

University of Glasgow

Academic Standards Committee – Friday 27 May 2011

Code of Assessment: Arrangements for Visiting/Exchange Students –
Appendix 1

Ms H Butcher, Clerk to the Committee

Excerpt from minutes of Academic Regulations Committee held on 28 May 2003**ARC/2002/75.2 Report from the Working Group on Assessment Arrangements for Study Abroad Students held on 7 May 2003**

The report was noted. With regard to a proposal that students could undertake examinations in their home country, it was agreed that this would not be practical. The word "term" was replaced with "part of a semester"

The following recommendations with the above amendment in respect of the terminology were **approved**:

- To receive credit, Visiting Students officially enrolled for one semester or part of a semester should take all the assessments timetabled during the period of their enrolment. This guiding principle would be subject to credit awarded to any such Visiting Student being based on a minimum of two pieces of assessment, at least one of which must be taken under examination conditions. In relation to this latter requirement, departments may, if necessary, require an individual Visiting Student to take under examination conditions a piece of assessment not normally so taken (for example a set essay). The requirement will not obtain in respect of courses that do not include an examination as part of their normal assessment prescription. In such cases credit should still however be based on a minimum of two pieces of work.
- Visiting Students should be permitted to sit final Honours papers.
- Assessment arrangements for Visiting Students need not appear in the Course Catalogue but departments should be allowed flexibility within the terms of the recommendation set out in paragraph one of this report, which would form the basis of an entry in the Code of Assessment under the rubric **Assessment Arrangements for Visiting Students**.
- Visiting semester or full-year students should be required, and permitted, to attend for normal assessment if they wish to receive credit for the courses they have taken, and no *ad hoc* arrangements should be offered to them to allow them to leave early.
- Credit awarded to Visiting Students should be calculated by the Registry as a proportion of the full learning time, rather than the teaching time, i.e. as a proportion of 30 weeks.
- Results for Visiting Students should be processed through Boards of Examiners.