ACADEMY OF GLASGOW FOR CULTURE & SCIENCES

Postgraduate Regulations

Document Status: Draft for Internal Review
Version: 1.0
Institution: Academy of Glasgow for Culture & Sciences
Scope: Postgraduate programmes, research-based programmes, and specialised programmes offered by the Academy.

Chapter One: General Provisions

Article 1: Title of the Regulations

These Regulations shall be known as the *Postgraduate Regulations*. They establish the general principles governing admission, registration, study, academic research, assessment, completion of programme requirements, and academic appeals.

Article 2: Objectives of the Regulations

These Regulations aim to:

1. Establish an organised academic framework for study and research.
2. Define the rights, duties, and responsibilities of students.
3. Standardise the fundamental principles governing admission, assessment, and academic supervision.
4. Promote academic integrity and the quality of scholarly work.
5. Regulate the relationship between students, academic supervisors, and the relevant administrative departments.
6. Establish clear procedures for monitoring academic progress and completing programme requirements.
7. Promote fairness, transparency, and equal opportunity in the treatment of students.

Article 3: General Principles

In organising its programmes, the Academy shall be guided by the following principles:

1. Academic rigour and scholarly quality.
2. Fairness and objectivity in admission and assessment.
3. Respect for intellectual property and academic integrity.

4. Clear communication of academic and research requirements before registration.
5. Respect for privacy and the confidentiality of student data and research.
6. Recognition of differences in applicants' academic backgrounds and previous experience.
7. Providing educational opportunities subject to programme requirements and the student's ability to fulfil them.
8. Periodic programme review and development to improve quality and alignment with educational objectives.

Article 4: Scope of Application

These Regulations shall apply to students registered on programmes covered by them, and to academic staff, supervisors, and relevant administrative personnel within the scope of their respective responsibilities.

They shall be supplemented by the detailed policies and regulations governing admission and registration, academic programmes and levels, study and assessment, academic research, and academic integrity and appeals.

Where a particular programme has additional requirements, these shall be stated in its official programme specification or academic handbook.

Chapter Two: Programme Levels and Modes of Study

Article 5: Educational Levels and Pathways

Depending on their nature and purpose, the educational programmes that the Academy may offer include the following levels:

1. **Diploma.**
2. **Higher Diploma.**
3. **Mini Master's.**
4. **Master's Degree.**
5. **Doctorate.**

The Academy may also offer standalone specialised courses, in standard or intensive formats, in accordance with its Specialised Courses Policy.

The specification for each programme shall identify its exact title, level, objectives, learning outcomes, entry requirements, mode of study and assessment, and completion requirements.

These levels shall not be assumed to have equivalent academic depth, duration, or research requirements. The requirements for each level shall be determined according to the nature and objectives of the relevant programme.

Article 6: Nature of Programmes

Programmes may be:

1. General, specialised, or subject-specific.
2. Academic or professional in their objectives and intended learning outcomes.
3. Coursework-based, research-based, or a combination of coursework and research, according to the specification of each programme.

The nature of each programme shall be defined before registration opens. The programme title alone shall not be considered sufficient to explain its content or requirements.

Article 7: Distance Learning

Programmes covered by these Regulations shall be delivered remotely through the electronic platforms and communication methods designated by the Academy.

Study activities may include:

1. Online lectures and electronic learning materials.
2. Academic reading and scholarly references.
3. Online educational discussions and meetings.
4. Assignments, research projects, and academic reports.
5. Communication with supervisors and academic staff.
6. Online examinations, research discussions, or presentations, as required by the programme.

Each programme shall specify its academic communication arrangements, assignment submission procedures, meeting attendance requirements, and methods of assessment and progress monitoring.

Article 8: Modes of Study

Study may be organised under two modes:

First: Full-Time Study.
The student shall allocate regular study time appropriate to the academic workload specified for the programme.

Second: Part-Time Study.
The student may distribute the academic workload over a longer period in accordance with the study plan applicable to the programme.

The difference between the modes of study shall not imply a different final standard or reduced academic requirements for the same qualification. It shall relate to the organisation of time, study workload, and the schedule for completing programme requirements.

Each programme shall specify its indicative duration and applicable time limits according to its nature.

Chapter Three: Admission and Registration

Article 9: Admission Requirements

Admission requirements shall be determined according to the level, nature, and academic requirements of each programme.

Requirements may include:

1. An appropriate prior academic qualification.
2. An academic background relevant to the programme.
3. Submission of the required academic documents.
4. A curriculum vitae or statement of relevant experience, where required.
5. A research proposal or statement of academic objectives, where required.
6. Language requirements or an academic interview, where specified for the programme.

Meeting the minimum entry requirements shall not automatically guarantee admission. Applications shall be assessed against the programme's criteria and available capacity.

Article 10: Application for Admission

Applicants shall submit their applications through the channels designated by the Academy and provide the required information and supporting documents.

Applicants shall be responsible for the accuracy of the information supplied and for ensuring that their documents are valid, legible, and consistent with the relevant originals.

The relevant administrative department may request clarification or additional documents where necessary to complete the assessment of an application.

