Master of Theology
(By Research)

Programme Handbook
2019-2020

This degree programme is validated by
The University of Glasgow

A PARTNER INSTITUTION OF THE UNIVERSITY OF GLASGOW

The Free Church of Scotland (incorporating Edinburgh Theological Seminary) is a registered Scottish charity, No. SC012925
Programme Title and Level

Subject Area: Theology and Religious Studies

Programme Title: Master of Theology

Scottish Qualifications Quality Framework level: Level 11

Degree Regulations

(As formally approved by the University of Glasgow and published in the University Calendar).

DEGREE OF MASTER OF THEOLOGY BY RESEARCH

1. Before being admitted to study qualifying for the Degree of Master of Theology a candidate must have obtained the Degree of Bachelor of Theology at Edinburgh Theological Seminary or an equivalent degree from a University or Cognate Institution recognised for this purpose by the Edinburgh Theological Seminary Senate, provided that the Seminary Senate may approve the admission of a candidate with such other qualifications as it may approve for this purpose.

Alternatively, a candidate may be admitted provided he/she can satisfy the Edinburgh Theological Seminary Senate of his/her fitness to undertake advanced study.

2. Candidates for the Degree shall undertake research in accordance with the following provisions:

i) The minimum period of study for each candidate shall be one academic year of full-time study or two academic years of part-time study.

ii) The Seminary Senate shall nominate to the Higher Degrees Committee a main supervisor for each candidate. The supervisor shall be a member of the Seminary staff recognised as a teacher of the University; and they shall submit a written report to the Seminary Senate and to the Higher Degrees Committee at least once a semester on the progress of the candidate.

iii) The Higher Degrees Committee shall appoint a Professor or Lecturer in the University as an additional supervisor for each candidate.

iv) On completion of the prescribed period of research each candidate shall present a thesis embodying the results of his/her work. The thesis must be in English and shall not exceed 40,000 words. In addition to presenting a thesis a candidate will normally be required to undergo oral examination.

A candidate must submit two soft-bound, typewritten or printed copies of the thesis accompanied by a Declaration that the research has been carried out and the thesis composed by the candidate, and that the thesis has not been accepted in fulfilment of the requirements of any other degree or professional qualification.

The layout and binding of the thesis should generally conform to the British Standard Institution’s Recommendations for the presentation of theses (BS4821:1990), a copy of which is available in the University Library.
If the Degree is awarded, one hard-bound copy of the thesis shall become the property of the University and be deposited in the University Library; and another hard-bound copy shall become the property of Edinburgh Theological Seminary and be deposited in the Seminary Library.

v) Except by special permission of the Joint Board a thesis may not be presented later than four years from the date of the candidate’s admission.

vi) The Internal Examiners for the Degree shall normally be such members of Edinburgh Theological Seminary staff, recognised as teachers of the University, as are nominated by the Seminary Senate and approved by the Higher Degrees Committee.

vii) The External Examiners for the Degree shall be nominated by the Higher Degrees Committee in consultation with the Edinburgh Theological Seminary Senate, and appointed by the University Court on the recommendation of the (University) Senate.

viii) In the case of a thesis not approved for the Degree of Master of Theology, the Higher Degrees Committee, on the recommendation of the examiners, may permit resubmission of the thesis in a revised form under such conditions as may be prescribed in each case.

ix) In the case of a student adjudged not to have achieved the MTh standard, the examiners shall have discretion to recommend the award of a Postgraduate Diploma in Theology.

**Programme Specification**

1. **Nature of the Degree**

The degree of Master of Theology is awarded by the University of Glasgow for study at Edinburgh Theological Seminary. The Master of Theology degree will be awarded on the basis of postgraduate research which represents a distinct contribution to knowledge. The period of full-time study is one year and the thesis is 40,000 words (maximum), including references, bibliography and appendices. The research may be conducted in any of the Seminary’s five departments.

2. **Programme Aims**

The aim of the programme is to enable students:

- to gain a general understanding of a specialised field of study chosen from within theology, biblical studies, church history or practical theology;
- to provide an introduction to research methods and skills appropriate their chosen area of study
- to acquire specialist knowledge of relevant primary and secondary literature;
- to gain the ability to construct a substantive, if preliminary, contribution to research on a particular issue within that sub-discipline, through the writing of a dissertation.

