

A1: COURSES

INTRODUCTION

For the purposes of these Regulations, a course is the approved curriculum followed by an individual student that leads to a named award and/or the achievement of academic credit. A programme is a matrix of approved routes or courses with elements of commonality and/or an articulated series of courses.

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REGULATION

1. GENERAL

- 1.1 All courses offered by the University shall conform to University Regulations. All courses leading to named awards shall have a Course Specification.
- 1.2 Exceptionally, there may be a requirement for more stringent specific course regulations to comply with, for example, professional, regulatory or statutory body requirements. For named awards, these shall be set out in the Course Specification and approved at the time of validation. Changes to the approved regulations governing a course shall be subject to the procedure specified in the Academic Quality Handbook.
- 1.3 Where proposed changes to regulations governing a course involve progression and/or assessment and affect(s) students on the course, it is a requirement that all the students affected are consulted and their views taken into account. Such changes must receive the written consent of the External Examiner(s) for each course subject to the proposed change(s).

2. AWARDS OF THE UNIVERSITY

The University has the authority to confer named awards at sub-degree, undergraduate and postgraduate levels, as contained in [Schedule 1.1](#) to this Regulation. Awards of the University shall be conferred at Awards Ceremonies.

3. TITLE OF THE COURSE

The title of each course shall be simple in form, reflect the course content, and shall accord with the form generally accepted by institutions of higher education and by the relevant professional, statutory or regulatory bodies. The title shall not be changed between periodic reviews without the prior approval of the Academic Development Committee.

4. MAXIMUM PERIOD OF ENROLMENT

- 4.1 The maximum period of enrolment shall be defined by the requirements of the particular award. This is detailed in [paragraphs 4.2 to 4.8](#) of this Regulation, except for Research Degrees and Higher Doctorates, which are covered by [Regulation A6: Research Degrees](#) and [Regulation A7: Higher Doctorates](#) respectively. Any approved deviations from the normal period of enrolment to meet professional, regulatory or statutory body requirements shall be specified within individual Course Specifications.

Undergraduate

- 4.2 Normally the maximum period from the time of first enrolment for undergraduate awards shall be as follows (refer also to [paragraph 14.3](#) of this Regulation):

	Course Duration (Years)	Maximum Period of Enrolment (Years)	
		Full-Time	Part-Time
Undergraduate Award	Full-Time	Full-Time	Part-Time
Degree course	5	7	11
Degree course	4	6	9
Degree course	3	5	7
DipHE	2	3	5
CertHE	1	2	3

Graduate Certificates and Graduate Diplomas

	Course Duration	Maximum Period of Enrolment (Years)	
		Full-Time	Part-Time
Undergraduate Award	Full-Time	Full-Time	Part-Time
Graduate Diploma	30 weeks	2	3
Graduate Certificate	15 weeks	2	2

- 4.3 The maximum permissible period of enrolment for part-time study shall include any period of time during which the candidate was enrolled as a full-time student of the University.
- 4.4 The maximum period of enrolment for a candidate gaining advanced entry to an approved course shall be the same as for other students on the course from that point.
- 4.5 In exceptional circumstances, Academic Council may extend the period of enrolment.

Postgraduate

- 4.6 The Course Specification shall state the duration of the course for the award. Normally, these shall be:
- (i) for Certificate courses: 15 weeks of full-time study or 30 weeks part-time study;
 - (ii) for Diploma courses: 30 weeks of full-time study or 60 weeks part-time study;
 - (iii) for the Masters Degree: 45 weeks of full-time study or 90 weeks part-time study.

- 4.7 Normally, the maximum period from the time of first enrolment shall be 52 weeks for full-time study and 104 weeks for part-time study over and above the normal period of completion.
- 4.8 In exceptional circumstances, Academic Council may extend the period of enrolment.

5. THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK (SCQF)

- 5.1 For the purposes of these Regulations the following definitions apply:

Level:	A module is allocated a level on the basis of its identified and assessed learning outcomes. The level serves to indicate the relative demand and complexity of learning, and the degree of learner autonomy.
Credit:	SCQF credit points are awarded for the achievement of appropriate learning outcomes and the number of credit points is determined by the notional student effort required to achieve the learning outcomes. One credit point represents 10 hours of notional student effort.
Stage:	The sequential component of a course defined irrespective of the mode of attendance. For example, a Bachelor degree with honours would comprise four stages.
Year:	The academic session during which all or part of a stage of a course is undertaken.

- 5.2 All awards of the University comply with the Scottish Credit and Qualifications Framework (SCQF).

Undergraduate Bachelor awards are based on the Scottish standard of the four-year full-time Honours degree, for which a minimum of 480 credit points must be accumulated according to a validated course or programme, normally a minimum of 120 of which are to be awarded at each of the four successive levels of study, as follows:

Award	Minimum Credits	Credit Level
Certificate of HE (with a minimum of 90 credits at level SCQF 7)	120	SCQF 7
Diploma of HE (with a minimum of 90 credits at level SCQF 8)	240	SCQF 8
Degree (with a minimum of 60 credits at level SCQF 9)	360	SCQF 9
Degree with Honours (with a minimum of 180 credits at levels SCQF 9 and SCQF 10, and a minimum of 90 credits at level SCQF 10)	480	SCQF 10

Awards that typically require graduate entry, or its equivalent, but which are not at Masters level are structured as follows:

Award	Minimum Credits	Credit Level
Graduate Certificate	60	SCQF 9 or higher
Graduate Diploma (with a minimum of 120 credits at level SCQF 9)	120	SCQF 9 or higher

Postgraduate provision is structured in the SCQF as follows:

Award	Minimum Credits	Credit Level
Postgraduate Certificate (with a minimum of 40 credits at level SCQF 11)	60	SCQF 11
Postgraduate Diploma (with a minimum of 90 credits at level SCQF 11)	120	SCQF 11
Masters Degree (with a minimum of 150 credits at level SCQF 11)	180	SCQF 11
Masters Degree (integrated undergraduate and Masters) (with a minimum of 120 credits at level SCQF 11)	600	SCQF 11
Doctoral Degree (Professional) (with a minimum of 420 credits at level SCQF 12 and a maximum of 120 credits at level SCQF 11)	540	SCQF 12

5.3 Variations in these norms may be permitted, if approved at validation, as follows:

- (i) In an undergraduate course credit must be accumulated, within a validated course or programme, in accordance with the following:
 - (a) the first stage must contain a minimum of 90 credits at level SCQF 7 with the remaining credits deriving from levels SCQF 8 or SCQF 9;
 - (b) the next stage must contain a minimum of 90 credits at level SCQF 8 with the remaining credits deriving from levels SCQF 7, SCQF 9 or SCQF 10;
 - (c) the next stage must contain a minimum of 90 credits at level SCQF 9 with the remaining credits deriving from levels SCQF 7, SCQF 8, SCQF 10 or SCQF 11;
 - (d) the next stage must contain a minimum of 90 credits at level SCQF 10 with the remaining credits deriving from levels SCQF 8, SCQF 9 or SCQF 11.
- (ii) In a postgraduate course credit must be accumulated, within a validated course or programme, in accordance with the following:
 - (a) the Postgraduate Certificate stage must contain a minimum of 45 credits at level SCQF 11 with the remaining credits deriving from levels SCQF 9 or SCQF 10;

- (b) the Postgraduate Certificate/Diploma stage must cumulatively contain a minimum of 75 credits at level SCQF 11 with the remaining credits deriving from levels SCQF 9 or SCQF 10;
- (c) the Masters stage must contain 60 credits at level SCQF 11.

- 5.4 All courses shall be comprised of credit-rated modules, normally of 15 SCQF credits and, in full-time mode, normally four modules shall be delivered per semester. All student work, including placements and work-based learning assessed against learning outcomes, shall attract a SCQF credit-rating at the appropriate level. Placements and work-based learning may exceptionally permit the award of SCQF credit over and above that which is normally standard for the stage if approved at validation.
- 5.5 When a pass grade has been achieved the Assessment Board shall confirm the award of credit. A student who has achieved the credit shall not be permitted to undertake further assessment opportunities in order to improve upon the pass grade already achieved.