Article 11: Application Review

Applications shall be reviewed through an organised process which may include, depending on the programme:

1. Checking the completeness of information and supporting documents.
2. Reviewing previous qualifications and academic background.
3. Assessing the applicant's suitability for the programme.
4. Requesting an interview or further information where necessary.
5. Recording the review outcome and notifying the applicant.

Application records and admission decisions shall be retained in accordance with the applicable records management procedures.

Article 12: Registration and Completion of Procedures

Following notification of an admission decision, the applicant shall be informed of the registration procedures, applicable fees, payment deadlines, outstanding documents, and programme commencement date.

Submitting an application alone shall not constitute completed registration unless the prescribed programme registration procedures have been fulfilled.

The applicable financial terms, payment schedule, withdrawal arrangements, and refund policy shall be communicated before registration is completed.

Chapter Four: Study Organisation and Academic Progress

Article 13: Programme Structure

Each programme shall have an academic specification setting out, as appropriate to its nature:

1. Programme objectives and learning outcomes.
2. Courses or study units, where applicable.
3. Research requirements.
4. Teaching and academic communication methods.
5. Assessment methods and pass criteria.
6. Programme completion requirements.
7. Indicative duration and study schedule.
8. Research project, dissertation, or thesis requirements, where applicable.

Students shall be given access to programme requirements before registration. They shall be notified of material changes that may affect their academic progress.

Article 14: Monitoring Academic Progress

Students shall be responsible for following their study plans, meeting deadlines, completing assignments, and communicating with their supervisors or the relevant academic department.

The academic administration shall monitor progress, identify delays or unmet requirements, and provide appropriate guidance in accordance with programme procedures.

Article 15: Academic Guidance and Supervision

Each programme shall specify appropriate academic guidance arrangements according to its nature.

For research-based programmes, an academic supervisor may be appointed whose expertise is relevant to the research topic. The supervisor’s responsibilities shall be defined and may include guiding the student, monitoring progress, providing scholarly feedback, and supporting compliance with research methodology and academic integrity requirements.

Students shall remain responsible for the originality of their work, the accuracy of their data, the validity of their conclusions, and compliance with applicable research guidance.

Article 16: Academic Credits

Academic credits shall be organised in accordance with the credit framework applicable to the programme.

Programme documentation shall specify the total credit requirements, the method of calculating credits, their relationship to courses or research activities, and the requirements for completion.

Numerical credit values and minimum or maximum requirements shall be determined under the applicable framework for each level and programme, distinguishing academic workload from research and assessment requirements.

Credits awarded internally shall not automatically be assumed to be transferable to, or recognised by, another institution.

Chapter Five: Academic Research and Dissertations

Article 17: Research-Based Programmes

Certain programmes may be based primarily on direct academic research, in accordance with their specifications and requirements.

In such cases, students shall prepare research work appropriate to the level of the programme, addressing a defined research question or problem and employing suitable references and a clear methodology.

The programme specification shall identify the required research output, such as a research project, dissertation, or thesis, together with the submission and assessment requirements.

Article 18: Selection of a Research Topic

Students shall select a topic relevant to the programme, capable of meaningful investigation, and supported by available sources and data.

The topic shall be reviewed under the programme's academic procedures, taking into account the clarity of the research problem, objectives, questions, methodology, and scope.

Amendments to the topic or methodology may be required where justified by academic considerations.

Article 19: Research Methodology and Academic Integrity

Students shall:

1. Use a methodology appropriate to the research question.
2. Cite sources and references in accordance with the programme's prescribed style.
3. Distinguish referenced material from their own analysis and conclusions.
4. Refrain from fabricating, falsifying, or misrepresenting data or findings.
5. Disclose material academic or technical assistance in accordance with programme policy.
6. Respect intellectual property and privacy rights.
7. Comply with ethical requirements appropriate to the research.

Academic integrity violations shall be addressed under the Academic Integrity and Appeals Policy.

Article 20: Research in Health and Applied Fields

Where research concerns a health-related or applied field, the methodology and data sources shall be appropriate to the subject, and relevant ethical requirements shall be observed.

A distinction shall be maintained between theoretical or research-based study and clinical practice, practical application, or professional licensing. Completion of academic research shall not, by itself, replace separate requirements for any professional activity requiring specific qualifications or authorisation.

Article 21: Research Submission and Discussion

Students shall submit their research in the format and within the deadlines specified by the programme.

Assessment procedures may include written review, feedback from assessors, an online academic discussion, or other methods set out in the programme specification.

Students shall be informed of the assessment criteria, the procedure for addressing required amendments, and the applicable deadline for completing them.

Assessment outcomes and subsequent procedures shall be documented in accordance with the academic records system.

Chapter Six: Assessment and Programme Completion

Article 22: Principles of Assessment

Assessment shall be conducted against clear criteria appropriate to the learning outcomes and level of the programme.

Assessment methods may include:

1. Examinations and assignments.
2. Reports and projects.
3. Academic presentations and discussions.
4. Research projects, dissertations, and theses.
5. Continuous assessment, where applicable.