3. **Learning Objectives**

On completion of studies each student on the MTh programme would be expected to have

- developed advanced skills in study, research, and original, independent thought in engagement with primary and secondary sources;
- developed skills in extended research and argumentation by means of a substantial dissertation, showing originality of thought and mastery of bibliographical resources and relevant online data;
• developed a range of generic and transferable skills, such as good communication skills, analytic ability, logical argument, summarizing skills, problem solving skills, and the ability to work well with others;
• laid the academic foundations for pursuing research at PhD level should students so desire.

2. Overlap between Degrees

Where a student has already completed a research programme and wishes to pursue further research qualifying for the MTh degree, the two projects must be significantly distinct, though there may be some overlap. Candidates may, within reason, use material used in connection with the earlier award in their submission for the second, but students wishing to draw on material already submitted should consult their supervisors.

3. Supervision

3.1 Every research student will be supervised by a supervisor who is a member of the Seminary academic staff and who will have prime responsibility for the student (main supervisor).
3.2 In line with University practice, the Seminary will appoint second supervisors for its MTh research students. Second supervisors will normally be members of the University of Glasgow’s Department of Theology and Religious Studies. It is a University requirement that every student have at least two points of contact with relevant academic staff. Students are directed to the University’s ‘PGR Code of Practice’ document, which is obtainable from the Director of Postgraduate Studies.

4. Time Limits for Submission of Theses

All time-limits are calculated from the student’s date of first registration. The minimum period of study is one year of full-time study (i.e., 12 months) or two years of part-time study (i.e., 24 months). Except by permission of the Postgraduate Board of Studies a thesis may not be presented later than four years from the date of first registration.

5. Extensions

Any student who becomes aware he will not be able to submit his dissertation by the due date must apply for an extension of time or to transfer to ‘writing up’ status. Such application must be made through the supervisors to the Seminary Senate and must be accompanied by a Completion of Work Plan indicating what work still requires to be undertaken, an indication of how long each of the tasks listed will take, and suggesting a revised submission date. Any extension granted will be for a maximum of twelve months in the first instance.
If it becomes apparent that the student is not yet in a position to write up his/her thesis, but still requires formal supervision, the appropriate full-time or part-time fees will have to be paid, pro rata.

6. Requests for Absence from Study

Students are expected to complete their study in a single continuous period. Requests for absence from study must be made to the Director of Postgraduate Studies, with the written approval of the supervisors, and must be accompanied by appropriate documentary evidence indicating convincing medical or personal grounds. Leave of absence from study can be granted only by the Seminary Senate.
7. Student Reports

Students are required to complete a Report Form by 31st July in each session for return to the Director of Postgraduate Studies. Any factors which are inhibiting the student’s progress should be mentioned in these forms.

8. Submission of Thesis

8.1 Preparation of Thesis or Dissertation

Research students must consistently follow a recognized referencing system for their footnotes or endnotes and for their list of Works Cited or Works Consulted. They will be best advised to ask the supervisors which system is preferred in the particular field or in the particular department. Systems used in the University of Glasgow Faculty of Arts and accepted by Edinburgh Theological Seminary include, but are not limited to, the following: Modern Humanities Research Association; Economic and Social Sciences Research Council; Modern Languages Association of America; Chicago Manual of Style; Hart’s Rules for Readers and Compositors (OUP); Harvard System.

The following provides an overview and documentation for the submission and examination of a research thesis. You are advised to consult the Director of Postgraduate Studies (Dr Alistair Wilson) promptly of any changes or delays to the process of writing or submitting your thesis and he will be able to discuss the options if additional time is required.

8.2 Submitting your thesis for Examination

2-3 months before the expected submission of the thesis, you should complete the Intention to Submit form, have it countersigned by your supervisor and submit it to the Director of Postgraduate Studies (Dr Alistair Wilson). This initiates the process for the appointment of the examination committee and avoids introducing an unnecessary delay in sending the copies of your thesis to your examiners.

A summary of 250-1000 words which is an adequate and informative abstract of the work, suitable for publication by the Seminary and the University.

