

University of Glasgow

Academic Standards Committee – Friday 17 April 2015

Update on Pilot for Submitting Good Cause Claims on MyCampus

Helen Butcher, Senate Office

In October 2013 ASC agreed that there should be a pilot on the proposal for student Good Cause Claims to be submitted on MyCampus rather than manually.

This pilot took place over the December 2014 examination diet in the College of Social Sciences covering some programmes in the Adam Smith Business School, Law and PGT Education.

Feedback from key staff involved in the pilot indicated that the process had worked well. A few small amendments will be made to the operation of the system and the pilot will continue for the rest of the current academic year with **full roll-out planned for session 2015-16**. Full roll-out will mean that all students will be required to submit good cause claims on MyCampus, and paper claims should no longer be accepted (although it should be noted that measures will be in place to allow students with particularly sensitive issues to avoid putting sensitive details onto the system, if they so wish, while still using MyCampus to lodge the good cause claim).

In preparation for full roll-out in 2015-16 it has been reaffirmed that the number of people who have access to Good Cause Claims on MyCampus should be limited to three. This is in response to ASC's previous request for robust security for Good Cause Claims on MyCampus, and it will also help to achieve student confidence in the system.

Arrangements are currently being made to ensure that each course on MyCampus has an allocated Course Co-ordinator, Course Administrator and Good Cause Co-ordinator. Schools and RIs will have flexibility in the allocation of staff to the Good Cause Co-ordinator role on MyCampus.

ASC is invited to note this information.