

APPENDIX TO MINUTE 210

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

Background

The Freedom of Information (Scotland) Act 2002, which applies to all Public Bodies in Scotland, comes into force on 1 January 2005. From that date all requests for information made to the University which are not requests for personal information under the Data Protection Act, and which are in written form, will - unless covered by one of the Act's exemptions - have to be responded to within 20 working days of receipt. The Freedom of Information Act 2000, covering the operations within Scotland of UK bodies, such as the Research Councils, will come into force on the same day.

To conform to the Act, the University is required to submit to the Scottish Information Commissioner not later than 31 May 2004 a Publication Scheme, detailing that information which it publishes routinely. This Scheme must come into force not later than 1 September 2004. Information detailed in it does not require to be supplied in response to individual applications under the Act. Publication Schemes must include *inter alia* statements of policy on both Freedom of Information & Data Protection, policies on record management, procedures for dealing with requests for information, and procedures for internal review in the event of a decision not to disclose.

The Act empowers the Scottish Information Commissioner to approve Model Publication Schemes under the Act, to cover all bodies within a specified sector: a simplified notification scheme applies to bodies acceding to such a Scheme.

Recommendations

- 1) That the University formally accede to the Model Publication Scheme for Scottish Institutions of Higher Education, which has been prepared and discussed with the Scottish Information Commissioner by a Working Group of Universities Scotland and approved by Universities Scotland. This can be accessed at

<http://www.planning.ed.ac.uk/FOI/US/PubScheme/ScottishMPS3.doc>.

- 2) That the University formally accede also to the Model Action Plan for Developing Records Management Arrangements compliant with the Section 61 Code under the Act, prepared by the Working Group of Universities Scotland.
- 3) That the University adopt the draft processing protocol for handling Freedom of Information requests at Annex A attached.
- 4) That the Nominating Committee of the University Court be invited to nominate a lay member of the Court to adjudicate on requests for review of refusal to disclose information under the Act.

DM Jones, Senior Assistant Registrar

23 February 2004.

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002
PROTOCOL FOR THE HANDLING OF SECTION 1 REQUESTS

With effect from 1 January 2005, all requests for information which the University receives, other than those for data relating to living identifiable individuals [which come under the Data Protection Act] will *prima facie* fall to be dealt with under the Freedom of Information Act. This is irrespective of whether the person asking for data cites the Act or not.

Requests must be made in a form which is capable of preservation – letter, e-mail or FAX – but, provided that condition is complied with, must be responded to within 20 working days unless:

- 1) the request is for information covered by the University's Publication Scheme; *or*
- 2) the information is intended to be published within the next 12 weeks; *or*
- 3) the public interest in withholding the information exceeds the public interest in disclosing it; *or*
- 4) release of the information would substantially prejudice the purpose(s) for which it is held.

If information is refused, an explanation must be provided as to the exemption(s) under the Act on which the University is relying; and the enquirer must be informed of their rights of appeal both within the University and to the Information Commissioner.

Responsibility for ensuring compliance with the Act is vested in the University Court.

It is not the intention that the new Act should prevent the everyday release of information that the University has been happy to disclose in the past, nor that new bureaucratic structures should be established to handle requests. If however any member of staff receives a request for information that they are unwilling to release, they should refer:

- in the case of academic staff to their College Registrar;
- in the case of the Students' Association to the President
- in the case of support services to their Head of Service or Section.

All these will be expected to make arrangements for appropriate coverage if they are to be away from the University for a period exceeding 5 working days, and/or can depute this function to other named members of their staff, provided that the University's Freedom of Information Officer is informed.

If the appropriate person, as identified above, is unsure whether information requested should be disclosed, then they should refer to the University's Freedom of Information Officer (Mr David M Jones, Senior Assistant Registrar) who will if necessary take the advice of the Secretary or Deputy Secretary. In the event of urgent requests, if Mr Jones is unavailable, cases should be referred to the Academic Registrar.