You should submit three soft bound copies of your thesis and one pdf version for examination. The copies may have a soft or temporary binding, but it must be sufficiently robust to survive postage and handling. It is important to ensure that additional papers or other media are secured in a pocket on the back of each copy of the thesis. A paper and an electronic copy of the thesis will be provided to each of the Examiners and to the Convener of the Examination Committee, with the formal documentation.

It is not appropriate for the supervisor, or any other individual within the department, to send a copy of the thesis to any of the examiners.

A financial penalty is imposed if you fail to submit a thesis within the time specified on the Intention to submit form or your expected submission date whichever is earlier. Details of the financial penalty can be found under Additional fees for postgraduate students.

At the point of submitting the soft-bound version of the thesis, you should complete the Thesis Access Declaration Form, have it counter-signed by the primary supervisor and submit it to the Director of Postgraduate Studies. Normally theses are made freely accessible after award of the degree and there
may be valid reasons why such access should be restricted. More information on restricting access to your thesis is available on the Glasgow Thesis Service website.

8.3 Submitting the Final Version

After addressing required corrections and having them signed off by the examiner(s), the examination process is complete. Submission of the final version of 1 hardbound copy plus upload of an electronic (pdf) can occur. The layout and binding of the thesis should generally conform to the British Standards Institution's "Recommendations for the presentation of theses" (BS 4821:1990), a summary of which is available from the Graduate School of the University. One hard-bound copy must also be deposited in the Edinburgh Theological Seminary Library.

The hardbound copy of your thesis should be deposited in the University Graduate School Office. In order to upload your thesis, registration at the Glasgow Thesis Service is required. If you have been granted permission to restrict access to your thesis, registration is still required but instead of uploading an electronic version, you will deposit a CD or memory stick containing an electronic copy of your thesis with the hardbound version to the Graduate School Office (both hardbound copy and media will be kept secure until the period of time allotted for access restrictions has expired). The author should include a copyright statement on the title page of the thesis as follows:-

© Author's Name Year

This secures the author's legal rights against the publication of the content by another person without the author's prior consent.

Full information on depositing the electronic version of your thesis is available on the Glasgow Thesis Service website.

9. Presentation of Thesis

- Both main text and footnotes/endnotes should be double spaced
- Print on A4 paper, using one side of the page only
- Use wide margins (1.5 inches all round)
- Do not fully justify the document. Always leave the text ‘ragged right’
- Block quotations (as a rough guideline, quotations of more than two sentences) should be indented, without quotation marks
- Block quotations should use the same font and point size as the main text
- Books of the Bible cited without chapter or verse should be spelled out in the main text: e.g., “According to Paul’s First Epistle to the Corinthians …”
- Books of the Bible cited with precise reference in the body of the text may be abbreviated (e.g., “as Paul writes in 1 Cor. 6:1 …”)  
- If the citation comes at the beginning of a sentence, the title of the book must be spelled out in full, e.g., “First Corinthians 6:1 is a crucial text” (not, “1 Cor. 6:1 is a crucial text”)
- All references to biblical books in parentheses and footnotes should be abbreviated (e.g., 1 Cor. 6:1)
- When quoting blocks of biblical text, avoid using “ff.”. Specify the precise range of verses: e.g., “1 Cor. 6:1-8”, not “1 Cor.6.1ff.”
10. Bibliography and References

The source of all quoted material must be acknowledged, both by quotation-marks and by reference. Failure to make this acknowledgement is plagiarism: a form of dishonesty in which you pass off the thoughts and words of others as your own. This is the cardinal academic sin. The primary purpose of references is to indicate your debt to others and to enable the reader to check that you are representing the views of others accurately.

11. Guidelines on Citations from Books and Articles

For Guidelines on Citations see Appendix 3.

12. Plagiarism

12.1 The University's statement of policy on plagiarism is contained in the University Calendar and is reproduced in part below:

The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using their own previous work (termed auto-plagiarism or self-plagiarism). Self-plagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:-

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.

Plagiarism is considered to be an act of fraudulence and an offence against the University Code of Student Conduct. Alleged plagiarism, at whatever stage of a student’s studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.
In other words, plagiarism is the act of passing another person’s work off as your own. As such it is an act of academic theft, fraudulence and dishonesty, and a grave breach of the Codes of Discipline of both Edinburgh Theological Seminary and the University of Glasgow. Even where there is no deliberate intention to cheat, the incorporation of work which is not one's own can constitute plagiarism. Students are especially warned not to use without due acknowledgement material downloaded from the Internet.

