Requests to the Faculty of Arts Progress Committee should be addressed, in the first instance, to the Chief Adviser of Studies, and those to the Faculty Appeals Committee, in the first instance, to the Faculty Secretary, at the Faculty of Arts Office.

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

4.1 Minimum Requirements for the Award of the Degree and Other Awards

4.1.1 Certificate of Basic IT Competence

All students must normally obtain the University's Certificate of Basic IT Competence before the end of their first year of study by completing the course of study offered by the IT Education Unit or by gaining exemption from the ITEU course through one of the routes indicated in Section (XXV) of the Fees and General Information section of the University Calendar. Attainment or non-attainment of the Certificate of Basic IT Competence will be indicated in the student transcript.

4.1.2 Degree in General Humanities

The minimum requirements for the award of the Degree, hereafter referred to as a minimum graduating curriculum, are expressed in terms of (a) credit-bearing courses at various levels (b) grade points and (c) subjects relating to degrees.

a) Credit-bearing courses

A minimum graduating curriculum shall consist of qualifying courses which carry credits totalling at least 360.

b) Grade Points

i) A student's assessed performance in each course shall be banded and grade points awarded as described in the Code of Assessment, Schedule C.

ii) Grade-point average

The grade-point average shall be calculated by dividing the total grade points by the number of credits attaching to the courses in which those grade points are obtained.

Where the candidate has accumulated more than the minimum number of credits required, the credit counted in the calculation of the grade point average shall be reduced to that minimum 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.

iii) Award of Merit and Distinction

The Degree shall be awarded with Merit where the minimum graduating curriculum has been completed with a grade point average of at least 12, both overall and in the core courses; and with Distinction where the minimum graduating curriculum has been completed with a grade point average of at least 14, both overall and in the core courses. A student whose minimum graduating curriculum includes more than 80 credits for which grade points have been obtained at any other than the student's first assessment for those courses shall not normally qualify for the award of the Degree with Merit or Distinction.

c) Subjects relating to degrees

The Degree shall carry a designation reflecting the broad subject area in which at least half of its credits have been gained, in accordance with a number of stated schemes for specifically designated degrees (see *Regulation 4.1.3*).

d) General Scheme

i) All degrees shall fulfil the requirements of a general scheme, as follows:

Candidates shall have completed courses carrying a total of at least 360 credits including at least 180 credits derived from the stated group of core subjects from which the Degree shall derive its designation. At least 280 of the 360 credits should be derived from courses in which the candidate has obtained D or above. The minimum grade point average for the 360 credits shall be 10.

The courses shall be drawn from at least three subjects with at least 40 credits being derived from each.

In the case of at least two of these three subjects there shall be, in each, courses carrying a total of at least 80 credits including at least 40 at level 2.

Of these two subjects at least one must be drawn from the core subject group.

At least 60 credits shall be derived from courses at level 3; except by special permission of the Faculty at least 30 of the credits at level 3 shall be derived from the core group of subjects.

At least 20 credits shall be derived from courses in Philosophy.

ii) In a specifically designated degree, certain of the core courses may be compulsory. Where a language other than English is specified as compulsory, at least 40 credits in one language shall be required. The 40 credits from English Language at level 2 shall also satisfy this requirement.

iii) It shall be possible for 30 credits at level 3 to be derived from an extended essay or a project. Such credits may count towards completion of the core by prior arrangement with the Head(s) of Department concerned.

iv) Where a subject is required to be represented by at least four standard courses, one or more of these courses may be replaced by a course or courses of equivalent credits in another subject recognised as cognate with the subject being replaced.

4.1.3 Designated Degrees

a) The subjects and courses contributing to the designated degrees are specified in the *Undergraduate Course Catalogue*. From time to time appropriate subjects or courses may be added to those listed in the *Catalogue*. An extended essay or project may be undertaken in the third year (see (c) below).

b) List of Designated Degrees

MA (Ancient Studies)

The MA (Ancient Studies) aims to enhance students' cultural and historical awareness through the pursuit of studies in a variety of disciplines focused on the ancient civilisations of Europe and the Near East.

MA (Creative and Cultural Studies)

The MA (Creative and Cultural Studies) aims to enable students to develop their understanding and appreciation of the performing/visual arts within a broad cultural context.

MA (European Civilisation)

The MA (European Civilisation) aims to enable students to explore the cultural heritage of Modern Europe through selecting courses drawn from a wide variety of disciplines, linked by their common European context.

MA (Historical Studies)

The MA (Historical Studies) aims to enable students to pursue a broadly based course of historical study incorporating topics from a wide range of countries and periods.

MA (Linguistic Studies)

The MA (Linguistic Studies) aims to enable students to develop their knowledge of language and their awareness of linguistic and related cultural issues by following a course which combines the study of a number of different languages.

MA (Literary Studies)

The MA (Literary Studies) gives students the opportunity to develop their understanding of literature by studying works which may be drawn from a range of national cultures.

MA (Philosophical Studies)

The MA (Philosophical Studies) aims to enhance students' awareness of philosophical issues and of their relevance to other disciplines and areas of life.

MA (Scottish Studies)

The MA (Scottish Studies) aims to enable students to enhance their cultural awareness by studying the history, language and civilisation of Scotland, past and present.

c) Third-year extended essay or project

- i) It shall be possible for 30 credits at level 3 to be derived from a project undertaken in the third year of study. The project may be based in either a single discipline or, in the case of an interdisciplinary project, in two disciplines. It shall not normally be permissible for more than 30 credits of a graduating curriculum to be derived from a project.
- ii) In the case of an interdisciplinary project, the project must relate to two different disciplines in both of which the student shall already have satisfactorily completed courses, at least one of which shall have been completed at level two.
- iii) The undertaking of the project, and its title, scale and assessment arrangements, must be reported to the Chief Adviser of Studies, having been approved by the Head(s) of Department(s) concerned, or their nominees, in accordance with guidelines laid down by the Faculty and approved by the Senate.
- iv) The extended essay shall normally be between 5,000 and 8,000 words long.
- v) The topic of the project shall not substantially overlap with the content of any course forming part of the student's minimum graduating curriculum.
- vi) If the project relates to a subject which belongs to the group of core subjects for a particular designated MA Degree, it may, if successfully completed, count towards the fulfilment of the core requirements of that Degree.

4.1.4 *Master of Arts (History of Art) incorporating the Cambridge International Examinations - Christie's Education Two-Year Diploma*

a) Admission and Duration of Degree Study

This designated Master of Arts Degree in General Humanities shall be awarded to a holder of the Cambridge International Examinations - Christie's Education Two-Year Diploma, and to a holder of *both* the One-Year Diploma in Early European Art and the One-Year Diploma in Fine and Decorative Arts from Renaissance to Present Day, who successfully completes one further session of full-time study in the Faculty of Arts following a curriculum, and in accordance with regulations, as specified below. A student shall not normally be eligible for the award of the Degree if he or she has not qualified for it after a maximum of two years of full-time attendance, or one year of full-time attendance and one year of part-time attendance.

b) Core Curriculum

The minimum requirements of the curriculum to be followed over one session of full-time study are as follows:

- i) At least 120 credits overall of which 60 shall be taken from History of Art courses at level 3 or above. All credits forming part of the minimum requirements shall have been gained at Grade D or above (or at least 9 on the 20 point assessment scale).
 - ii) A minimum of 20 credits in Philosophy.
 - iii) A minimum of 20 credits in a subject other than History of Art or Philosophy. This may be any subject normally available to undergraduates in the Faculty of Arts under the conditions outlined in Regulation 2.2 and 2.3 of the Regulations for the Degree in General Humanities, and provided also that there is no substantial overlap of material already forming part of the curriculum for the Cambridge International Examinations - Christie's Two-Year Diploma. Questions of overlap shall be adjudicated by the Chief Adviser of Studies in consultation with the department or departments concerned.
 - iv) All students must normally obtain the University's Certificate of Basic IT Competence before the end of their first year of study by completing the course of study offered by the IT Education Unit or by gaining exemption from the ITEU course through one of the routes indicated in Section (XXV) of the Fees and General Information section of the University Calendar. Attainment or non-attainment of the Certificate of Basic IT Competence will be indicated in the student transcript.
- c) The Degree shall be subject to the General Regulations for the Degree of Master of Arts and the regulations for the MA General Humanities Degree, with the following amendments:
- i) Regulation 1 shall not apply, except that under the terms of Regulation 1.2(b), Christie's Education London shall be deemed an institution of tertiary education.
 - ii) Regulation 3.1 (c), (d) and (e) shall not apply. The following progress rules shall apply:

A student who has obtained a minimum of grade point D in a course or courses totalling at least 20 credits, but who has not completed the requirements of the Degree at the end of the full-time year of study shall be permitted to enrol for one further year of study on a full-time or part-time basis as required.

A student who has not obtained the minimum as stated above in the normal full-time year of study shall have the right to seek permission of the Faculty of Arts Progress Committee to enrol for one further year of study on good cause shown. It shall also be open to the Progress Committee, in consultation with the relevant Head(s) of Department, to permit a student who has scored E, F or G in a course or courses to be reassessed in a session subsequent to the normal full-time session without further attendance in the course or courses concerned. If permitted, in such circumstances, the candidate may carry forward from a previous assessment elements of assessment which together have a weighting of not more than 50% in the overall assessment of the course.
 - iii) Regulation 4.1.2 (c) shall not apply.
 - iv) Regulation 4.1.2 (d) shall not apply.
 - v) Regulation 4.1.3 shall not apply.
 - vi) Regulation 4.1.5 shall not apply.
 - vii) Regulation 4.2 shall not apply.
 - viii) Regulation 4.3 shall not apply.

4.1.5 Degree with Honours

a) Period of Study

- i) A full-time candidate for the Degree with Honours shall complete courses of study in the single subject or pair of subjects over at least three Sessions and no more than six sessions (or seven, if there is a requirement for a year abroad) and shall include study at the Honours standard in a Junior Honours year and a Senior Honours year.
- ii) A part-time candidate for the Degree with Honours shall complete courses of study in the single subject or pair of subjects extending over at least five Sessions normally including at least 3 years and no more than 5 years of study at the Honours standard.

b) Admission to Honours

- i) Before admission to the Junior Honours year, a candidate for the Degree with Honours must normally have completed twelve standard courses (240 credits) representing at least three subjects. At least eleven of the standard courses (220 credits) must have been completed with grade D or above. At least four of the twelve standard courses (80 credits) must be at level 2 or above (and these four courses must represent at least two subjects).

- ii) But the Dean and Chief Adviser of Studies may, in exceptional circumstances and after consideration of all the relevant evidence, admit to Junior Honours a candidate who has not met the requirements set out at 4.1.5 (b) (i) above but who has completed at least ten standard courses (200 credits) at Grade D minimum. This provision shall not be granted to a candidate who has completed more than two years of study for the Degree prior to entering the Junior Honours year.
- iii) Before admission to the Junior Honours year in a particular subject, a candidate may be required to have completed to the satisfaction of the department concerned a certain specified course or courses in that subject and in addition in a specified related subject. Each department will ensure that students are informed in writing, no later than the beginning of the previous session, of the standard of performance which guarantees an offer of admission to Honours in a particular subject. Any other student will be offered admission if the department judges that the student's previous performance offers a reasonable prospect of the student reaching the standard required in the Honours programme. However, depending on student demand, class size may have to be limited and admission of students not achieving the guaranteed requirements is subject to the availability of places in the class. A student may appeal to the Faculty Appeals Committee against such refusal of admission.
- iv) The Regulations applicable to the courses to be completed before admission to the Junior Honours year are as prescribed for the Degree in General Humanities.

c) Honours Curriculum

- i) A candidate for the Honours Degree shall not be permitted to draw all the courses on his or her pre-Honours curriculum from within any one of the following groups of subjects:

Classics:

Classics, Latin, Greek.

History:

Economic and Social History, History Subjects.

Literature:

English Literature, Scottish Literature, Slavonic Studies.

Philosophy:

Philosophy, Jurisprudence.

Politics and Economics:

Anthropology, Economics, Business and Management, Politics, Public Policy, Sociology.

Science:

Astronomy, Biomedical and Life Sciences, Chemistry, Computing Science, Geology, Geography, Humanities Computing, Human Biology, Mathematics, Physics, Statistics.

