ACADEMY OF GLASGOW FOR CULTURE & SCIENCES

Study, Assessment and Research Regulations

Document Status: Draft for Internal Review
Version: 1.0
Institution: Academy of Glasgow for Culture & Sciences

Chapter One: General Provisions

Article 1: Title of the Regulations

These provisions shall be known as the *Study, Assessment and Research Regulations*. They establish the rules governing programme delivery, monitoring student progress, assessing academic performance, supervising research work, and determining whether programme completion requirements have been satisfied.

Article 2: Objectives

These Regulations aim to:

1. Organise distance learning and the monitoring of academic progress.
2. Establish general principles for assessment, passing, and reassessment.
3. Provide a framework for preparing academic research, projects, and theses.
4. Regulate research supervision and the monitoring of research progress.
5. Clarify programme completion requirements and the confirmation of results.
6. Ensure that assessment is aligned with programme objectives and learning outcomes.
7. Support academic integrity and the quality of research work.

Article 3: Scope of Application

These Regulations apply to programmes offered by the Academy, subject to the requirements of each programme, its level, and its nature.

They shall be read together with the General Postgraduate Regulations, the Admission and Registration Policy, the Academic Programmes and Levels Regulations, and the Academic Integrity and Appeals Policy.

Article 4: General Principles of Study and Assessment

The Academy shall observe the following principles:

1. Clear communication of study and assessment requirements before the programme begins.
2. Alignment of assessment with the stated learning outcomes.
3. Fair and consistent assessment criteria.
4. Proper documentation of results and academic decisions.
5. Clear information concerning submission deadlines and passing requirements.
6. Consideration of the nature of research-based, professional, and academic programmes.
7. Protection of the confidentiality of research work and academic records.

Chapter Two: Study Organisation and Progress Monitoring

Article 5: Study Plan

Each programme shall have a description or study plan setting out its components and requirements, as appropriate to its nature, including:

1. Modules or study units, where applicable.
2. Academic activities and assignments.
3. Academic credits and completion requirements, where applicable.
4. Assessment and submission deadlines.
5. Research, project, or thesis requirements.
6. Expected programme duration.
7. Passing and completion criteria.

Article 6: Distance Learning

Study shall be delivered remotely through the electronic platforms and tools designated by the Academy.

Learning methods may include written materials, recorded lectures, online meetings, academic reading, assignments, research discussions, and other methods appropriate to the programme.

The programme specification shall identify mandatory activities, access arrangements, and participation requirements.

Article 7: Student Responsibilities

Students shall:

1. Familiarise themselves with the study plan and programme requirements.
2. Monitor academic announcements and communications.
3. Complete assignments and research work by the specified deadlines.
4. Maintain communication with the relevant academic department or supervisor when necessary.
5. Observe academic integrity requirements.
6. Retain copies of their academic work and study documents.

7. Inform the Academy of significant circumstances affecting academic progress, where practicable.

Article 8: Monitoring Academic Progress

The academic department shall monitor student progress through assessment results, completion of assignments, research reports, and programme milestones.

Where significant delays or failures to meet essential requirements arise, the department may contact the student to clarify the situation and discuss appropriate measures.

Article 9: Programme Duration

The expected duration of each programme shall be stated in its specification, taking account of its level, content, workload, and research requirements.

The actual duration may vary according to the mode of study, student progress, the nature of the research, and any deferrals or extensions approved by the Academy.

Chapter Three: Academic Assessment

Article 10: Purpose of Assessment

Assessment aims to measure the achievement of learning outcomes and determine the student's understanding, analytical ability, theoretical application, and independent research capabilities, as appropriate to the programme.

Assessment methods shall be suitable for the programme level and the knowledge and skills being evaluated.

Article 11: Assessment Methods

Depending on the programme, assessment may include:

1. Written or online examinations.
2. Assignments and academic papers.
3. Case studies and critical analyses.
4. Academic presentations or discussions.
5. Research projects.
6. Theses and dissertations.
7. Interviews or final academic discussions.
8. Any other method specified in the programme description.

Students shall be informed of the principal assessment methods and requirements before the assessments take place.

Article 12: Assessment Criteria

Assessment criteria for each assignment, module, or research work shall be determined according to its requirements and may include:

1. Accuracy of information and understanding of the subject.
2. Depth of analysis and critical thinking.
3. Soundness of the methodology used.
4. Quality of reasoning and conclusions.
5. Appropriate use of sources and references.
6. Organisation, clarity, and quality of academic writing.
7. Compliance with the assignment requirements and instructions.

Article 13: Mark Allocation

The programme or module specification shall define the allocation and relative weighting of marks for assessment components where a marking system is used.

The minimum passing mark and any additional requirements relating to mandatory components shall be communicated before assessment begins.

A uniform mark allocation shall not be presumed to apply to all programmes unless expressly adopted.

Article 14: Publication of Results

Results shall be reviewed and recorded in accordance with the applicable academic procedures. Students shall be informed of their results through official communication channels.