The rule is: If information or ideas are obtained from any source, that source must be acknowledged. Any direct quotation must be placed in quotation marks, and the source cited immediately, in an appropriate footnote. Paraphrase of material taken from another source must also be acknowledged in an appropriate footnote.

Work may be considered to be plagiarised if it consists of:

- A direct quotation without acknowledgement
- A close paraphrase without acknowledgement
- An unacknowledged summary of a source
- A direct copying or transcription.

Plagiarism may also include inappropriate collaboration with others: for example, two students colluding to submit what is essentially the same piece of work, more or less disguised. It also includes using previous work of your own, already submitted for assessment on another Seminary course or at another college or university.

Plagiarism may also involve ‘contract cheating’. The National Union of Students has helpfully drawn attention to this matter. [https://www.nus.org.uk/en/advice/your-study/buying-essays-online-is-not-the-answer/](https://www.nus.org.uk/en/advice/your-study/buying-essays-online-is-not-the-answer/)

**Contract cheating** describes the practice of buying custom-made academic work (contracting out work to cheat) and submitting it as one's own, whether online or directly from a fellow student.

‘Essay mills’ refer to the websites which enable this practice. This area of plagiarism can apply to most forms of academic work, essays as well as dissertations. Essay mill websites are also known to be unscrupulous in their dealings with students. They have been known to effectively blackmail students once they have paid, threatening to report them to their institutions.

Essay mills target particular groups of students, and use students’ pre-existing concerns or vulnerabilities to make money. International students are particularly targeted, but it far from being just an international student issue. However, websites play on concerns that students' English is not good enough, or that they will be caught out by unfamiliar referencing systems.

Obviously, the consequences of such academic misconduct carry severe academic penalties. In some cases, it can result in students being expelled from the Seminary.

The Seminary reserves the right to use plagiarism detection systems (URKUND) for all assignment submissions. At the point of submission students are asked to sign declarations stating that all work is original and plagiarism-free. This is a reminder of the importance of honesty and the potential consequences of cheating.

The Seminary will make a graduated response to plagiarism, depending on the gravity in particular instances. Possible penalties include rescinding the result of an examination, deducting marks, suspension and exclusion from the course or programme.
In the case of candidates for the Christian ministry, the Senate reserves the right to inform the appropriate ecclesiastical authorities.

12.2 Any allegation of plagiarism will be dealt with in accordance with the Code of Discipline of the University of Glasgow. For further details, see the section on plagiarism in the Seminary’s Postgraduate Student Handbook.

13. Oral Examination (viva)

13.1 The procedures agreed in connection with Oral Examinations (Vivas) by the Joint Board of the University of Glasgow and Edinburgh Theological Seminary are set out in Appendix 1.

13.2 The University of Glasgow’s regulations on oral examinations, as outlined in the ‘Faculty of Arts Guidelines for Research Degrees’ document are obtainable from Edinburgh Theological Seminary’s Director of Postgraduate Studies. Any questions relating to how these regulations apply to Edinburgh Theological Seminary students should be referred to the Edinburgh Theological Seminary’s Director of Postgraduate Studies.

14. Complaints

The Seminary’s complaints procedure is summarised above. Copies of the Student’s Complaints Procedure can be obtained from the Seminary Secretary.

15. Appeals

Full powers for deciding appeals are now vested in the Joint Appeals Committee, consisting of members of the University of Glasgow and of the Edinburgh Theological Seminary Board. The jurisdiction of the Committee extends to all academic decisions affecting students. Full details are given in the University Calendar.
Appendix 1: Citation Guide

Students are expected to conform consistently and rigorously to one of the accepted systems of academic documentation. For the assistance of students, the reference system recommended for the social sciences, history and the arts in the *Chicago Manual of Style Citation Guide* (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html) is given below.