- ii) A student admitted to the Junior Honours year may take a subject additional to the Honours curriculum with the approval of the Head(s) of the Honours Department(s) concerned (see 4.1.5 (e) below).
- iii) A candidate for the Degree with Honours shall normally present himself or herself for examination immediately upon completion of the prescribed courses. However, a Head of Department may, at his or her discretion and on grounds of illness or other good cause shown, permit a candidate to delay taking his or her final Honours examination for not more than one year.

d) Assessment of Junior Honours Work Counting Towards Completion of the Degree in General Humanities

A full-time or part-time candidate who for any reason is unable to proceed to Senior Honours and who has completed the Junior Honours year to the satisfaction of the Head(s) of Department(s) concerned shall be entitled to undergo assessment on the work of the Junior Honours year in the subject(s) concerned, at the level 3 standard, constituting up to 120 credits, depending on the proportion of the year's work on which such assessment is based, and to count completion of such assessment towards the minimum graduating curriculum of the three-year Degree in General Humanities in one of its designated forms. Such assessment may take the form of Honours papers or level 3 General papers or assessment based on any existing scheme of continuous assessment or any agreed combination thereof but, where none of these is in place, any special assessment must include an end-of-course examination.

Alternatively, a student not qualified to complete thereby the three-year Degree in General Humanities may elect to undergo similar assessment and may be awarded the Degree of MA (General), provided that his/her overall curriculum consists of 360 credits, of which at least 80 credits must be at level 2 and at least 60 credits must be at level 3 and that in the total assessment of his/her degree he/she achieves a grade point average of at least 10. The Degree may be awarded

with Merit or Distinction according to the criteria set out in Regulation 4.1.2 (b) (iii) of the General Humanities Degree.

e) Single Honours students studying a second subject

A scheme of assessment may permit a candidate for Honours in a single subject to be assessed in not more than 25% of the total assessment for Honours from the scheme of assessment in one other subject provided that:

- i) it is a subject recognised for study at the Honours standard in the Faculty; *and*
- ii) the candidate's curriculum in each subject has been approved by both Heads of Departments. It shall be the responsibility of the Head of the Single Honours Department to verify that the overall Honours curriculum is complete and confirm this, in writing, to the candidate concerned.

Notwithstanding the above, the Faculty may permit a Head of Department, in the case of a Single Honours curriculum based on an integrated range of cognate courses and subject to the conditions above, to approve a scheme of assessment in which more than 25% of the total is taken from the scheme of assessment of one other subject.

f) Honours Subjects

The recognised single subjects and pairs of subjects of study for Honours are given in the following lists:

i) Single Honours

Single Honours may currently be taken in the subjects listed below. Subjects available at Honours level in the Faculty, for example, Celtic Civilisation, must be combined with another subject for Joint Honours.

| | |
|---------------------------------|--|
| Archaeology | History of Art |
| Celtic Studies | Italian |
| Classics | Latin |
| English Language and Literature | Mathematics |
| English Language | Music |
| English Literature | Philosophy |
| Film and Television Studies | Psychology |
| French | Russian |
| Gaelic | Scottish Language and Literature |
| Geography | Slavonic and East European Studies |
| German | Spanish |
| Greek | Statistics |
| Hispanic Studies | Theatre Studies |
| History | Theology & Religious Studies (<i>see Arts 31-38</i>) |

ii) Joint Honours

Joint Honours may be taken in any pair of subjects offered at Honours level in the Faculty provided that the timetable permits this. The following table gives combinations currently available.

| | |
|--------------------------|---------------------------------|
| Archaeology | Archaeology |
| Anthropology | • Anthropology |
| Arts & Media Informatics | • • Arts & Media Informatics |
| Business & M'ment | • • Business & Management |
| Celtic Studies | • • Celtic Studies |
| Celtic Civilisation | • • Celtic Civilisation |
| Cent. & E. Europ. Stud. | • • Cent. & E. Europ. Stud. |
| Classics | • • • Classics |
| Comparative Literature | • • • • Comparative Literature |
| Computing Science | • • • • Computing Science |
| Czech | • • • • • Czech |
| Economic & Soc. Hist. | • • • • • Economic & Soc. Hist. |
| Economics | • • • • • Economics |
| English Language | • • • • • English Language |
| English Literature | • • • • • English Literature |
| Film and Tel. Stud. | • • • • • Film and Tel. Stud. |
| French | • • • • • French |
| Gaelic | • • • • • Gaelic |
| Geography | • • • • • Geography |
| German | • • • • • German |
| Greek | • • • • • Greek |
| History | • • • • • History |
| History of Art | • • • • • History of Art |
| Italian | • • • • • Italian |
| Latin | • • • • • Latin |
| Mathematics | • • • • • Mathematics |
| Music | • • • • • Music |
| Philosophy | • • • • • Philosophy |
| Physics | • • • • • Physics |
| Polish | • • • • • Polish |
| Politics | • • • • • Politics |
| Psychology | • • • • • Psychology |
| Public Policy | • • • • • Public Policy |
| Russian | • • • • • Russian |
| Scottish History | • • • • • Scottish History |
| Scottish Literature | • • • • • Scottish Literature |
| Slavonic Studies | • • • • • Slavonic Studies |
| Sociology | • • • • • Sociology |
| Spanish | • • • • • Spanish |
| Theatre Studies | • • • • • Theatre Studies |
| Theol. & Rel. Studs | • • • • • Theol. & Rel. Studs |

Subjects available at Honours Level

The diagram shows the pairs of subjects which may be taken to Honours in the Faculty of Arts. Other Joint Honours combinations may also be available, provided the timetable permits, but these are likely to involve some restriction in choice.

The following may be taken for Honours as single subjects: Archaeology, Celtic Studies, Classics, English Language & Literature, English Language, English Literature, Film & Television Studies, French, Gaelic, Geography, German, Greek, Hispanic Studies, History, History of Art, Italian, Latin, Mathematics, Music, Philosophy, Psychology, Russian, Scottish Language & Literature, Slavonic & East European Studies, Spanish, Statistics (Statistics may be taken in combination with Mathematics), Theatre Studies, Theology & Religious Studies.

iii) Part-time

Part-time study at Honours level is not available in all subjects. Any candidate wishing to undertake a part-time Honours Degree should establish from the relevant Head(s) of Department whether part-time provision is available and shall submit to the relevant Head(s) of Department an outline of the entire proposed Honours curriculum and timescale for provisional approval.

4.2 Other Aspects Specific to the Degree Structure

a) Study Elsewhere in Terms of a Formal Agreement

A student may be permitted to study for one session at an overseas University as part of a student exchange programme approved by the Senate. Such a student may be permitted to count this session, and satisfactory completion of the courses taken, as part of a minimum graduating curriculum in the Faculty of Arts, provided that the Department(s) concerned and the Senate are satisfied that the standard of the course(s) to be counted is equivalent to that of qualifying courses available in the Faculty. However, where a candidate in the Junior Honours year is permitted to study at an overseas University, as part of a student exchange programme approved by Senate, courses acceptable to the Senate and to the Department(s) concerned, such a period of study shall, in the case of full-time students only, be counted as one of the Honours years. The Chief Adviser of Studies and the Department(s) concerned shall consult as necessary to confirm the credits to be awarded for the courses within the framework of the minimum graduating curriculum for the Degree.

4.3 Early Exit Awards

a) Certificate of Higher Education

- i) A candidate who has 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 of Higher Education.
- ii) The Certificate of Higher Education shall be awarded with Merit where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 14.

b) Diploma of Higher Education

- i) A candidate who has completed courses totalling at least 240 credits, where a minimum of 80 credits have been gained from a course or courses at level 2 or above, and where the grade point average over the 240 credits is at least 8.5, shall be eligible to receive the Diploma of Higher Education.
- ii) Where at least 160 credits have been gained at grade D or above from courses belonging to the core of a designated MA Degree, the candidate shall be eligible to receive the Diploma of Higher Education bearing the designation of that Degree. Otherwise the candidate shall be awarded the Diploma of Higher Education with the designation 'General Humanities'.
- iii) The Diploma of Higher Education (General Humanities) shall be awarded with Merit where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 12. Where the Diploma of Higher Education is being awarded with a designation corresponding to the designation of a particular MA Degree, it shall be awarded with Merit where the grade point average is 12 both overall and in the courses governing the particular designation as defined in 4.3 (b) (ii) above.
- iv) The Diploma of Higher Education (General Humanities) shall be awarded with Distinction where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 14. Where the Diploma of Higher Education is being awarded with a designation corresponding to the designation of a particular MA Degree, it shall be awarded with Distinction where the grade point average is 14 both overall and in the courses governing the particular designation as defined in 4.3 (b) (ii) above.

4.4 Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with the Faculty Secretary to enrol in a course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

IV DEGREE OF BACHELOR OF MUSIC

The Degree of Bachelor of Music is governed by Resolution of the University Court. The provisions of Resolution No. 554 which, at the time of going to print, are in draft form are as follows:

1. The Degree of Bachelor of Music (BMus) may be awarded by the University of Glasgow in the Faculty of Arts either as a General Degree or as a Degree with Honours in such designations as may be prescribed by Regulations.

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. The Degree shall not be conferred upon persons who have not satisfied the terms of these Regulations, and shall not be conferred *honoris causa* except in the conditions contained in Ordinance of the University Court No. 109 (Glasgow No. 28).
4. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

The section of the University *Calendar: University Fees and General Information for Students* applies to all students and sub-sections therein relate directly and indirectly to academic study: for example the Code of Assessment, Faculty Appeals Code and Senate Appeals Code. The following Degree regulations are an extension of these regulations.

1. Duration of Degree Study

1.1 Study in the University of Glasgow

The curriculum for the Degree shall extend over not less than three sessions and not more than five sessions. The curriculum for the Degree with Honours shall extend over not less than four sessions and not more than six sessions of full-time study. The Degree is not available on a part-time basis.

1.2 Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education and Secondary Level Qualifications

- a) A candidate who has attended courses of instruction during one or two sessions and passed the appropriate examinations at any other University or School of Music approved for the purpose by the University Court on the recommendation of the Senate may be permitted, under such conditions as the Senate may from time to time prescribe, to complete his or her curriculum by giving attendance in the University of Glasgow for the remaining year or years of his or her curriculum.
- b) Attendance at any qualifying course in Music for the Degree of Master of Arts may be recognised as equivalent to part of the programme for the Degree of Bachelor of Music.

1.3 Graduate Regulations

- a) A person who has graduated in Music in a University or institution of higher education recognised for this purpose by the University Court on the recommendation of the Senatus, and who wishes to take the Degree of Bachelor of Music with Honours in the University of Glasgow, may be exempted from two years' attendance or, in exceptional cases, three years' attendance in the University, provided that the Senatus is satisfied that the standard of the course or courses in respect of which such exemption is sought, and of his or her performance therein, is adequate.
- b) A graduate with any Joint Honours Master of Arts Degree of the University of Glasgow with Music as one of the two Honours subjects will be deemed to have completed 240 credits for the purpose of entry to the Bachelor of Music Degree programme (and thus will be deemed to be a third year Bachelor of Music student).

2. General Structure and Assessment of Degree

2.1 Admission to Programme of Study

Before admission to the first year of the programme students may be required to pass a special examination, audition and interview. Details of the examination requirements and specimen examination papers are available in the Department of Music.

2.2 Curriculum

The curriculum for the Degree shall comprise credit-bearing courses. The normal full-time course load in first year is 140 credits, including Integrated Musicianship, Music in Contemporary Culture, and Performance (Foundation), plus one course in Studies in the History of Genres Cultures. In the second year the normal load is 120 credits. In third year a further 100 credits are required to complete the Degree, however, a candidate expecting to proceed to Honours will normally be expected to take courses totalling 120 credits. Permission to take additional courses will be granted only to a student with an excellent academic record, and then only in the second or a later year of study.

2.3 Recognised Qualifying Courses

The recognised qualifying courses are classified in the following categories:

- A Compulsory Core Studies;
- B1 Specialist Studies: Options List 1;
- B2 Specialist Studies: Options List 2; and
- C Advanced Studies.

The courses which fall into each category are contained in the *Departmental Handbook*.

2.4 Existence of Pre-requisites and Co-requisites

- a) A student who takes Performance courses may be required to play in the University Orchestra.
- b) Any pre-requisites and co-requisites are detailed in the *Departmental Handbook*.