Assessment procedures shall be fair and objective, and assessment results and records shall be retained in accordance with applicable procedures.

Article 23: Passing and Completion Requirements

Each programme shall specify its pass criteria and completion requirements, including required courses or study units, research work, final assessment, and any other academic obligations.

Attendance at educational activities or submission of research without completion of the required assessment shall not, on its own, constitute sufficient evidence of programme completion.

Article 24: Amendments and Resubmission

Where academic work or a research output requires amendment, the student shall be informed of the required changes and the deadline for completing them.

Procedures for resubmission or reassessment, where applicable, shall be specified in the detailed regulations of the programme.

Article 25: Suspension or Withdrawal

Students may request a deferral, suspension, or withdrawal in accordance with the procedures and conditions published for the programme.

The decision shall clarify its effect on the study period, financial obligations, eligibility to resume study, and academic record.

The published fee and refund policy applicable at the time of registration shall be applied, subject to any binding contractual terms.

Chapter Seven: Student Rights and Responsibilities

Article 26: Student Rights

Students shall have the right to:

1. Access the programme specification and requirements before registration.
2. Receive clear information about study, assessment, and fees.
3. Receive academic guidance appropriate to the programme.
4. Be informed of assessment results and the steps required to complete their studies.
5. Be treated fairly and respectfully, without unjustified discrimination.
6. Have their personal data and academic records protected in accordance with applicable policy.
7. Submit enquiries, complaints, or appeals through the prescribed procedures.
8. Obtain academic documents to which they are entitled, based on their records and fulfilment of the relevant requirements.

Article 27: Student Responsibilities

Students shall:

1. Provide accurate information and genuine documents.
2. Comply with programme requirements and deadlines.
3. Complete academic work honestly and disclose assistance in accordance with applicable rules.
4. Respect intellectual property and the rights of others.
5. Communicate professionally with academic staff, supervisors, and administration.
6. Protect the confidentiality of data to which they have access.
7. Comply with policies governing the use of educational platforms and resources.
8. Pay applicable fees in accordance with the terms communicated at registration.

Article 28: Equality and Access to Study

The Academy shall apply clear admission and assessment criteria and, where practicable, take account of students' differing needs and circumstances when organising distance learning, without compromising essential academic requirements.

Applicants and students shall not be treated unfairly on the basis of a personal characteristic unrelated to the requirements of the programme or their ability to fulfil them.

Chapter Eight: Academic Integrity and Appeals

Article 29: Academic Integrity

Academic integrity shall be fundamental to all educational and research activities.

Depending on the circumstances, violations may include:

1. Plagiarism or failure to acknowledge sources.
2. Cheating or attempted cheating in assessment.
3. Fabrication or falsification of data.
4. Submitting work prepared by another person as one's own.
5. Manipulation of academic documents or results.
6. Unauthorised assistance in preparing work or completing an assessment.

Cases shall be reviewed through fair procedures, allowing the student to understand the allegation and respond to it.

Article 30: Complaints and Appeals

Students may submit complaints or appeals concerning academic or administrative decisions through the channels and within the deadlines specified in the relevant policy.

An appeal shall identify the matter being challenged, the grounds for the appeal, and any supporting documents, where available.

Appeals shall be reviewed objectively, and the student shall be informed of the outcome and any action taken in accordance with the applicable procedures.

Dissatisfaction with an assessment result alone shall not be sufficient grounds for changing it without a basis that warrants review.

Chapter Nine: Academic Records and Documents

Article 31: Records Management

The Academy shall maintain organised records relating to applications, registration, academic progress, assessment, research, and academic decisions.

Access to such records shall be determined according to assigned responsibilities and the applicable data protection policy.

Article 32: Academic Documents

Academic documents shall be issued in accordance with the student's actual records, assessment results, and requirements fulfilled.

The types of documents available, and the procedures for issuing and verifying them, shall be specified in the Certificates and Verification Policy.

Information appearing in academic documents shall be consistent with academic records and shall be verifiable in accordance with applicable procedures.

Chapter Ten: Quality Assurance and Review

Article 33: Programme Review

Programmes shall be reviewed periodically to improve the quality of academic content, clarity of learning outcomes, suitability of assessment methods, and effectiveness of academic supervision.

Reviews may consider assessment outcomes, student feedback, supervisor reports, developments in scholarly references, and the extent to which programme objectives have been achieved.

Article 34: Revision of the Regulations

These Regulations may be reviewed and updated where necessary to improve procedures, address deficiencies, or accommodate academic and organisational developments.

Amendments and their effective dates shall be documented, and relevant parties shall be notified in accordance with internal procedures.

Article 35: Interpretation

The relevant academic authority shall interpret these Regulations within the scope of its responsibilities, ensuring consistency with their objectives and related detailed policies.

Where a specialised policy governs a particular matter, these Regulations shall be read together with that policy.

Article 36: Commencement

The effective date of these Regulations shall be determined when the final version has received internal approval. Before publication, the document shall be reviewed for consistency with the other published regulations and academic programme specifications.

End of Document

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