Bibliography

A bibliography listing *all* books and periodicals actually cited should be given at the end of the document. Entries in should be in alphabetical order according to authors’ surnames, in the following sequence:

*Author, Full Title as per title page (in Italics), Editor (if any), Translator (if any), number of volumes (if a multi-volume publication), edition, series, city of publication, date of publication.*

- Whenever possible, the author’s/editor’s first name (not just an initial) should be provided
- Initials, if used, should be followed by a full-stop
- A space should always be left between initials
- If you cite more than one book by the same author, list them in order of dates of publication (beginning with the earliest)
- Do not quote ISBN numbers
- Abbreviations should be used sparingly, but ‘ed.’ (for both ‘editor’ and ‘edited by’) is standard, while ‘trans.’ (for ‘translated by’), ‘rev.’ (‘revised’) and ‘enl.’ (‘enlarged’) are all acceptable
- Abbreviations for Journal Titles (*SJT, WThJ, JBL*) are standard in Footnotes, but the Bibliography must give the titles in full. Titles of journals (and books) are always in italics.
- Do not use ‘p.’ for page references. Use numerals only. If the citation covers multiple pages, do not use ‘pp. or ‘ff.’ Insert the precise numerals covering the whole range of pages, e.g., 37-49

*Bibliography: examples*


*Article in edited volume*


*Subsequent editions*
Master of Theology Student Handbook


Authors of Introductions and Forewords not written by the Author of the Book

A Chapter within a Titled Volume in a Multivolume Edited Work

Bibliography: journal articles
Journal articles should be listed in the Bibliography in the following order: the author’s name, the title of the article (within double inverted commas), the title of the journal (italics), the volume number followed by the year (in brackets), and the precise pages covered by the article (do not use “pp.” or “ff.”. Insert the precise numerals).


Bibliography: citations from encyclopaedia articles
Do not include these in the Bibliography. Instead, cite the article in the running text as follows: “In his article on Chalmers in the eleventh edition of the Encyclopaedia Britannica Karl Marx noted that …”

Bibliography: citations from newspaper articles
Do not include these in the Bibliography, but incorporate the reference in the running text, e.g.: “In an article on precentors (Daily Telegraph, August 11, 2009) Bernard Levin declared …”

Bibliography: citations from the Internet
Internet publication with a print counterpart

Internet publication without a print counterpart

Footnotes
The sources of all quotations must be acknowledged in footnotes. However, in view of the fact that full bibliographical information is given in the appended Bibliography, the information given in footnotes may be reduced to the essentials (what is needed to verify the source): Author, Title, [Volume], Page.
In footnotes (where there is no alphabetical order) the Christian name is cited first.
The text in footnotes must be in double spacing.

**Footnotes: examples**

Robert Flint, *Theism*, 61

**Footnotes: examples of footnotes referring to journal articles (when full details are given in the appended Bibliography)**
Claudia Setzer, “Excellent Women: Female Witnesses to the Resurrection”, 259.

**Footnote citing an Internet publication:**

**Footnotes when no Bibliography is appended**
Where no Bibliography is appended (for example in an article intended for publication in a journal) full bibliographical information must be included in the footnotes themselves.

In general, such footnotes follow the order: **Author (Christian name first), full title (in italics) followed by brackets containing full publishing information.**
The sequence of publishing information (within the brackets) should be as follows: editor (if any), translator (if any), number of volumes (if a multi-volume work), edition (if not the first), series, city of publication, publisher, date.
The brackets should normally be followed by a comma; and this should be followed by the volume number (if the work contains more than one volume) and page number from which the quotation is taken.

**Note:** once full bibliographical and publishing information is given in the first footnote referring to a particular book or article, subsequent references can be limited to the essentials (author, title, vol., page).

**Footnotes: examples with full bibliographical information**

**Symposia**
Appendix 2: Code of Procedure for Appeals

(as published in the University of Glasgow Calendar)

1. Preamble

1.1 The Senate of the University of Glasgow is charged by the Universities (Scotland) Act with a duty to superintend the teaching of the University. This is understood to include examining.

1.2 The Senate of the University of Glasgow has agreed with the Principal of Edinburgh Theological Seminary (hereinafter referred to as ‘the Seminary’) that a procedure be established to dispose of appeals by students pursuing courses at the Seminary which lead to an award of the University of Glasgow. The validity of this procedure has been accepted by the Senate of the University and by the Senate of Edinburgh Theological Seminary.