2.5 Approval of Curricula

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 by an Adviser of Studies

2.6 The Minimum Requirements for the Award of Credit

a) Minimum Requirement

The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

2.7 Assessment

a) Code of Assessment

Regulations for assessment are governed by the Code of Assessment which is contained in the Fees and General Information section of the University *Calendar*.

b) Grades awarded furth of Glasgow

The Faculty guidelines for interpretation of marks and grades awarded furth of Glasgow are held on the Faculty website www.arts.gla.ac.uk/faculty/html/gradesfurth.htm

- c) No composition may be included in the Portfolio of Exercises in Composition required for assessment in Composition courses, unless it has been approved by the Head of Department.

d) Oral Examinations

Any candidate may be called for oral examination in the second semester each year, in respect of any course, as deemed appropriate by the examiners.

2.8 Re-assessment in a Course

A candidate shall normally be required to meet the requirements of any assessment events (including attendance at prescribed examinations) for a course at level 1, level 2 or level 3 no later than the first available examination diet after completion. A candidate, who fails to do so without good cause, shall for the purposes of these regulations have the same entitlement as a student who attends the examination and is awarded an H grade.

A candidate who is awarded a Grade A, B, C or D after the first examination diet for a course at level 1, level 2 or level 3 will not normally be allowed to retake the assessment. Any other candidate entitled to be assessed shall be entitled to take a resit examination, but normally only once and at the next available diet. The number of grade points awarded as a result of the resit assessment will be no higher than 10 (defined in Schedule C of the Code of Assessment as being equivalent to a Grade D) and no lower than the number corresponding to the Grade achieved in the original assessment.

Notwithstanding the above, any candidate who

- (a) is entitled to submit to end-of-course assessment and
- (b) requires an improved result after the first diet of the examination in order to complete a graduating curriculum in that year of study

may resit the end-of-course examination irrespective of the result obtained as a consequence of the first diet. Entitlement to resit shall normally be limited to the next available diet when the candidate will be awarded the number of Grade Points corresponding to the Grade achieved in the resit assessment or, if higher, that corresponding to the Grade achieved in the original assessment. This provision will extend to courses totalling no more than 60 credit points.

There will be no August/September resit examination for entry to Honours.

3. Progress of Students

3.1 General Progress Requirements for all Levels of the Award

- a) To be classified as a second-year candidate, a student must have gained a minimum of 120 credits from qualifying courses including Integrated Musicianship. To be classified as a third-year candidate, a student must have gained a minimum of 240 credits from qualifying courses.

- b) Any student who fails to gain 120 credits by the end of the first year of study will not be allowed to take more than the normal course load in any following session (see Regulation 2.2). Any student who fails to gain 240 credits by the end of the second year of study will not be allowed to take more than the normal course load in any following session (see Regulation 2.2).
- c) Any student who is permitted a repeat year of study after failing to gain a minimum of 120 credits by the end of first year will be regarded as on probation. Failure to gain 120 credits after two years of study will normally result in exclusion.
- d) Any student who is permitted a repeat year of study after failing to gain a minimum of 240 credits by the end of second year will be regarded as on probation. Failure to gain a minimum of 240 credits after three years of study will normally result in exclusion.

3.2 Administration of Progression

The progress of a student is subject to annual review. The academic record of any student who fails to satisfy the progress requirement will be examined by the Progress Committee. The student will be invited to make representation to the Progress Committee.

3.3 Appeals Against Decisions Relating to the Progress of Students

- a) The exclusion of a student, or the suspension of a student, must be confirmed by the Progress Committee of the Faculty. A student liable to be excluded or suspended shall be informed of this in writing. A student wishing to appeal against exclusion or suspension shall have the right to make representations to the Faculty of Arts Progress Committee. If, thereafter, the Progress Committee confirms the exclusion or suspension, the student shall have the right to appeal to the Faculty Appeals Committee in accordance with the Code of Appeals.
- b) Requests to the Faculty of Arts Progress Committee should be addressed, in the first instance, to the Chief Adviser of Studies, and those to the Faculty Appeals Committee, in the first instance, to the Faculty Secretary, at the Faculty of Arts Office.

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

4.1 Minimum Requirements for the Award of the Degree and Other Awards

4.1.1 Certificate of Basic IT Competence

All students must normally obtain the University's Certificate of Basic IT Competence before the end of their first year of study by completing the course of study offered by the IT Education Unit or by gaining exemption from the ITEU course through one of the routes indicated in Section (XXV) of the Fees and General Information section of the University Calendar. Attainment or non-attainment of the Certificate of Basic IT Competence will be indicated in the student transcript.

4.1.2 Degree Structure

- a) To qualify for the Degree, a candidate must complete qualifying courses totalling at least 360 credits.
- b) A candidate must include amongst the required 360 credits:
 - A. Compulsory Core Studies (240 credits).
 - B. Specialist Studies: other qualifying courses totalling 120 credits, at least 60 of which must come from Options List 2.
- c) Award of Merit and Distinction

The Degree shall be awarded with Merit where the minimum graduating curriculum has been completed with a grade point average of at least 12, both overall and in the core courses; and with Distinction where the minimum graduating curriculum has been completed with a grade point average of at least 14, both overall and in the core courses. A student whose minimum graduating curriculum includes more than 80 credits for which grade points have been obtained at any other than the student's first assessment for those courses shall not normally qualify for the award of the Degree with Merit or Distinction.

4.1.3 Honours Degree Structure

- a) To qualify for the Honours Degree, a candidate must complete qualifying courses totalling at least 480 credits.
- b) A candidate must include amongst the required 480 credits courses:
 - A. Compulsory Core Studies (240 credits).
 - B. Specialist Studies: other qualifying courses totalling 120 credits, at least 60 of which must come from Options List 2.
 - C. Advanced and Specialist Studies: courses totalling 120 credits, including at least one of the Advanced Studies, with the remainder chosen from Specialist Studies, Options List 2.

c) Admission to Honours

- i) Before admission to the final year of the curriculum for Honours, a candidate must have completed the requirements for the Degree at the June diet of examinations.
- ii) A student will be informed in writing, no later than the beginning of the previous session, of the standard of performance which guarantees an offer of admission to Honours. Any other student will be offered admission if the Head of Department judges that the student's previous performance offers a reasonable prospect of the student reaching the standard required in the Honours programme. However, depending on student demand, class size may have to be limited and admission of students not achieving the guaranteed requirements is subject to the availability of places in the class. A student may appeal to the Faculty Appeals Committee against such refusal of admission.

d) Procedure for Classification of Honours

The class of Honours awarded will be calculated from the marks awarded for the Options List 2 courses in Specialist Studies (B) (see Departmental Handbook) and the courses in Advanced Studies (C) (see Departmental Handbook) up to a total value of 180 credits and duly weighted according to credit value. A minimum of 100 of the said credits required for Honours must be obtained in the final year: i.e. no more than 80 credits from courses taken in third year may be included in the calculation of the Honours classification.

4.2 Other Aspects Specific to the Degree Structure**a) Study Elsewhere in Terms of a Formal Agreement**

A student may be permitted to study for one session at an overseas University as part of a student exchange programme approved by the Senate. Such a student may be permitted to count this session, and satisfactory completion of the courses taken, as part of a minimum graduating curriculum in the Faculty of Arts, provided that the Department(s) concerned and the Senate are satisfied that the standard of the course(s) to be counted is equivalent to that of qualifying courses available in the Faculty. However, where a candidate in the Junior Honours year is permitted to study at an overseas University as part of a student exchange programme approved by Senate courses acceptable to the Senate and to the Department(s) concerned, such a period of study shall be counted as one of the Honours years. The Chief Adviser of Studies and the Department(s) concerned shall consult as necessary to confirm the credits to be awarded for the courses within the framework of the minimum graduating curriculum.

4.3 Early Exit Awards**a) Certificate of Higher Education**

- i) A candidate who has 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 of Higher Education.
- ii) The Certificate of Higher Education shall be awarded with Merit where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 14.

b) Diploma of Higher Education

- i) A candidate who has completed courses totalling at least 240 credits, where a minimum of 80 credits have been gained from a course or courses at level 2 or above, and where the grade point average over the 240 credits is at least 8.5, shall be eligible to receive the Diploma of Higher Education.
- ii) The Diploma of Higher Education shall be awarded with Merit where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 12.
- iii) The Diploma of Higher Education shall be awarded with Distinction where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 14.

4.4 Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with the Faculty Secretary to enrol in a course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

V DEGREE OF BACHELOR OF DIVINITY

The Degree of Bachelor of Divinity is governed by Resolution No. 540 of the University Court which came into effect on 1 October 2004 with provision that:

1. The Degree of Bachelor of Divinity (BD) may be awarded by the University of Glasgow in the Faculty of Arts (the Faculty) as a Degree in such designations as may be prescribed by Regulations.
2. The Senate may 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.
3. The Degree may be awarded as either a General Degree in Theology and Religious Studies or as a Degree with Honours in such subjects as may be prescribed by Regulation; the BD by Distance Education is available only as a General Degree in Theology and Religious Studies. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

The section of the University *Calendar: University Fees and General Information for Students* applies to all students and sub-sections therein relate directly and indirectly to academic study: for example the Code of Assessment, Faculty Appeals Code and Senate Appeals Code. The following Degree regulations are an extension of these regulations.

1. Duration of Degree Study

1.1 Study in the University of Glasgow

The curriculum for the Degree in Theology and Religious Studies shall extend over not fewer than three sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than five sessions. The curriculum for the Degree with Honours shall extend over not fewer than four sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than five sessions. The Degree with Honours is not available in distance education mode.

1.2 Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education and Secondary Level Qualifications

a) Study for other degrees in the University

An undergraduate who has, in the course of study for another degree of the University of Glasgow, satisfactorily completed courses which qualify towards the Degree of Bachelor of Divinity and who is admitted by transfer to the Faculty of Arts, having withdrawn from study for the other degree, may count the courses as qualifying towards the Bachelor of Divinity Degree. He or she may also be awarded credits to a maximum of 100 from other courses completed in the course of study for the other degree, to count towards the overall requirements of a minimum graduating curriculum in the Faculty of Arts.

b) Study in other Universities or Institutions of Tertiary Education

An undergraduate admitted to the Faculty of Arts after having satisfactorily completed courses in another University or institution of tertiary education may 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 Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of the courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

c) Completing Study at another institution

An undergraduate in the Faculty of Arts transferring to a University or institution of tertiary education, may, if he or she satisfactorily completes courses in the other University or institution of tertiary education, be awarded credits on the basis of those courses to a maximum of 120, as deemed appropriate by the Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

d) Study at Secondary level

A student who, at first presentation, has gained grade A in three different A-levels, and who intends to proceed to the BD Honours Degree (campus-taught students only), may enter the Faculty of Arts at second year level if the three A-levels correspond to subjects available in the Faculty of Arts and if the student is permitted to enter appropriate level two courses in at least two of them. The provisions relating to GCE A-levels may obtain for a student holding certain overseas qualifications, provided that the Faculty deems it appropriate in an individual case.

1.3 Graduate Regulations

a) Candidates for the Degree in Theology and Religious Studies

A graduate of this University, or of another University or institution of tertiary education recognised for this purpose by the Senate, who is admitted to the Faculty of Arts to complete a Bachelor of Divinity Degree may be permitted to count towards a minimum graduating curriculum courses which have formed part of the curriculum for his or her previous degree and which are deemed by the Faculty of Arts to equate to a maximum of 120 credits.

b) Candidates for the Degree with Honours (not available by distance education)

A graduate of this University holding a BD Ordinary Degree or a Degree of BD in Theology and Religious Studies may, if he or she has fulfilled the requirements for admission to Honours, and at the discretion of the Head of the Department of Theology and Religious Studies, be admitted to Junior Honours. Thereafter, if the graduate is awarded Honours by the examiners, he or she shall receive a certificate to that effect.

A graduate with another degree of this University or with a degree of another University recognised for this purpose by the University Court on the recommendation of the Senate may with the approval of the Faculty be admitted to the curriculum for Honours and may be exempted from not more than two years thereof, provided always that he or she shall have studied the Honours subject for at least three years, two of which must be in this University, and that the Senate is satisfied that the content of the course or courses and standard of the graduate's assessed performance in the other University which may be recognised as study of the Honours subject or subjects for part of the curriculum are equivalent to those of a corresponding course or courses and assessment standard in this University.