DM Jones
23 February 2004.

APPENDIX TO MINUTE 215

RESOLUTION NO 233 OF 2004

[CHANGES IN REGULATIONS FOR VARIOUS DEGREES]

After consultation with the Senatus Academicus, the University Court, at its meeting on 23 March 2004 passed the following Resolution:

1. On the recommendation of the Senatus Academicus, the following changes to Degree Regulations are hereby approved.
2. This Resolution shall come into force on the day on which it is passed by the University Court.

1. General Regulations for First Degrees

Regulation 4

To the existing regulation before the last sentence add 'Except with the permission of the relevant Undergraduate Programme Committee, full-time candidates may not register for more than 90 credit points in any half-session. The requirements of this Regulation shall apply also to students registered for courses at undergraduate level who either are registered for an undergraduate Certificate or Diploma, or who are not registered for an award of the University.'

2. Supplementary Regulations for the Degree of Master of Arts (MA)

Regulation 1

From the existing regulation delete '(the "Combined Studies Programme")'.

Regulation 3

From the headnote to the Regulation, delete '(COMBINED STUDIES PROGRAMME)'.

In the existing regulation for 'Every candidate for the degree first enrolled in or after Academic Year 1991/92' substitute 'Every candidate for the Degree of MA'.

Regulation 5

Delete this regulation and renumber subsequent Regulations accordingly.

Regulation 6

For the existing regulation [renumbered 5], substitute the following:

'A graduating curriculum must include:

(i) at least 240 credit points from courses drawn from the following subject groups, as defined in Annex A to these Regulations:

- (a) Literary and language studies.
- (b) Philosophical, historical and cultural studies.
- (c) Economic and social sciences.
- (d) Mathematical, computing and physical sciences.
- (e) Business and management studies.

(ii) for candidates first enrolled in or after Academic Year 2003/04, at least 60 credit points at level 3. Candidates from earlier intakes not complying with that requirement must comply with the requirements of Supplementary Regulation 6 (i) as contained in the *University Calendar* for 2003/04.'

Regulation 7

Delete this regulation and renumber subsequent Regulations accordingly.

New Regulation

Following the headnote to the existing Regulation 10 insert new Regulation 8 to read as follows, and renumber subsequent Regulations accordingly:

'Every candidate for the Designated Degree of MA must obtain a minimum of 360 credit points including (i) at least 120 credit points at level 2 or above, (ii) at least 90 credit points at level 3. A candidate who has completed the minimum requirements for another degree may not count towards this requirement more than 120 credit points obtained while studying for that degree.'

Regulation 10

In the list of disciplines in which a Designated Degree may be awarded add 'Finance' and delete 'Rural Development'; 'Sports % Leisure Management'.

New Regulation

Following the existing Regulation 10 [renumbered 9] insert new regulation 10 to read as follows, and renumber subsequent Regulations accordingly:

'Notwithstanding Supplementary Regulation 9, exceptionally with the permission of the Undergraduate Programme Committee in Arts and Social Sciences, candidates registered for Honours programmes in disciplines not listed in Regulation 9 above, and who have obtained a minimum of 90 credit points at level 3, may also be permitted to apply for the award of a designated degree, appropriately designated, where, for good cause, they are unable to complete the requirements for their Honours programme.'

Regulation 12 (1)

In the list of Single Honours programmes currently available add 'Environmental Management' and delete 'Celtic Civilisation'; 'Sports & Leisure Management'; 'Statistics'.