6. EUROPEAN CREDIT TRANSFER SCHEME (ECTS)

The credit rating of the University's provision within the SCQF Scheme permits the conversion of credit points to the European Credit Transfer Scheme (ECTS). One ECTS credit is equivalent to two SCQF credits.

7. AIMS AND LEVEL LEARNING OUTCOMES OF THE COURSE

Each course shall have specified aims and Level Learning Outcomes, as described in the Course Specification, that are fulfilled by the curriculum, course structure, instruction/learning methodology and forms of assessment; these shall be stated in the Course Specification and Module Descriptors as appropriate.

8. COURSE CURRICULUM AND STRUCTURE

- 8.1 The curriculum for a course shall be appropriate to the aims and Level Learning Outcomes of the award to which the course leads.
- 8.2 The structure of the course shall provide for the progression of students from the level of knowledge and skills required for admission to the level specified for the award.

9. ADMISSION OF STUDENTS TO A COURSE

Admission procedures shall accord with the provisions of *Regulation A2: Admission*.

10. STUDENT CONDUCT, APPEALS AND COMPLAINTS

University and student obligations are specified in *Regulation A3: Student Conduct and Appeals: Section 1 and Section 2* and the *Complaints Handling Procedure*.

11. ASSESSMENT

Assessment regulations for a course are given in *Regulation A4: Assessment and Recommendations of Assessment Boards*.

12. PROGRESSION AND AWARDS

12.1 Regulations relating to progression and awards within a course or programme shall comply with the provisions of *Regulation A4: Assessment and Recommendations of Assessment Boards* and *Regulation A5: External Examiners*.

12.2 Regulations governing progression and award within a particular course shall specify the requirements for award at each stage or progression to the next stage. The elements of study that are compulsory, optional and/or alternative will be specified in the Course Specification.

13. TRANSFER

13.1 A student may transfer between courses leading to an award at the same level as that for which he/she was initially enrolled.

13.2 Any such transfer shall require the permission of the Course/Programme Management Team responsible for each of the courses. Where such permission is withheld, a student may appeal in the first instance to the Head(s) the School(s) responsible for the courses concerned. A student may subsequently appeal to the *Student Appeals Committee* (see *Regulation A3, Section 1: Academic Appeal (Awards and Progression) Procedure*), operating with the authority of Academic Council, against the withholding of permission by the Head of School responsible for the course from which he/she is seeking transfer or to which transfer is being sought.

13.3 The Course/Programme Management Team responsible for the course to which the student is transferring shall determine the conditions of transfer.

14. TEMPORARY SUSPENSION OF STUDIES

- 14.1 A student who has cause to suspend his/her studies may be permitted by the School Academic Board, which will be advised by the Course/Programme Management Team, to defer proceeding for a specified period not normally exceeding one year. In this regard, the School Academic Board shall have delegated authority from Academic Council to make decisions on its behalf. Normally, a student shall be permitted to suspend study only once during his/her period of enrolment.
- 14.2 When granting such permission the School Academic Board shall specify, if appropriate, the assessment opportunities which shall be available to the student on the resumption of his/her studies and shall consider the most appropriate point of re-entry to the course.
- 14.3 An agreed period of suspension shall not be included in the period of enrolment as stated in [paragraph 4.2](#) and [paragraph 4.6](#) of this Regulation, unless there are specific professional, statutory and/or regulatory body reasons for doing so.

Master of Business Management	MBM
Master of Design	MDes
Master of Education	MEd
Master of Fine Art	MFA
Master of Laws	LLM
Master of Midwifery	MMidwifery
Master of Nursing	MNursing
Master of Public Administration	MPA
Master of Science	MSc

3. Research degrees conferred by the University are specified in [Regulation A6: Research Degrees, paragraph 1](#).