2. General Structure and Assessment of Degree

2.1 General

a) Definition

The curriculum for the Degree shall comprise qualifying credit-bearing courses. The minimum requirement for the award of the Degree is expressed in terms of credit-bearing courses at various levels and grade points.

b) Standard credit values

The standard course at level 1 and level 2 in the Faculty of Arts shall carry 20 credits. The standard course at level 3 shall carry 30 credits. Certain courses may be designated as double courses and shall carry double credit. Nevertheless, approved courses bearing at least 10 credits, or credits in multiples of 10, at any level, may, where appropriate, form part of a student's minimum graduating curriculum.

c) Standard annual work load

The normal full-time work load shall consist of courses totalling 120 credits per academic session. The minimum full-time student work load per academic session shall consist of 80 credits. The maximum part-time student work load per academic session shall be 100 credits.

2.2 Recognised Qualifying Courses

- a) Subject to the approval of Senate, the Faculty of Arts shall approve and recognise courses qualifying for the Degree.
- b) A standard course in the Faculty of Arts shall normally consist of not fewer than thirty-five scheduled hours for each student attending, in the form of either meetings of the full class, or meetings of one or more students for tutorials or other instruction or both. The minimum number of scheduled hours for a double course shall normally be seventy. This requirement does not apply to distance-taught courses.
- c) The Faculty of Arts shall determine which other courses, duly approved in other Faculties of this University shall be recognised as qualifying courses for the Degree.
- d) Exceptionally, the Chief Adviser of Studies may permit a student to count towards the minimum graduating curriculum a duly approved course, or duly approved courses, not recognised by the Faculty of Arts as being a qualifying course.
- e) A list of qualifying courses for the Degree is contained in the *Undergraduate Course Catalogue*. For classroom taught courses course information may be obtained from the Department of Theology and Religious Studies, the Departmental website or from the Faculty Office at 6 University Gardens. For distance education courses, course information sheets will be sent out to students. Reference should be also made to the list of credit-bearing courses in the Department of Adult and Continuing Education some of which may be available to students in the Faculty as part of a minimum graduating curriculum.

2.3 Existence of Pre-requisites and Co-requisites

Subject to the approval of the Senate, the Faculty of Arts may prescribe:

- a) that two courses may not both form part of a minimum graduating curriculum.
- b) pre-requisites and other conditions for admission to courses.
- c) that a course shall not be available to students in his/her first year.
- d) for any session that certain courses may not be available to any student or may be available only to a limited number.
- e) In the case of Classical Hebrew and New Testament Greek, the Head of the Department of Theology and Religious Studies may, in special circumstances, at his or her discretion, admit to a relevant course any student lacking the stated prerequisite(s) provided the student has satisfied the Head of Department of his or her competence in the language in a written examination.

- f) Exceptionally, and where there is good academic reason, a Head of Department may, at his or her discretion, admit to a course a student who has not fulfilled the normal prerequisites for that course, if the student has satisfactorily completed courses at the University in another related subject or other related subjects, or if the student provides other evidence of suitability for admission to the course. The Head of Department shall report all such cases to the Faculty via the Chief Adviser.
- g) In the case of a student who, at first presentation, has gained grade A at GCE A-level in an appropriate subject, the relevant Head of Department may, at his or her discretion, grant the student permission to enter a level two course, or, in the case of a student holding grade A or B at A-level, permission to enter a level one course, although the student has not completed the requisite preceding course(s). The holding of a grade A or B at A-level does not confer credit or shorten the duration of study for the purposes of the minimum graduating curriculum.

2.4 Approval of Curricula

- a) 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 by an Adviser of Studies.
- b) A student shall not normally be permitted to enrol in a course after three weeks of teaching in that course have elapsed.
- c) A student in the Faculty of Arts may not be enrolled concurrently in another Faculty without the permission of the Faculty of Arts.

2.5 Minimum Requirement for the Award of Credit

The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

2.6 Assessment

a) Code of Assessment

Regulations for assessment are governed by the Code of Assessment which is contained in the Fees and General Information section of the University *Calendar*.

b) Grades awarded furth of Glasgow

The Faculty guidelines for interpretation of marks and grades awarded furth of Glasgow are held on the Faculty website www.arts.gla.ac.uk/faculty/html/gradesfurth.htm

2.7 Re-assessment in a Course

A candidate shall normally be required to sit any end-of-course examination for a course at level 1, level 2 or level 3 at the first available diet after completion. A candidate who does not attend that examination at the first diet, without good cause, shall for the purposes of these regulations have the same entitlement as a student who attends the examination and is awarded an H grade.

A candidate who is awarded a Grade A, B, C or D after the first diet of the end-of-course examination/assessment for a course at level 1, level 2 or level 3 will not normally be allowed to retake the assessment. Any other candidate entitled to sit the end-of-course examination shall be entitled to resit the examination, but normally only once and at the next available diet. The number of grade points awarded as a result of the resit assessment will be no higher than 10 (defined in Schedule C of the Code of Assessment as being equivalent to a Grade D) and no lower than the number corresponding to the Grade achieved in the original assessment.

Notwithstanding the above, any candidate who

- (a) is entitled to submit to end-of-course assessment and
- (b) requires an improved result after the first diet of the examination in order to complete a graduating curriculum in that year of study

may resit the end-of-course examination irrespective of the result obtained as a consequence of the first diet. Entitlement to resit shall normally be limited to the next available diet when the candidate will be awarded the number of Grade Points corresponding to the Grade achieved in the resit assessment or, if higher, that corresponding to the Grade achieved in the original assessment. This provision will extend to courses totalling no more than 60 credit points.

3. Progress of Students

3.1 General Progress Requirements for All Levels of the Award

a) Annual Review

The progress of a student is subject to annual review.

b) Exclusion or Suspension from Study

The Faculty of Arts may at its discretion exclude or suspend from attendance a student whose progress is unsatisfactory, provided that the rules relating to unsatisfactory progress shall have been approved by Faculty and Senate and published in the University *Calendar*.

c) Progress Rules: Full-time Students at non-Honours level

i) Unless in any one session a full-time student obtains grade points from courses totalling at least 40 credits, he/she will normally be excluded from further attendance in the Faculty.

ii) The minimum requirements for progress to a succeeding year of study are as follows:

After one year: the student must have obtained at least 80 credits, of which at least 40 must be at grade D or above

After two years: the student must have obtained at least 180 credits. These must include at least 100 credits at grade D minimum, of which at least 40 must be at level 2

After three years: a student who has not completed the minimum graduating curriculum after three years of study must have completed the requirements for the Diploma of Higher Education in order to be allowed an additional year of full-time study for the Degree of BD

After four years: the student must have qualified for the Degree of BD

iii) A full-time student who has failed to complete the above minimum requirements for any one year, and who has not been excluded, shall normally be suspended from full-time attendance but shall be permitted to enrol as a part-time student. Alternatively the Faculty of Arts Progress Committee, with the agreement of the relevant Head of Department, may permit a suspended student who has scored E, F or G in a course to be reassessed in it in a subsequent session without further enrolment or attendance in it. In such circumstances the candidate may be permitted to carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. A student suspended from full-time attendance shall thereafter be permitted to resume full-time attendance provided that he or she has fulfilled the relevant minimum requirements for progress, and provided also that the overall duration of study for the student's degree will not exceed four years of full-time study or the equivalent. For the purpose of this regulation two years of part-time study shall be deemed equivalent to one year of full-time study.

d) Progress Rules: Students at Honours level

After appropriate consultation, the Head of the Department of Theology and Religious Studies may refuse a student admission to a Junior Honours year where his or her previous performance does not offer a reasonable prospect of his or her reaching the standard required; or where the student does not satisfy the departmental requirements for admission to Honours; or in the case of a full-time student to the Senior Honours year where his or her performance in the Junior Honours year has been unsatisfactory. A part-time student must complete a minimum of 40 credits of assessment in each of the part-time Honours years of study to be allowed to progress, but progression may be refused, as for a full-time student, where his or her performance in the preceding Honours year(s) has been unsatisfactory.

e) Progress Rules: Part-time Students (non-Honours level)

The minimum attainment required of an individual part-time candidate to progress to the next year of study shall be determined by the Chief Adviser of Studies on behalf of the Faculty and communicated in writing to the candidate at the start of the session.

3.2 Administration of Progression (Faculty Progress Committee)

The progress of a student is subject to annual review by the Faculty of Arts Progress Committee. The academic record of any student who fails to satisfy the progress requirement will be examined by the Faculty Progress Committee. The student will be invited to make representation to the Progress Committee.

3.3 Appeals Against Decisions Relating to the Progress of Students

a) The exclusion of a student, or the suspension of a student from full-time or part-time attendance, must be confirmed by the Progress Committee of the Faculty. A student liable to be excluded or suspended shall be informed of this in writing. A student wishing to appeal against exclusion or suspension shall have the right to make representations to the Faculty of Arts Progress Committee. If, thereafter, the Progress Committee confirms the exclusion or suspension, the student shall have the right to appeal to the Faculty Appeals Committee in accordance with the Code of Appeals.

b) In exceptional circumstances, and after consideration of all the relevant evidence, it shall be open to the Faculty Progress Committee or the Faculty Appeals Committee to permit a student to repeat a full-time year, in which case he or she shall be subject to the minimum requirements for progress of the particular year of the Degree curriculum which has been repeated.

c) Requests to the Faculty of Arts Progress Committee should be addressed, in the first instance, to the Chief Adviser of Studies, and those to the Faculty Appeals Committee, in the first instance, to the Faculty Secretary, at the Faculty of Arts Office.

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

4.1 Minimum Requirements for the Award of a Degree

4.1.1 Certificate of Basic IT Competence

All students must normally obtain the University's Certificate of Basic IT Competence before the end of their first year of study by completing the course of study offered by the IT Education Unit or by gaining exemption from the ITEU course through one of the routes indicated in Section (XXV) of the Fees and General Information section of the University Calendar. Attainment or non-attainment of the Certificate of Basic IT Competence will be indicated in the student transcript.

4.1.2 Degree in Theology and Religious Studies

The minimum requirements for the award of a degree, hereafter referred to as a minimum graduating curriculum, are expressed in terms of (a) credit-bearing courses at various levels and (b) grade points.

a) Credit-bearing courses

A minimum graduating curriculum shall consist of courses which carry credits totalling at least 360.

b) Grade Points

i) A student's assessed performance in each course shall be banded and grade points awarded as described in the Code of Assessment, Schedule C.

ii) Grade-point average

The grade-point average shall be calculated by dividing the total grade points by the number of credits attaching to the courses in which those grade points are obtained.

Where the candidate has accumulated more than the minimum number of credits required, the credit counted in the calculation of the grade point average shall be reduced to that minimum 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.

iii) Award of Merit and Distinction

The Degree shall be awarded with Merit where the minimum graduating curriculum has been completed with a grade point average of at least 12, both overall and in the core courses; and with Distinction where the minimum graduating curriculum has been completed with a grade point average of at least 14, both overall and in the core courses. A student whose minimum graduating curriculum includes more than 80 credits for which grade points have been obtained at any other than the student's first assessment for those courses shall not normally qualify for the award of the Degree with Merit or Distinction.

c) Bachelor of Divinity Core Curriculum

The normal minimum graduating curriculum shall be as follows:

In year one of the Degree:

Six courses at level 1, of which at least five shall be drawn from the list of qualifying courses in Theology and Religious Studies (Schedule B) (see *Undergraduate Course Catalogue*).

In year two of the Degree:

At least four courses at level 2

Each student will also be required to take the non-credit-bearing study skills course prior to entry to year three.

In year three of the Degree:

Courses at level 3 totalling 60 credits, together with such other courses as are necessary to complete the total requirement of 360 credits for a General Degree, drawn from the list of qualifying courses in Theology and Religious Studies (Schedule A).

4.1.3 Degree with Honours (not available by distance education)

a) Period of Study

i) A full-time candidate for the Degree with Honours shall complete courses of study over no less than three Sessions and no more than six sessions and shall include study at the Honours standard in a Junior Honours year and a Senior Honours year.

ii) A part-time candidate for the Degree with Honours shall complete courses of study extending over at least five Sessions normally including at least 3 years and no more than 5 years of study at the Honours standard.

b) Admission to Honours

i) Before admission to Junior Honours, a candidate for the Degree with Honours must normally have completed twelve standard courses (240 credits). At least ten of the standard courses (200

credits) must have been completed with grade D or above. At least four of the twelve standard courses (80 credits) must be at level two or above.