Where appropriate, academic feedback may be provided to help students understand their strengths and the areas requiring improvement.

Article 15: Review of an Assessment Result

A student may request a review of an assessment result in accordance with the applicable procedures and deadlines.

Depending on the nature of the request, the review may verify the accuracy of mark calculations, completion of assessment procedures, application of published criteria, or the existence of a material procedural error.

A review does not automatically entail reassessment or guarantee a change in the result.

Chapter Four: Passing, Progression, and Reassessment

Article 16: Passing Requirements

A student shall be considered to have passed when the minimum passing requirements and all mandatory conditions specified in the programme or module have been satisfied.

Research, project, or thesis requirements must also be completed where they form an essential component of the programme, even if the student has satisfied the other assessment components.

Article 17: Failure to Meet Passing Requirements

Where a student does not meet the passing requirements, the student's academic status and available next steps shall be determined under the applicable programme rules.

These may include resubmission of work, reassessment, completion of specified requirements, or repetition of a programme component where permitted by the relevant rules.

Article 18: Reassessment

A student who has not achieved the required passing standard may be offered reassessment, subject to the programme's conditions and applicable limits on reassessment.

The student shall be informed of the scope of reassessment, the deadline, the method for determining the subsequent result, and any applicable fee.

Article 19: Extension of Deadlines

A student may request an extension to an assignment or research submission deadline where justified circumstances exist.

The request shall be considered in light of the nature of the task and the effect of the delay on the study plan. Where practicable, requests should be submitted before the original deadline.

Article 20: Interruption or Repeated Delays

Where repeated non-submission or disengagement from academic monitoring occurs, the responsible department may contact the student to establish the reasons and discuss possible measures.

Decisions concerning continuation or suspension of study shall be made under the applicable regulations and policies, documented, and communicated to the student.

Chapter Five: Research and Research Preparation

Article 21: Research Requirements

Research requirements shall be determined according to the level and nature of each programme.

They may include literature reviews, definition of the research problem, formulation of questions or hypotheses, selection of methodology, analysis of sources or data, discussion of findings, and preparation of conclusions and recommendations.

The scope and depth of research shall be appropriate to the stated programme level.

Article 22: Selection of a Research Topic

Students shall select a topic relevant to their programme and capable of being investigated through an appropriate methodology.

Consideration shall be given to the clarity of the research problem, access to necessary sources or data, academic value, and compliance with relevant ethical requirements.

Article 23: Research Proposal

Where a programme requires a research proposal, the programme shall specify its required components, submission procedure, and review process.

The proposal may be returned for amendment or further development before approval. Material comments shall be communicated to the student.

Article 24: Methodology and Sources

Students shall use a methodology appropriate to the research question and objectives and cite sources according to the referencing style specified by the programme.

Ideas derived from sources must be distinguished from the student's own ideas and analysis, and quotations and data must be properly documented.

Article 25: Data and Human Participants

Where research involves collecting personal data, working with human participants, or handling sensitive information, students shall follow the ethical and procedural requirements established by the Academy before commencing the relevant research activity.

Data shall not be collected or used outside the scope of the approvals required under the nature of the research and applicable policies.

Chapter Six: Research Supervision

Article 26: Appointment of a Supervisor

Programmes requiring research supervision shall specify the procedure for appointing a supervisor according to the research field and programme requirements.

The supervisor's expertise should be appropriate to the research topic and nature of the work. Supervision responsibilities shall be made clear to the student at the beginning of the supervisory relationship.

Article 27: Supervisor Responsibilities

Depending on the programme, supervisor responsibilities may include:

1. Advising the student on the research scope and methodology.
2. Reviewing research progress and discussing difficulties.
3. Providing academic feedback on drafts.
4. Drawing attention to academic integrity and research ethics requirements.
5. Documenting key stages of supervision.
6. Advising whether the work is ready to proceed to the next stage, in accordance with programme rules.

Supervision does not remove the student's responsibility for the originality, accuracy, and compliance of their work with programme requirements.

Article 28: Student Research Responsibilities

Students shall:

1. Follow the agreed research plan.
2. Consider and appropriately address the supervisor's feedback.
3. Document sources and data.
4. Meet agreed deadlines for reports and drafts.
5. Disclose significant issues affecting research integrity or progress.
6. Retain original copies of research data and work in accordance with applicable requirements.

Article 29: Research Progress Reports

Students may be required to submit periodic reports explaining completed work, difficulties encountered, next steps, and progress against the research timetable.

These reports shall be used to monitor progress and identify any need for support or changes to the research plan.

Article 30: Changes to the Research Topic or Supervisor

A request to change the research topic or supervisor may be considered where justified academic or organisational reasons exist.

The request shall be reviewed and approved in accordance with applicable procedures. The effect of the change on the timetable and programme requirements shall be explained.

Chapter Seven: Theses, Dissertations, and Final Assessment

Article 31: Preparation of a Thesis or Dissertation

A thesis or dissertation shall be prepared in accordance with the requirements specified for the programme and shall demonstrate an appropriate level of knowledge, analysis, methodology, and research independence.