1.3 The procedure is set out below.

2. Composition of Joint Appeals Committee

2.1 A Joint Appeals Committee (hereinafter referred to as the Committee) will be established by the Joint Board of the University of Glasgow and Edinburgh Theological Seminary and confirmed in existence by the Senate of the University and the Principal of Edinburgh Theological Seminary, who shall act with the agreement of the Senate of Edinburgh Theological Seminary. It shall be the duty of the Joint Board thereafter to annually nominate members of the Committee.

2.2 Full powers for deciding appeals are vested in the Committee.

2.3 The Convener of the Joint Appeals Committee shall be the Head of the College of Arts or his/her nominee who shall be a senior member of the University.

2.4 The Committee shall consist of members of the University of Glasgow and of Edinburgh Theological Seminary Board as follows:

University of Glasgow:
The Head of the College of Arts; the Head of Theology & Religious Studies; two other members of the College of Arts as nominated by the Joint Board;

Edinburgh Theological Seminary:
Four members of the Seminary Board as nominated by the Joint Board. Exceptionally, the Committee shall have powers to co-opt one member of the Senate of the University of Glasgow and one member of the Seminary Board in order to obtain a quorum at short notice.

2.5 No member of the Board of Examiners shall be a member of the Committee. No member of the Senate Appeals Committee or of the University Court shall be entitled to serve on the Committee.

2.6 The quorum of the Committee shall be 3 and shall comprise at least one representative from each institution.

3. Jurisdiction
The jurisdiction of the Committee shall comprise all academic decisions affecting students, including Examination Board decisions and student progress, but not proceedings under the Code of Discipline.

4. Grounds for Appeal

4.1 Assessment

Appeals will not be entertained against marks or decisions of examiners, or other matters of academic judgement, but only on grounds of unfair procedure, medical evidence or adverse personal circumstances, namely:

(a) that there is new information that for good and proper reason was not available to the Board of Examiners at the time when it reached its decision on a particular student;

(b) that the conduct of an assessment was not in accordance with the approved regulations for the course;

(c) that the candidate was given misleading written information concerning the nature of an assessment and its requirements;

(d) that there was a failure to take account of medical or other adverse personal circumstances;

(e) that there are relevant medical or other adverse personal circumstances which for good reason had not previously been presented.

4.2 Progress

An appellant who wishes to appeal on grounds of medical or other adverse personal circumstances against the application of published progress regulations, should obtain a medical report or a report on the other adverse circumstances and should submit it to the Convenor of the Joint Appeals Committee with the note of appeal.

5. Lodging of an Appeal

5.1 An appeal by a student will not be entertained once that student has graduated; he or she is deemed to have accepted, by graduating, the recommendation of the Board of Examiners.

5.2 A student who wishes to appeal must do so in writing to the Clerk to the Joint Board within fourteen days following the intimation or publication of the decision appealed against. This period will not be extended unless the student satisfies the Joint Appeals Committee that the appeal could not have been lodged in time.

5.3 The note of appeal must include:

(a) the name, address and telephone number of the appellant;

(b) all the grounds on which the student considers that the decision should be changed (no other grounds will be admissible in the disposal of the appeal);

(c) the remedy, or remedies, which the student seeks;
(d) whether the student wishes to make oral representation at any hearing which may be held;

(e) whether the student intends to be assisted or represented by any person and, if so, the name and occupation of that person.

5.4 An appellant who wishes to appeal on grounds of medical or other adverse personal circumstances shall provide a medical report from his/her General Practitioner, or Hospital Consultant. The medical report shall detail the severity, duration and possible impact of the medical condition on the student’s academic performance. Where the student wishes to appeal on the grounds of adverse personal circumstances, a written statement by an independent witness must be provided. The report shall detail the severity, duration and possible impact of the circumstances. Such reports must be obtained promptly and submitted with the note of appeal, and certainly no later than the date of the hearing.