- ii) The Dean and Chief Adviser of Studies may, in exceptional circumstances and after consideration of all the relevant evidence, admit to Junior Honours a candidate who has completed the requisite twelve standard courses (240 credits), but has completed only nine of them with grade D or above. This provision shall not be granted to a candidate who has completed more than two years of study for the Degree prior to entering Junior Honours.
- iii) The Department of Theology and Religious Studies will ensure that students are informed of the standard of performance which guarantees an offer of admission to Honours. Any other student will be offered admission if the Department judges that the student's previous performance offers a reasonable prospect of the student reaching the standard required in the Honours programme. However, depending on student demand, class size may have to be limited and admission of students not achieving the guaranteed requirements is subject to the availability of places in the class. In the case of a student refused admission to Honours, the Head of Department will inform the student's Adviser of Studies. A student may appeal to the Faculty Appeals Committee against such refusal of admission.
- iv) The Regulations applicable to the courses to be completed before admission to Junior Honours are as prescribed for the three-year Degree in Theology and Religious Studies.

c) Honours Curriculum

- i) Each candidate for the Honours Degree shall select six courses from the range of courses offered by the Department of Theology and Religious Studies and shall submit a dissertation of not more than 15,000 words on an approved topic which will be weighted as one quarter of the total assessment. At least two of the selected courses shall be from the same subject area (as defined by the Department of Theology & Religious Studies) as the dissertation. Study for four of the courses shall normally be undertaken in the Junior Honours year, with the dissertation and the remaining courses thereafter.
- ii) A student admitted to Junior Honours may take a subject additional to the Honours curriculum with the approval of the Head(s) of the Honours Department(s) concerned (see 4.1.3 (e) below).
- iii) A candidate for the Degree with Honours shall normally present himself or herself for examination immediately upon completion of the prescribed courses. However, a Head of Department may at his or her discretion and on grounds of illness or other good cause shown, permit a candidate to delay taking his or her final Honours examination for not more than one year.

d) Assessment of Junior Honours Work Counting Towards Completion of the Degree in Theology and Religious Studies

A candidate who for any reason is unable to proceed to Senior Honours and who has completed the Junior Honours year to the satisfaction of the Head(s) of Department shall be entitled to undergo assessment on the work of the Junior Honours year constituting up to 120 credits, depending on the proportion of the year's work on which such assessment is based, and to count completion of such assessment towards the minimum graduating curriculum of the three-year Degree in Theology and Religious Studies.

e) Study of a second subject

A scheme of assessment may permit a candidate for Honours to be assessed in not more than two courses drawn from the Honours assessment in one other subject outwith the Department of Theology and Religious Studies provided that:

- i) the courses are recognised for study at the Honours standard in the Faculty; *and*
- ii) the candidate's curriculum in each course has been approved by both Heads of Departments. It shall be the responsibility of the Head of the Single Honours Department to verify that the overall Honours curriculum is complete and confirm this, in writing, to the candidate concerned.

f) Honours Subjects

The subject areas recognised by the Faculty of Arts for study for Honours are given in the list below.

Subjects of Study for Honours

Church History
 Islamic Studies
 Jewish Studies
 New Testament
 Old Testament
 Practical Theology
 Religious Studies
 Systematic Theology

4.2 Other Aspects Specific to the Degree Structure

a) Study Elsewhere in Terms of a Formal Agreement

A student may be permitted to study for one session at an overseas University as part of a student exchange programme approved by the Senate. Such a student may be permitted to count this session, and satisfactory completion of the courses taken, as part of a minimum graduating curriculum in the Faculty of Arts, provided that the Department(s) concerned and the Senate are satisfied that the standard of the course(s) to be counted is equivalent to that of qualifying courses available in the Faculty. However, where a candidate in the Junior Honours year is permitted to study at an overseas University as part of a student exchange programme approved by Senate courses acceptable to the Senate and to the Department(s) concerned, such a period of study shall, in the case of a full-time student only, be counted as one of the Honours years. The Chief Adviser of Studies and the Department(s) concerned shall consult as necessary to confirm the credits to be awarded for the courses within the framework of the minimum graduating curriculum.

4.3 Early Exit Awards

a) Certificate of Higher Education (Theology and Religious Studies)

- i) A candidate who has 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 of Higher Education (Theology and Religious Studies).
- ii) The Certificate of Higher Education (Theology and Religious Studies) shall be awarded with Merit where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 14.

b) Diploma of Higher Education (Theology and Religious Studies)

- i) A candidate who has completed courses totalling at least 240 credits, where a minimum of 80 credits have been gained from a course or courses at level two or above, and where the grade point average over the 240 credits is at least 8.5, shall be eligible to receive the Diploma of Higher Education (Theology and Religious Studies).
- ii) The Diploma of Higher Education (Theology and Religious Studies) shall be awarded with Merit where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 12.
- iii) The Diploma of Higher Education (Theology and Religious Studies) shall be awarded with Distinction where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 14.

4.4 Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with the Faculty Secretary to enrol in a course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

VI DEGREE OF BACHELOR OF DIVINITY (MINISTRY)

The Degree of Bachelor of Divinity (Ministry) BD (Min) is governed by Resolution No. 500 which came into effect on 1 October 2002. The provisions of the Resolution are as follows.

1. The Degree of Bachelor of Divinity (Ministry) BD (Min) may be conferred by the University of Glasgow in the Faculty of Arts (the Faculty) in such designations as may be prescribed by Regulations.
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.
3. The Degree may be offered as a General Degree, or as a Degree with Honours in such subjects as may be prescribed by Regulation. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

The section of the University *Calendar: University Fees and General Information for Students* applies to all students and sub-sections therein relate directly and indirectly to academic study: for example the Code of Assessment, Faculty Appeals Code and Senate Appeals Code. The following Degree regulations are an extension of these regulations.

1. Duration of Degree Study

1.1 Study in the University of Glasgow

The curriculum for the Degree of Bachelor of Divinity (Ministry) shall extend over not fewer than four sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than five sessions. The curriculum for the Degree with Honours shall extend over not fewer than four sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than five sessions.

1.2 Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education and Secondary Level Qualifications

a) Study for other degrees in the University

An undergraduate who has, in the course of study for another degree of the University of Glasgow, satisfactorily completed courses which qualify towards the Bachelor of Divinity (Ministry) Degree and who is admitted by transfer to the Faculty of Arts, having withdrawn from study for the other degree, may count the courses as qualifying towards the Bachelor of Divinity (Ministry) Degree. He or she may also be awarded credits to a maximum of 100 from other courses completed in the course of study for the other degree, to count towards the overall requirements of a minimum graduating curriculum in the Faculty of Arts.

b) Study in other Universities or Institutions of Tertiary Education

An undergraduate admitted to the Faculty of Arts after having satisfactorily completed courses in another University or institution of tertiary education may 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 Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of the courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

c) Completing Study at another institution

An undergraduate in the Faculty of Arts transferring to a University or institution of tertiary education, may, if he or she satisfactorily completes courses in the other University or institution of tertiary education, be awarded credits on the basis of those courses to a maximum of 120, as deemed appropriate by the Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

d) Study at Secondary level

A student who, at first presentation, has gained grade A in three different A-levels, and who intends to proceed to the BD (Ministry) Degree, may enter the Faculty of Arts at second year level if the three A-levels correspond to subjects available in the Faculty of Arts and if the student is permitted to enter appropriate level two courses in at least two of them. The provisions relating to GCE A-levels may obtain for students holding certain overseas qualifications, provided that the Faculty deems it appropriate in an individual case.

1.3 Graduate Regulations

- a) Where a student is admitted to the BD (Ministry) who is already in possession of a degree or equivalent qualification, the curriculum of the Degree shall extend over not fewer than three sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than four sessions. (b) Candidates for the Degree with Honours

The curriculum for the Degree with Honours shall extend over not fewer than three sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than four sessions.

A student in possession of a prior degree or equivalent qualification may be permitted to complete the Degree of BD (Ministry) Honours in three years on condition (i) that they have completed the first year of the normal curriculum with a grade-point average of at least 12 without resits, with at least one course completed at grade B or above, and with none falling below D, and (ii) that they have satisfied any specific prerequisites (other than those requiring the completion of a level two course) for Honours courses they propose to take.

The Faculty of Arts and, where appropriate, the Senate, shall determine which qualifications shall count as equivalent to a prior degree for the purposes of this regulation.

2. General Structure and Assessment of the Degree

2.1 General

a) Definition

The curriculum for the Degree shall comprise qualifying credit-bearing courses. The minimum requirement for the award of the Degree is expressed in terms of credit-bearing courses at various levels and grade points.

b) Standard credit values

The standard course at level 1 and level 2 in the Faculty of Arts shall carry 20 credits. The standard course at level 3 shall carry 30 credits. Certain courses may be designated as double courses and shall carry double credit. Nevertheless, approved courses bearing at least 10 credits, or credits in multiples of 10, at any level, may, where appropriate, form part of a student's minimum graduating curriculum.

c) Standard annual work load

The normal full-time work load shall consist of courses totalling 120 credits per academic session. The minimum full-time student work load per academic session shall consist of 80 credits. The maximum part-time student work load per academic session shall be 100 credits.

2.2 Recognised Qualifying Courses

- a) Subject to the approval of Senate, the Faculty of Arts shall approve and recognise courses qualifying for the Degree.
- b) A standard course in the Faculty of Arts shall normally consist of not fewer than thirty-five scheduled hours for each student attending, in the form of either meetings of the full class, or meetings of one or more students for tutorials or other instruction or both. The minimum number of scheduled hours for a double course shall normally be seventy.
- c) The Faculty of Arts shall determine which other courses, duly approved in other Faculties of this University shall be recognised as qualifying courses for the Degree.
- d) Exceptionally, the Chief Adviser of Studies may permit a student to count towards the minimum graduating curriculum a duly approved course, or duly approved courses, not recognised by the Faculty of Arts as being a qualifying course.
- e) A list of qualifying courses for the Degree is contained in the *Undergraduate Course Catalogue*. Course information may be obtained from the Department of Theology and Religious Studies, the Departmental website or from the Faculty Office at 6 University Gardens. Reference should be also made to the list of credit-bearing courses in the Department of Adult and Continuing Education some of which may be available to students in the Faculty as part of a minimum graduating curriculum.

2.3 Existence of Pre-requisites and Co-requisites

Subject to the approval of the Senate, the Faculty of Arts may prescribe:

- a) that two courses may not both form part of a minimum graduating curriculum.
- b) pre-requisites and other conditions for admission to courses.
- c) that a course shall not be available to a student in his/her first year.
- d) for any session that certain courses may not be available to any student or may be available only to a limited number.
- e) In the case of Classical Hebrew and New Testament Greek, the Head of the Department of Theology and Religious Studies may, in special circumstances, at his or her discretion, admit to a relevant course any student lacking the stated prerequisite(s) provided the student has satisfied the Head of Department of his or her competence in the language in a written examination.
- f) Exceptionally, and where there is good academic reason, a Head of Department may, at his or her discretion, admit to a course a student who has not fulfilled the normal prerequisites for that course, if the student has satisfactorily completed courses at the University in another related subject or other related subjects, or if the student provides other evidence of suitability for admission to the course. The Head of Department shall report all such cases to the Faculty via the Chief Adviser.
- g) In the case of a student who, at first presentation, has gained grade A at GCE A-level in an appropriate subject, the relevant Head of Department may, at his or her discretion, grant the student permission to enter a level two course, or, in the case of a student holding grade A or B at A-level, permission to enter a level one course, although the student has not completed the requisite preceding course(s). The holding of a grade A or B at A-level does not confer credit or shorten the duration of study for the purposes of the minimum graduating curriculum.

2.4 Approval of Curricula

- a) 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 by an Adviser of Studies.

- b) A student shall not normally be permitted to enrol in a course after three weeks of teaching in that course have elapsed.
- c) A student in the Faculty of Arts may not be enrolled concurrently in another Faculty without the permission of the Faculty of Arts.