The programme specification shall define requirements relating to format, content, length, referencing, and submission.

Article 32: Final Submission

Before a thesis or dissertation is submitted for final assessment, the student shall complete the requirements specified by the programme, including any necessary procedural approvals where applicable.

Receipt of a submitted file alone shall not constitute acceptance of the work or confirmation that it has passed assessment.

Article 33: Final Assessment of a Thesis

A thesis or dissertation shall be assessed against published criteria appropriate to the programme level. These may include:

1. Significance of the topic and clarity of the research problem.
2. Quality of the literature review and use of sources.
3. Suitability of the methodology.
4. Accuracy of analysis and conclusions.
5. Originality and expected academic contribution appropriate to the programme level.
6. Quality of presentation, organisation, and referencing.
7. Compliance with research ethics and academic integrity requirements.

Article 34: Academic Defence

Where a programme requires an oral or online defence, its procedures, requirements, and assessment criteria shall be explained in advance.

The defence outcome and any required amendments shall be documented in accordance with the applicable procedures.

Article 35: Final Assessment Decisions

Subject to the programme rules, the final assessment outcome may be one of the following:

1. Pass without major amendments.
2. Pass subject to specified amendments.
3. Resubmission following major amendments.
4. Failure to meet the passing requirements.

The student shall be informed of the decision, feedback, required actions, and applicable deadline.

Article 36: Completion of Amendments

Students shall complete required amendments within the period specified in the assessment decision.

The relevant authority shall review the amendments according to their nature and document its final decision regarding their completion.

Chapter Eight: Academic Integrity and Research Quality

Article 37: Commitment to Academic Integrity

Students shall observe academic integrity in all coursework and research. This includes originality, proper referencing, accurate presentation of data and findings, and disclosure of assistance or tools where required by programme rules.

Article 38: Academic Misconduct

Academic misconduct may include plagiarism, cheating, data manipulation, presenting another person's work as one's own, falsification, and other conduct that violates academic integrity requirements.

Cases shall be handled under the Academic Integrity and Appeals Policy and related procedures. Relevant facts and decisions shall be documented, and the student shall be afforded the procedures applicable to the case.

Article 39: Use of Artificial Intelligence Tools

The use of artificial intelligence tools in academic and research work shall be subject to the instructions specified for the programme.

Their use must not result in fabricated information, unverified findings, or work that fails to reflect the intellectual contribution required of the student.

Disclosure shall be made where required by programme instructions. Students remain responsible for the accuracy, originality, and source verification of their final work.

Article 40: Research Confidentiality and Rights Protection

Students, supervisors, and relevant personnel shall protect confidential research information in accordance with applicable obligations.

Rights relating to the use of research work, materials, and associated data shall be determined under applicable policies and agreements, with due regard to source ownership and intellectual property rights.

Chapter Nine: Programme Completion and Confirmation of Results

Article 41: Programme Completion Requirements

A student shall not be considered to have completed a programme until the following requirements have been satisfied:

1. Completion of all mandatory study components.
2. Fulfilment of academic credit requirements, where applicable.
3. Passing all required assessments.
4. Completion of the project, thesis, or dissertation, where required.
5. Completion of required final amendments.
6. Fulfilment of relevant administrative and financial requirements under applicable policies.

Article 42: Review of Final Results

Final results shall be reviewed to verify that programme requirements have been completed and that results and academic decisions have been accurately recorded.

The final outcome shall be documented in the student's academic record.

Article 43: Notification of Programme Completion

The student shall be informed that the programme requirements have been satisfied after the necessary reviews and procedures have been completed.

The procedures for issuing academic documents and the type of document issued shall be determined under the applicable rules and in accordance with the programme completed.

Article 44: Retention of Work and Results

Assessment results, academic decisions, and final versions of research work shall be retained under the applicable records management system.

Access to these records shall be restricted according to defined responsibilities and permissions, subject to confidentiality and data protection requirements.

Chapter Ten: Final Provisions

Article 45: Academic Responsibilities

The responsible academic authority shall implement these Regulations and monitor compliance with study, assessment, and research requirements within its assigned responsibilities.

Article 46: Exceptions and Exceptional Circumstances

Requests for exceptions relating to deadlines or study procedures may be considered where justified circumstances exist, in accordance with applicable procedures and provided that the programme's essential academic requirements are not compromised.

The decision and its reasons shall be documented and communicated to the student.

Article 47: Interpretation of the Regulations

The appropriate authority shall interpret these Regulations in a manner that ensures consistency with the Academy's other regulations and the published programme requirements.

Article 48: Review and Commencement

These Regulations shall be reviewed before internal approval. Their effective date shall be determined once the required review and procedures have been completed.

They shall be reviewed periodically whenever necessary.

End of Document

Academy of Glasgow for Culture & Sciences
Study, Assessment and Research Regulations — Version 1.0