6. Preliminary Disposal

Upon receipt of a written appeal the Convener, after consultation with two other members of the Joint Appeals Committee of whom one shall be from the Seminary, may make a preliminary disposal which may result in:

(a) dismissal of the appeal because the appeal is out of time, or provides no competent grounds for appeal;

(b) referral of the appeal to a full meeting of the Joint Appeals Committee whereupon the Convener may take such other interim actions as he or she deems appropriate;

(c) referral of the appeal directly to the Board of Examiners for reconsideration where it is clear that the Board was unaware of the medical or personal circumstances described in the letter of appeal.

7. Consideration of an Appeal by the Joint Appeals Committee

7.1 The Committee will meet within twenty days after receipt of an adequate note of appeal, or as soon as possible thereafter.

7.2 The appellant shall be offered a hearing by the Committee if he or she so requests; otherwise there will not be a hearing unless the Convener decides that a hearing is desirable in the circumstances. At the hearing the appellant may be accompanied by or represented by another person. The Committee may hear this person instead of, or as well as, the appellant.

7.3 When there is to be a hearing the Clerk to the Joint Board shall:

(a) inform the appellant in writing of the date, time and place thereof;

(b) request the appellant to name his/her representative (if appropriate) and to name any person(s) from whom he or she wishes the Committee to take evidence. The Clerk shall communicate the names of these persons to the Chairperson of the Board of Examiners. The Clerk will also inform all such persons of the arrangements for the hearing and invite their attendance.
7.4 Where the appeal is against a decision of the Board of Examiners, the Clerk shall, on the instructions of the Convener, indicate to the Chairperson of that Board the nature of the appeal and offer the Board an opportunity to present evidence. Where this is to be done the appellant will be informed of the names of any persons appearing to present evidence.

7.5 The Committee may dispose of the case notwithstanding the failure of any person(s) concerned to appear.

7.6 The Clerk shall, on the instructions of the Convener, ask the appropriate persons (e.g. the Chairperson of the Board of Examiners) for a statement of the grounds on which the decision appealed against was reached. It also should be made clear what evidence was available to the Board of Examiners in reaching its decision. If the Chairperson of the Board wishes any part of his or her submission to be regarded as confidential, then this should be submitted separately.

7.7 The Clerk shall place before the Committee all reports relevant to the appeal. If there is a hearing, copies will be made available to the appellant unless any report is certified by the Convener as being confidential. The Committee may found its decisions upon a confidential report only if the substance thereof has been explored with the appellant, if present.

8. Procedure for the Hearing

8.1 The normal procedure at a hearing will be described in the paragraphs which follow, but the Committee may adapt the procedure if it considers that an alternative arrangement would be more fitting in the circumstances.

8.2 The Committee shall examine the appellant and invite him or her to make an opening statement, or to have a statement made on his or her behalf. Thereafter the Committee shall:

   (a) proceed to examine any person(s) called by the appellant and any person(s) who, in the view of the Convener, might contribute to the consideration of the appeal, and shall afford the appellant or his or her representative the opportunity to question, through the Committee, those persons;

   (b) consider all relevant reports and information;

   (c) afford the appellant an opportunity to make a final statement, or to have one made on his or her behalf.

8.3 At any stage it shall be competent for the Committee to adjourn the hearing if it considers this to be necessary.

9. Disposal

9.1 The Committee shall decide the matter at the conclusion of its consideration of the appeal or as soon as possible thereafter.

9.2 It may decide by a majority.

9.3 If it upholds the appeal, the Committee shall order whatever remedy it deems appropriate in the circumstances.
9.4 The Clerk, on the instructions of the Convener, shall intimate the decision in writing to the appellant and to the Joint Board. When an appeal is upheld, the Committee shall intimate the grounds for its decision to the Joint Board.

9.5 In its report to the Joint Board, the Committee may wish to include any recommendations related to the matter which has given rise to the appeal.

10. Further Review

10.1 An appellant who is dissatisfied with the decision of the Joint Appeals Committee shall have the right of further appeal to the University Senate. A copy of the Code of Procedure for Appeals to Senate can be found in the Fees and General Information section of the University of Glasgow Calendar.

10.2 The Senate Appeals Committee will entertain an appeal against the Joint Appeals Committee only on the grounds that:

(a) new evidence has emerged which could not reasonably have been produced to the Committee;

(b) there has been defective procedure at the Joint Appeals Committee level;

(c) the disposal of the Joint Appeals Committee was clearly unreasonable.