2.5 Minimum Requirement for the Award of Credit

The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

2.6 Assessment

a) Code of Assessment

Regulations for assessment are governed by the Code of Assessment which is contained in the Fees and General Information section of the University *Calendar*.

b) Grades awarded furth of Glasgow

The Faculty guidelines for interpretation of marks and grades awarded furth of Glasgow are held on the Faculty website www.arts.gla.ac.uk/faculty/html/gradesfurth.htm

2.7 Re-assessment in a Course

A candidate shall normally be required to sit any end-of-course examination for a course at level 1, level 2 or level 3 at the first available diet after completion. A candidate who does not attend that examination at the first diet, without good cause, shall for the purposes of these regulations have the same entitlement as a student who attends the examination and is awarded an H grade.

A candidate who is awarded a Grade A, B, C or D after the first diet of the end-of-course examination/assessment for a course at level 1, level 2 or level 3 will not normally be allowed to retake the assessment. Any other candidate entitled to sit the end-of-course examination shall be entitled to resit the examination, but normally only once and at the next available diet. The number of grade points awarded as a result of the resit assessment will be no higher than 10 (defined in Schedule C of the Code of Assessment as being equivalent to a Grade D) and no lower than the number corresponding to the Grade achieved in the original assessment.

Notwithstanding the above, any candidate who

- (a) is entitled to submit to end-of-course assessment and
- (b) requires an improved result after the first diet of the examination in order to complete a graduating curriculum in that year of study

may resit the end-of-course examination irrespective of the result obtained as a consequence of the first diet. Entitlement to resit shall normally be limited to the next available diet when the candidate will be awarded the number of Grade Points corresponding to the Grade achieved in the resit assessment or, if higher, that corresponding to the Grade achieved in the original assessment. This provision will extend to courses totalling no more than 60 credit points.

3. Progress of Students

3.1 General Progress Requirements for all Levels of the Award

a) Annual Review

The progress of a student is subject to annual review.

b) Exclusion or Suspension from Study

The Faculty of Arts may at its discretion exclude or suspend from attendance a student whose progress is unsatisfactory, provided that the rules relating to unsatisfactory progress shall have been approved by Faculty and Senate and published in the University *Calendar*.

c) Progress Rules: Full-time Students at non-Honours level

- i) Unless in any one session a full-time student obtains grade points from courses totalling at least 40 credits, he/she will normally be excluded from further attendance in the Faculty.
- ii) The minimum requirements for progress to a succeeding year of study are as follows:

After one year: the student must have obtained at least 80 credits, of which at least 40 must be at grade D or above

After two years: the student must have obtained at least 180 credits. These must include at least 100 credits at grade D minimum, of which at least 40 must be at level 2

After three years: a student who has not completed the minimum graduating curriculum after three years of study must have completed the requirements for the Diploma of Higher Education in order to be allowed an additional year of full-time study for the Degree of BD(Min)

After four years:

- a student admitted with a prior degree or equivalent qualification must have qualified for the Degree of BD (Ministry)
- otherwise, the student must have obtained at least grade D in two standard courses (or equivalent) (40 credits) additional to those contributing to the Diploma of Higher Education

After five years: the student must have qualified for the Degree of BD (Ministry)

- iii) A full-time student who has failed to complete the above minimum requirements for any one year, and who has not been excluded, shall normally be suspended from full-time attendance but shall be permitted to enrol as a part-time student. Alternatively the Faculty of Arts Progress Committee, with the agreement of the relevant Head of Department, may permit a suspended student who has scored E, F or G in a course to be reassessed in it in a subsequent session without further enrolment or attendance in it. In such circumstances the candidate may be permitted to carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. A student suspended from full-time attendance shall thereafter be permitted to resume full-time attendance provided that he or she has fulfilled the relevant minimum requirements for progress, and provided also that the overall duration of study for the student's degree will not exceed four years of full-time study or the equivalent. For the purpose of this regulation two years of part-time study shall be deemed equivalent to one year of full-time study.

d) Progress Rules: Students at Honours level

After appropriate consultation, the Head of the Department of Theology and Religious Studies may refuse a student admission to a Junior Honours year where his or her previous performance does not offer a reasonable prospect of his or her reaching the standard required; or where the student does not satisfy the departmental requirements for admission to Honours; or in the case of a full-time student to the Senior Honours year where his or her performance in the Junior Honours year has been unsatisfactory. A part-time student must complete a minimum of 40 credits of assessment in each of the part-time Honours years of study to be allowed to progress, but progression may be refused, as for a full-time student, where his or her performance in the preceding Honours year(s) has been unsatisfactory.

e) Progress Rules: Part-time Students (non-Honours level)

The minimum attainment required of an individual part-time candidate to progress to the next year of study shall be determined by the Chief Adviser of Studies on behalf of the Faculty and communicated in writing to the candidate at the start of the session.

3.2 Administration of Progression (Faculty Progress Committee)

The progress of a student is subject to annual review by the Faculty of Arts Progress Committee. The academic record of any student who fails to satisfy the progress requirement will be examined by the Faculty Progress Committee. The student will be invited to make representation to the Progress Committee.

3.3 Appeals Against Decisions Relating to the Progress of Students

- a) The exclusion of a student, or the suspension of a student from full-time or part-time attendance, must be confirmed by the Progress Committee of the Faculty. A student liable to be excluded or suspended shall be informed of this in writing. A student wishing to appeal against exclusion or suspension shall have the right to make representations to the Faculty of Arts Progress Committee. If, thereafter, the Progress Committee confirms the exclusion or suspension, the student shall have the right to appeal to the Faculty Appeals Committee in accordance with the Code of Appeal.
- b) In exceptional circumstances, and after consideration of all the relevant evidence, it shall be open to the Faculty Progress Committee or the Faculty Appeals Committee to permit a student to repeat a full-time year, in which case he or she shall be subject to the minimum requirements for progress of the particular year of the Degree curriculum which has been repeated.
- c) Requests to the Faculty of Arts Progress Committee should be addressed, in the first instance, to the Chief Adviser of Studies, and those to the Faculty Appeals Committee, in the first instance, to the Faculty Secretary, at the Faculty of Arts Office.

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

4.1 Minimum Requirements for the Award of a Degree

4.1.1 Certificate of Basic IT Competence

All students must normally obtain the University's Certificate of Basic IT Competence before the end of their first year of study by completing the course of study offered by the IT Education Unit or by gaining exemption from the ITEU course through one of the routes indicated in Section (XXV) of the Fees and General Information section of the University Calendar. Attainment or non-attainment of the Certificate of Basic IT Competence will be indicated in the student transcript.

4.1.2 General Degree

a) Credit-bearing courses

A minimum graduating curriculum shall consist of courses which carry credits totalling at least 480. For those in possession of a prior degree or equivalent qualification, a minimum graduating curriculum shall consist of courses which carry credits totalling at least 360.

b) Grade Points

i) A student's assessed performance in each course shall be banded and grade points awarded as described in the Code of Assessment, Schedule C.

ii) Grade-point average

The grade-point average shall be calculated by dividing the total grade points by the number of credits attaching to the courses in which those grade points are obtained.

Where the candidate has accumulated more than the minimum number of credits required, the credit counted in the calculation of the grade point average shall be reduced to that minimum 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.

iii) Award of Merit and Distinction

The Degree shall be awarded with Merit where the minimum graduating curriculum has been completed with a grade point average of at least 12, both overall and in the core courses; and with Distinction where the minimum graduating curriculum has been completed with a grade point average of at least 14, both overall and in the core courses. A student whose minimum graduating curriculum includes more than 80 credits for which grade points have been obtained at any other than the student's first assessment for those courses shall not normally qualify for the award of the Degree with Merit or Distinction.

c) Bachelor of Divinity (Ministry) Core Curriculum

The normal minimum graduating curriculum for the BD (Ministry) shall be as follows:

i) For those without a prior degree or equivalent qualification

The first and second year curriculum is the same as for years one and two of the BD Degree

In the third and fourth years of the Degree a student shall take sufficient courses at levels 2/3 drawn from the list of qualifying courses in Theology and Religious Studies (Schedule A) to make up a graduating curriculum of a total of 480 credits of which 320 credits must be obtained at Grade D or above. At least 60 of the credits taken in the third and fourth years must be at level 3.

ii) For those in possession of a prior degree or equivalent qualification

The first year is the same as for the BD Degree, with the additional requirement that all students will also be required to take the non-credit-bearing study skills course prior to entry to year two.

In the second and third years of the Degree a student shall take sufficient courses at levels 2/3 drawn from the list of qualifying courses in Theology and Religious Studies (Schedule A) to make up a graduating curriculum of a total of 360 credits of which 220 credits must be obtained at Grade D or above. At least 60 of the credits taken in the third and fourth years must be at level 3.

4.1.3 Degree with Honours

a) Period of Study

i) A full-time candidate for the Degree with Honours shall complete courses of study over no less than three Sessions and no more than six sessions and shall include study at the Honours standard in a Junior Honours year and a Senior Honours year.

ii) A part-time candidate for the Degree with Honours shall complete courses of study extending over at least five Sessions normally including at least 3 years and no more than 5 years of study at the Honours standard.

b) Admission to Honours

i) Before admission to Junior Honours, a candidate for the Degree with Honours must normally have completed twelve standard courses (240 credits). At least ten of the standard courses (200 credits) must have been completed with grade D or above. At least four of the twelve standard courses (80 credits) must be at level two or above.

ii) But the Dean and Chief Adviser of Studies may, in exceptional circumstances and after consideration of all the relevant evidence, admit to Junior Honours a candidate who has completed the requisite twelve standard courses (240 credits), but has completed only nine of them with grade D or above. This provision shall not be granted to a candidate who has completed more than two years of study for the Degree prior to entering Junior Honours.

iii) The Department of Theology and Religious Studies will ensure that a student is informed of the standard of performance which guarantees an offer of admission to Honours. Any other student

will be offered admission if the Department judges that the student's previous performance offers a reasonable prospect of the student reaching the standard required in the Honours programme. However, depending on student demand, class size may have to be limited and admission of students not achieving the guaranteed requirements is subject to the availability of places in the class. In the case of a student refused admission to Honours, the Head of Department will inform the student's Adviser of Studies. A student may appeal to the Faculty Appeals Committee against such refusal of admission.

- iv) A student in possession of a prior degree or equivalent qualification may be permitted to complete the Degree of BD (Ministry) Honours in three years on condition (i) that he/she has completed the first year of the normal curriculum with a grade-point average of at least 12 without resits, with at least one course completed at grade B or above, and with none falling below D, and (ii) that he/she has satisfied any specific prerequisites (other than those requiring the completion of a level two course) for Honours options he/she proposes to take.
- v) The Regulations applicable to the courses to be completed before admission to Junior Honours are as prescribed for the General Degree of Bachelor of Divinity (Ministry).

c) Honours Curriculum

- i) Each candidate for the Honours Degree shall select six courses from the range of courses offered by the Department of Theology and Religious Studies and shall submit a dissertation of not more than 15,000 words on an approved topic which will be weighted as one quarter of the total assessment. At least two of the selected courses shall be from the same subject area (as defined by the Department of Theology and Religious Studies) as the dissertation. Study for four of the courses shall normally be undertaken in the Junior Honours year, with the dissertation and the remaining courses thereafter.
- ii) A student admitted to Junior Honours may take a subject additional to the Honours curriculum with the approval of the Head(s) of the Honours Department(s) concerned (see 4.1.3 (e) below).
- iii) A candidate for the Degree with Honours shall normally present himself or herself for examination immediately upon completion of the prescribed courses. However, a Head of Department may at his or her discretion and on grounds of illness or other good cause shown, permit a candidate to delay taking his or her final Honours examinations for not more than one year.

d) Assessment of Junior Honours Work Counting Towards Completion of the General Degree of Bachelor of Divinity (Ministry)

A candidate who for any reason is unable to proceed to Senior Honours and who has completed the Junior Honours year to the satisfaction of the Head of Department(s) shall be entitled to undergo assessment on the work of the Junior Honours year constituting up to 120 credits, depending on the proportion of the work on which such assessment is based, and to count completion of such assessment towards the minimum graduating curriculum of the Degree of Bachelor of Divinity (Ministry).

e) Study of a second subject

A scheme of assessment may permit a candidate for Honours to be assessed in not more than two courses drawn from the Honours assessment in one other subject outwith Theology and Religious Studies provided that:

- i) the courses are recognised for study at the Honours standard in the Faculty;
- ii) the candidate's curriculum has been approved by both Heads of Departments. It shall be the responsibility of the Head of the Single Honours Department to verify that the overall Honours curriculum is complete and confirm this, in writing, to the candidate concerned.

f) Honours Subjects

The subject areas recognised by the Faculty of Arts are given in the list below.

Subjects of Study for Honours

Church History
 Islamic Studies
 Jewish Studies
 New Testament
 Old Testament
 Practical Theology
 Religious Studies
 Systematic Theology

4.2 Study Elsewhere in Terms of a Formal Agreement

A student may be permitted to study for one session at an overseas University as part of a student exchange programme approved by the Senate. Such a student may be permitted to count this session, and satisfactory completion of the courses taken, as part of a minimum graduating curriculum in the Faculty of Arts, provided

that the Department(s) concerned and the Senate are satisfied that the standard of the course(s) to be counted is equivalent to that of qualifying courses available in the Faculty. The Chief Adviser of Studies and the Department(s) concerned shall consult as necessary to confirm the credits to be awarded for the courses within the framework of the minimum graduating curriculum. However, where a candidate in the Junior Honours year is permitted to study at an overseas University, as part of a student exchange programme approved by Senate, courses acceptable to the Senate and to the Department(s) concerned, such a period of study shall, in the case of a full-time student only, be counted as one of the Honours years.

The Chief Adviser of Studies and the Department(s) concerned shall consult as necessary to confirm the credits to be awarded for the courses within the framework of the minimum graduating curriculum.

4.3 Early Exit Awards

a) Certificate of Higher Education (Theology and Religious Studies)

- i) A candidate who has 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 of Higher Education (Theology and Religious Studies).
- ii) The Certificate of Higher Education (Theology and Religious Studies) shall be awarded with Merit where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 14.

b) Diploma of Higher Education (Theology and Religious Studies)

- i) A candidate who has completed courses totalling at least 240 credits, where a minimum of 80 credits have been gained from a course or courses at level two or above, and where the grade point average over the 240 credits is at least 8.5, shall be eligible to receive the Diploma of Higher Education (Theology and Religious Studies).
- ii) The Diploma of Higher Education (Theology and Religious Studies) shall be awarded with Merit where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 12.
- iii) The Diploma of Higher Education (Theology and Religious Studies) shall be awarded with Distinction where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 14.

4.4 Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with the Faculty Secretary to enrol in a course, complete the assessment elements of the course and receive certification of the outcome of the assessment.

VII DEGREE OF MASTER OF ARTS IN THEOLOGY AND RELIGIOUS STUDIES

The Degree of Master of Arts in Theology and Religious Studies is governed by Resolution No. 508 of the University Court which came into effect on 1 October 2003 with provision that:

1. The Degree of Master of Arts (MA) in Theology and Religious Studies may be awarded by the University of Glasgow in the Faculty of Arts as an Ordinary Degree or as a Degree with Honours.
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 Regulations shall include a statement of prescribed subjects in which the Degree with Honours may be awarded. The early exit awards of Diploma of Higher Education and Certificate of Higher Education are also included in the Regulations.

REGULATIONS

The section of the University *Calendar: University Fees and General Information for Students* applies to all students and sub-sections therein relate directly and indirectly to academic study: for example the Code of Assessment, Faculty Appeals Code and Senate Appeals Code. The following Degree regulations are an extension of these regulations.

1. Duration of Degree Study

1.1 Study in the University of Glasgow

The curriculum for the Degree in Theology and Religious Studies shall extend over not fewer than three sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than four sessions. The curriculum for the Degree with Honours shall extend over not fewer

than four sessions of full-time study or, where the curriculum consists of, or includes, a period or periods of part-time study, not fewer than five sessions.

1.2 Recognition of Study in other Faculties, Universities and Institutions of Tertiary Education

a) Study for other degrees in the University

An undergraduate who has, in the course of study for another degree of the University of Glasgow, satisfactorily completed courses which qualify towards the MA in Theology and Religious Studies Degree and who is admitted by transfer to the Faculty of Arts, having withdrawn from study for the other degree, may count the courses as qualifying towards the Degree. He or she may also be awarded credits to a maximum of 100 from other courses completed in the course of study for the other degree, to count towards the overall requirements of a minimum graduating curriculum in the Faculty of Arts.

b) Study in other institutions

An undergraduate admitted to the Faculty of Arts after having satisfactorily completed courses in another University or institution of tertiary education may 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 Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of the courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

c) Completing study in another institution

An undergraduate in the Faculty of Arts transferring to a University or institution of tertiary education, may, if he or she satisfactorily completes courses in the other University or institution of tertiary education, be awarded credits on the basis of those courses to a maximum of 120, as deemed appropriate by the Faculty of Arts, and may be permitted to count such credits as part of the overall requirements of a minimum graduating curriculum in the Faculty of Arts, provided that the Senate is satisfied that the standard of courses for which they have been awarded is equivalent to that of qualifying courses available in the Faculty.

d) Study at Secondary level

A student who, at first presentation, has gained grade A in three different A-levels, and who intends to proceed to the MA Honours Degree, may enter the Faculty of Arts at second year level if the three A-levels correspond to subjects available in the Faculty of Arts and if the student is permitted to enter appropriate level two courses in at least two of them. The provisions relating to GCE A-levels may obtain for students holding certain overseas qualifications, provided that the Faculty deems it appropriate in an individual case.

1.3 Graduate Regulations

a) Candidates for the Degree in Theology and Religious Studies

A graduate of this University, or of another University or institution of tertiary education recognised for this purpose by the Senate, who is admitted to the Faculty of Arts to complete an MA in Theology and Religious Studies Degree may be permitted to count towards a minimum graduating curriculum courses which have formed part of the curriculum for his or her previous degree and which are deemed by the Faculty of Arts to equate to a maximum of 120 credits.

b) Candidates for the Degree with Honours

A graduate of this University holding an MA Ordinary Degree, an MA in General Humanities Degree or a Degree of MA in Theology and Religious Studies may, if he or she has fulfilled the requirements for admission to Honours, and at the discretion of the Head of the Department of Theology and Religious Studies, be admitted to Junior Honours. Thereafter, if the graduate is awarded Honours by the examiners, he or she shall receive a certificate to that effect.

A graduate with another degree of this University or with a degree of another University recognised for this purpose by the University Court on the recommendation of the Senate may with the approval of the Faculty be admitted to the curriculum for Honours and may be exempted from not more than two years thereof, provided always that he or she shall have studied the Honours subject for at least three years, two of which must be in this University, and that the Senate is satisfied that the content of the course or courses and standard of the graduate's assessed performance in the other University which may be recognised as study of the Honours subject or subjects for part of the curriculum are equivalent to those of a corresponding course or courses and assessment standard in this University.

2. General Structure and Assessment of the Degree

2.1 General

a) Definition

The curriculum for the Degree shall comprise qualifying credit-bearing courses.

b) Standard Credit Values

The standard course at level 1 and level 2 in the Faculty of Arts shall carry 20 credits. The standard course at level 3 shall carry 30 credits. Certain courses may be designated as double courses and shall carry

double credit. Nevertheless, approved courses bearing at least 10 credits, or credits in multiples of 10, at any level, may, where appropriate, form part of a student's minimum graduating curriculum.

c) *Standard annual work load*

The normal full-time work load shall consist of courses totalling 120 credits per academic session. The minimum full-time student work load per academic session shall consist of 80 credits. The maximum part-time student work load per academic session shall be 100 credits.

2.2 *Recognised Qualifying Courses*

- a) Subject to the approval of Senate, the Faculty of Arts shall approve and recognise courses qualifying for the Degree.
- b) A standard course in the Faculty of Arts shall normally consist of not fewer than thirty-five scheduled hours for each student attending, in the form of either meetings of the full class, or meetings of one or more students for tutorials or other instruction or both. The minimum number of scheduled hours for a double course shall normally be seventy.
- c) The Faculty of Arts shall determine which other courses, duly approved in other Faculties of this University shall be recognised as qualifying courses for the Degree.
- d) Exceptionally, the Chief Adviser of Studies may permit a student to count towards the minimum graduating curriculum a duly approved course, or duly approved courses, not recognised by the Faculty of Arts as being a qualifying course.
- e) A list of qualifying courses for the Degree is contained in the *Undergraduate Course Catalogue*. Course information may be obtained from the Department of Theology and Religious Studies or from the Faculty Office at 6 University Gardens. Reference should be also made to the list of credit-bearing courses in the Department of Adult and Continuing Education some of which may be available to students in the Faculty as part of a minimum graduating curriculum.

2.3 *Existence of Pre-requisites and Co-requisites*

Subject to the approval of the Senate, the Faculty of Arts may prescribe:

- a) that two courses may not both form part of a minimum graduating curriculum.
- b) pre-requisites and other conditions for admission to courses.
- c) that a course shall not be available to a student in his/her first year.
- d) for any session that certain courses may not be available to a student or may be available only to a limited number.
- e) In the case of Classical Hebrew and New Testament Greek, the Head of the Department of Theology and Religious Studies may, in special circumstances, at his or her discretion, admit to a relevant course any student lacking the stated prerequisite(s) provided the student has satisfied the Head of Department of his or her competence in the language in a written examination.
- f) Exceptionally, and where there is good academic reason, a Head of Department may, at his or her discretion, admit to a course a student who has not fulfilled the normal prerequisites for that course, if the student has satisfactorily completed courses at the University in another related subject or other related subjects, or if the student provides other evidence of suitability for admission to the course. The Head of Department shall report all such cases to the Faculty via the Chief Adviser.
- g) In the case of a student who, at first presentation, has gained grade A at GCE A-level in an appropriate subject, the relevant Head of Department may, at his or her discretion, grant the student permission to enter a level two course, or, in the case of a student holding grade A or B at A-level, permission to enter a level one course, although the student has not completed the requisite preceding course(s). The holding of a grade A or B at A-level does not confer credit or shorten the duration of study for the purposes of the minimum graduating curriculum.

2.4 *Approval of Curricula*

- a) 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 by an Adviser of Studies.
- b) A student shall not normally be permitted to enrol in a course after three weeks of teaching in that course have elapsed.
- c) A student in the Faculty of Arts may not be enrolled concurrently in another Faculty without the permission of the Faculty of Arts.

2.5 *Minimum Requirement for the Award of Credit*

The minimum requirement for the award of credits is the submission of at least 75% by weight of the course's summative assessment (including any examinations). Further requirements may include monitored attendance at classes and examinations. All such requirements shall be specified by the Department concerned, and given to students in writing at the beginning of the course. Normally no grade or credits shall be awarded to a candidate who has not met these requirements.

2.6 Assessment

a) Code of Assessment

Regulations for assessment are governed by the Code of Assessment which is contained in the Fees and General Information section of the University *Calendar*.

b) Grades awarded furth of Glasgow

The Faculty guidelines for interpretation of marks and grades awarded furth of Glasgow are held on the Faculty website www.arts.gla.ac.uk/faculty/html/gradesfurth.htm

2.7 Re-assessment in a Course

A candidate shall normally be required to sit any end-of-course examination for a course at level 1, level 2 or level 3 at the first available diet after completion. A candidate who does not attend that examination at the first diet, without good cause, shall for the purposes of these regulations have the same entitlement as a student who attends the examination and is awarded an H grade.

A candidate who is awarded a Grade A, B, C or D after the first diet of the end-of-course examination/assessment for a course at level 1, level 2 or level 3 will not normally be allowed to retake the assessment. Any other candidate entitled to sit the end-of-course examination shall be entitled to resit the examination, but normally only once and at the next available diet. The number of grade points awarded as a result of the resit assessment will be no higher than 10 (defined in Schedule C of the Code of Assessment as being equivalent to a Grade D) and no lower than the number corresponding to the Grade achieved in the original assessment.

Notwithstanding the above, any candidate who

- (a) is entitled to submit to end-of-course assessment and
- (b) requires an improved result after the first diet of the examination in order to complete a graduating curriculum in that year of study

may resit the end-of-course examination irrespective of the result obtained as a consequence of the first diet. Entitlement to resit shall normally be limited to the next available diet when the candidate will be awarded the number of Grade Points corresponding to the Grade achieved in the resit assessment or, if higher, that corresponding to the Grade achieved in the original assessment. This provision will extend to courses totalling no more than 60 credit points.

3. Progress of Students

3.1 General Progress Requirements for all Levels of the Award

a) Annual Review

The progress of a student is subject to annual review.

b) Exclusion or Suspension from Study

The Faculty of Arts may at its discretion exclude or suspend from attendance a student whose progress is unsatisfactory, provided that the rules relating to unsatisfactory progress shall have been approved by Faculty and Senate and published in the *University Calendar*.

c) Progress Rules: Full-time Students at non-Honours level

i) Unless in any one session a full-time student obtains grade points from courses totalling at least 40 credits, he/she will normally be excluded from further attendance in the Faculty.

ii) The minimum requirements for progress to a succeeding year of study are as follows:

After one year: the student must have obtained at least 80 credits, of which at least 40 must be at grade D or above

After two years: the student must have obtained at least 180 credits. These must include at least 100 credits at grade D minimum, of which at least 40 must be at level 2

After three years: a student who has not completed the minimum graduating curriculum after three years of study must have completed the requirements for the Diploma of Higher Education in order to be allowed an additional year of full-time study for the Degree of MA in Theology and Religious Studies

After four years: the student must have qualified for the Degree of MA.

iii) A full-time student who has failed to complete the above minimum requirements for any one year, and who has not been excluded, shall normally be suspended from full-time attendance but shall be permitted to enrol as a part-time student. Alternatively the Faculty of Arts Progress Committee, with the agreement of the relevant Head of Department, may permit a suspended student who has scored E, F or G in a course to be reassessed in it in a subsequent session without further enrolment or attendance in it. In such circumstances the candidate may be permitted to carry forward from a previous assessment in the course elements of assessment which together have a weighting of no more than 50% in the overall assessment of the course. A student suspended from full-time attendance shall thereafter be permitted

to resume full-time attendance provided that he or she has fulfilled the relevant minimum requirements for progress, and provided also that the overall duration of study for the student's degree will not exceed four years of full-time study or the equivalent. For the purpose of this regulation two years of part-time study shall be deemed equivalent to one year of full-time study.

d) Progress Rules: Students at Honours level

After appropriate consultation, the Head of the Department of Theology and Religious Studies may refuse a student admission to a Junior Honours year where his or her previous performance does not offer a reasonable prospect of his or her reaching the standard required; or where the student does not satisfy the departmental requirements for admission to Honours; or in the case of a full-time student to the Senior Honours year where his or her performance in the Junior Honours year has been unsatisfactory. A part-time student must complete a minimum of 40 credits of assessment in each of the part-time Honours years of study to be allowed to progress, but progression may be refused, as for a full-time student, where his or her performance in the preceding Honours year(s) has been unsatisfactory.

e) Progress Rules: Part-time Students (non-Honours level)

The minimum attainment required of an individual part-time candidate to progress to the next year of study shall be determined by the Chief Adviser of Studies on behalf of the Faculty and communicated in writing to the candidate at the start of the session.

3.2 Administration of Progression (Faculty Progress Committee)

The progress of a student is subject to annual review by the Faculty of Arts Progress Committee. The academic record of any student who fails to satisfy the progress requirement will be examined by the Faculty Progress Committee. The student will be invited to make representation to the Progress Committee.

3.3 Appeals Against Decisions Relating to the Progress of Students

- a) The exclusion of a student, or the suspension of a student from full-time or part-time attendance, must be confirmed by the Progress Committee of the Faculty. A student liable to be excluded or suspended shall be informed of this in writing. A student wishing to appeal against exclusion or suspension shall have the right to make representations to the Faculty of Arts Progress Committee. If, thereafter, the Progress Committee confirms the exclusion or suspension, the student shall have the right to appeal to the Faculty Appeals Committee in accordance with the Code of Appeal.
- b) In exceptional circumstances, and after consideration of all the relevant evidence, it shall be open to the Faculty Progress Committee or the Faculty Appeals Committee to permit a student to repeat a full-time year, in which case he or she shall be subject to the minimum requirements for progress of the particular year of the Degree curriculum which has been repeated.
- c) Requests to the Faculty of Arts Progress Committee should be addressed, in the first instance, to the Senior Adviser of Studies, and those to the Faculty Appeals Committee, in the first instance, to the Faculty Secretary, at the Faculty of Arts Office.

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

4.1 Minimum Requirements for the Award of a Degree

4.1.1 Certificate of Basic IT Competence

All students must normally obtain the University's Certificate of Basic IT Competence before the end of their first year of study by completing the course of study offered by the IT Education Unit or by gaining exemption from the ITEU course through one of the routes indicated in Section (XXV) of the Fees and General Information section of the University Calendar. Attainment or non-attainment of the Certificate of Basic IT Competence will be indicated in the student transcript.

4.1.2 Degree in Theology and Religious Studies

The minimum requirements for the award of a degree, hereafter referred to as a minimum graduating curriculum, are expressed in terms of (a) credit-bearing courses at various levels and (b) grade points.

a) Credit-bearing courses

A minimum graduating curriculum shall consist of courses which carry credits totalling at least 360.

b) Grade points

i) A student's assessed performance in each course shall be banded and grade points awarded as described in the Code of Assessment, Schedule C.

ii) Grade-point average

The grade-point average shall be calculated by dividing the total grade points by the number of credits attaching to the courses in which those grade points are obtained.

Where the candidate has accumulated more than the minimum number of credits required, the credit counted in the calculation of the grade point average shall be reduced to that minimum 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.

iii) Award of Merit and Distinction

The Degree shall be awarded with Merit where the minimum graduating curriculum has been completed with a grade point average of at least 12, both overall and in the core courses; and with Distinction where the minimum graduating curriculum has been completed with a grade point average of at least 14, both overall and in the core courses. A student whose minimum graduating curriculum includes more than four standard courses (80 credits) for which grade points have been obtained at any other than the student's first assessment for those courses shall not normally qualify for the award of the Degree with Merit or Distinction.

c) MA in Theology and Religious Studies Core Curriculum

The Degree of Master of Arts is a designated Degree MA (Theology and Religious Studies). The normal minimum graduating curriculum shall be as follows:

In year one of the Degree:

Six courses at level 1, of which at least three shall be drawn from the list of qualifying courses in Theology and Religious Studies (Schedule A) (see *Undergraduate Course Catalogue*)

In year two of the Degree:

At least four courses at level 2.

Each student will also be required to take the non-credit-bearing study skills course prior to entry to year three.

In year three of the Degree:

Courses at level 3 totalling 60 credits, together with such other courses as are necessary to complete the total requirement of 360 credits for a General Degree, drawn from the list of qualifying courses in Theology and Religious Studies (Schedule A).

4.1.3 Degree with Honours**a) Period of Study**

i) A full-time candidate for the Degree with Honours shall complete courses of study over no less than three Sessions and no more than six Sessions and shall include study at the Honours standard in a Junior Honours year and a Senior Honours year.

ii) A part-time candidate for the Degree with Honours shall complete courses of study extending over at least five Sessions normally including at least 3 years and no more than 5 years of study at the Honours standard.

b) Admission to Honours

i) Before admission to Junior Honours, a candidate for the Degree with Honours must normally have completed twelve standard courses (240 credits). At least ten of the standard courses (200 credits) must have been completed with grade D or above. At least four of the twelve standard courses (80 credits) must be at level two or above.

ii) But the Dean and Chief Adviser of Studies may, in exceptional circumstances and after consideration of all the relevant evidence, admit to Junior Honours a candidate who has completed the requisite twelve standard courses (240 credits), but has completed only nine of them with grade D or above. This provision shall not be granted to a candidate who has completed more than two years of study for the Degree prior to entering Junior Honours.

iii) The Department of Theology and Religious Studies will ensure that a student is informed of the standard of performance which guarantees an offer of admission to Honours. Any other student will be offered admission if the Department judges that the student's previous performance offers a reasonable prospect of the student reaching the standard required in the Honours programme. However, depending on student demand, class size may have to be limited and admission of students not achieving the guaranteed requirements is subject to the availability of places in the class. In the case of a student refused admission to Honours, the Head of Department will inform the student's Adviser of Studies. A student may appeal to the Faculty Appeals Committee against such refusal of admission.

- iv) The Regulations applicable to the courses to be completed before admission to Junior Honours are as prescribed for the three-year Degree in Theology and Religious Studies.

c) Honours Curriculum

- i) Each candidate for the Honours Degree shall select six courses from the range of courses offered by the Department of Theology and Religious Studies and shall submit a dissertation of not more than 15,000 words on an approved topic which will be weighted as one quarter of the total assessment. At least two of the selected courses shall be from the same subject area (as defined by the Department of Theology and Religious Studies) as the dissertation. Study for four of the courses shall normally be undertaken in the Junior Honours year, with the dissertation and the remaining courses thereafter.
- ii) A student admitted to Junior Honours may take a subject additional to the Honours curriculum with the approval of the Head(s) of the Honours Department(s) concerned (see 4.1.3 (e) below).
- iii) A candidate for the Degree with Honours shall normally present himself or herself for examination immediately upon completion of the prescribed courses. However, a Head of Department may, at his or her discretion and on grounds of illness or other good cause shown, permit a candidate to delay taking his or her final Honours examination for not more than one year.

d) Assessment of Junior Honours Work Counting Towards Completion of the MA Degree in Theology and Religious Studies

A candidate who for any reason is unable to proceed to Senior Honours and who has completed the Junior Honours year to the satisfaction of the Head(s) of Department shall be entitled to undergo assessment on the work of the Junior Honours year constituting up to 120 credits, depending on the proportion of the work on which such assessment is based, and to count completion of such assessment towards the minimum graduating curriculum of the three-year Degree in Theology and Religious Studies.

e) Study of a second subject

A scheme of assessment may permit a candidate for Honours to be assessed in not more than two courses drawn from the Honours assessment in one other subject outwith Theology and Religious Studies provided that:

- i) the courses are recognised for study at the Honours standard in the Faculty;
- ii) the candidate's curriculum in each course has been approved by both Heads of Departments. It shall be the responsibility of the Head of the Single Honours Department to verify that the overall Honours curriculum is complete and confirm this, in writing, to the candidate concerned.

f) Honours Subjects

The subject areas recognised by the Faculty of Arts for study for Honours are given in the list below.

Subjects of Study for Honours

Church History
 Islamic Studies
 Jewish Studies
 New Testament
 Old Testament
 Practical Theology
 Religious Studies
 Systematic Theology

4.2 Study Elsewhere in Terms of a Formal Agreement

A student may be permitted to study for one session at an overseas University as part of a student exchange programme approved by the Senate. Such a student may be permitted to count this session, and satisfactory completion of the courses taken, as part of a minimum graduating curriculum in the Faculty of Arts, provided that the Department(s) concerned and the Senate are satisfied that the standard of the course(s) to be counted is equivalent to that of qualifying courses available in the Faculty. The Chief Adviser of Studies and the Department(s) concerned shall consult as necessary to confirm the credits to be awarded for the courses within the framework of the minimum graduating curriculum. However where a candidate in the Junior Honours year is permitted to study at an overseas University as part of a student exchange programme approved by Senate courses acceptable to the Senate and to the Department(s) concerned, such a period of study shall, in the case of a full-time student only, be counted as one of the Honours years. The Chief Adviser of Studies and the Department(s) concerned shall consult as necessary to confirm the credits to be awarded for the courses within the framework of the minimum graduating curriculum for the Degree.

4.3 Early Exit Awards

a) Certificate of Higher Education (Theology and Religious Studies)

- i) A candidate who has 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 of Higher Education (Theology and Religious Studies).
- ii) The Certificate of Higher Education (Theology and Religious Studies) shall be awarded with Merit where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 12, and with Distinction where at least 80 of the 120 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Certificate is at least 14.

b) Diploma of Higher Education (Theology and Religious Studies)

- i) A candidate who has completed courses totalling at least 240 credits, where a minimum of 80 credits have been gained from a course or courses at level two or above, and where the grade point average over the 240 credits is at least 8.5, shall be eligible to receive the Diploma of Higher Education (Theology and Religious Studies).
- ii) The Diploma of Higher Education (Theology and Religious Studies) shall be awarded with Merit where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 12.
- iii) The Diploma of Higher Education (Theology and Religious Studies) shall be awarded with Distinction where at least 120 of the 240 credits are derived from courses studied at the University of Glasgow and the grade point average over the courses being counted for the award of the Diploma is at least 14.

4.4 Award of Certificates for Graduates Studying at Undergraduate Level

A graduate of this University or of another University or institution of tertiary education recognised for this purpose by the Senate, may be permitted by a Department in consultation with the Faculty Secretary to enrol in a course, complete the assessment elements of the course and receive certification of the outcome of the assessment.