Regulation 12 (2)

In the list of Joint or Combined Honours programmes currently available add 'Accountancy-Hispanic Studies'; 'Divinity-Legal Studies'; 'Economics (Economic Science)-Legal Studies'; 'Economics (Political Economy)-Legal Studies'; 'English-Legal Studies'; 'Entrepreneurship-Legal Studies'; 'Finance-Legal Studies'; 'French-Legal Studies (Mode A)'; 'French-Legal Studies (Mode B)'; 'German-Legal Studies (Mode A)'; 'German-Legal Studies (Mode B)'; 'Hispanic Studies-Legal Studies (Mode A)'; 'Hispanic Studies-Legal Studies (Mode B)'; 'Legal Studies-Management Studies'; 'Legal Studies-Psychology' and delete 'Accountancy-Statistics'; 'Anthropology-Economic History'; 'Computing-Statistics'; 'Countryside and Environmental Management'; 'Economic History-Economics (Economic Science)'; 'Economic History-Economics (Political Economy)'; 'Economic History-Finance'; 'Economic History-Geography'; 'Economic History-International Relations'; 'Economic History-Management Studies'; 'Economic History-Politics'; 'Economic History-Social Research'; 'Economic History-Sociology'; 'Economics (Economic Science)-Statistics'; 'Economics (Political Economy)-Statistics'; 'Entrepreneurship-Statistics'; 'Finance-Statistics'; 'Management Studies-Statistics'; 'Mathematics-Statistics'; 'Psychology-Statistics'.

3. Supplementary Regulations for the Degree of Bachelor of Music (BMus)

Regulation 1

For 'Honours (Education)' substitute 'Honours (Music Education)'.

Insert after second sentence 'Alternatively, candidates for the Degree of BMus with Honours may take programmes in Music or Music in Scotland. These programmes do not lead to a teaching qualification. The Designated Degree of BMus shall be awarded in Music *simpliciter*, and does not lead to a teaching qualification.'

Regulation 6, 7, 9 and 10

For 'Honours (Education)' substitute 'Honours (Music Education)'.

**4. Supplementary Regulations for the Degree of Bachelor of Science
in Pure Science (BSc)**

Regulation 4.1

From the first sentence of the existing regulation delete 'Subject to the transitional provisions which are contained in Regulation 4.2 for candidates admitted before or during Academic Year 1999/2000,'.

From section (a) of regulation delete '(i) not more than 180 credit points at level 1, (ii); and ' and (iii) credit points at levels 2 or above from at least two disciplines as defined by Regulation 5'.

To section (b) of regulation add 'Candidates' to the beginning of the sentence and add 'must achieve' after 'Designated Degree of BSc'.

To section (c) of regulation add 'Candidates' to the beginning of the sentence and add 'must achieve' after 'Degree of BSc with Honours'.

Regulation 5.1

To the list of degree courses in Group A add 'Marine Resource Management'.

To the list of courses in Group A add 'Physical Sciences'.

Regulation 9

From the list of disciplines in which a Designated Degree may be awarded delete 'Chemistry in the Life Sciences'; 'Countryside & Environmental Management'; 'Food Production, Quality and Utilisation'; 'Organic Agriculture' and 'Statistics'.

From the existing regulation delete the last sentence.

New Regulation

Following the existing Regulation 9, insert a new Regulation to read as follows:

'Notwithstanding Supplementary Regulation 9, exceptionally with the permission of the Undergraduate Programme Committee in Science, candidates registered for Honours programmes in disciplines not listed in Regulation 9 above, and who have obtained a minimum of 90 credit points at level 3, may also be permitted to apply for the award of a designated degree, appropriately designated, where, for good cause, they are unable to complete the requirements for their Honours programme.'

Renumber subsequent regulations accordingly.

Regulation 10

To the existing regulation add 'of BSc' after 'Designated Degree'.

Regulation 11

From the list of disciplines in which a Single Honours Degree may be awarded delete 'Chemistry in the Life Sciences'; 'Chemistry with New Materials Technology'; 'Countryside & Environmental Management'; 'Food Production, Quality and Utilisation'; 'Organic Agriculture' and 'Statistics'.

From the list of disciplines in which a Joint Honours Degree may be awarded delete 'Mathematics-Zoology'.

5. Supplementary Regulations for the Degrees of Bachelor of Science in Agriculture (BSc Agr)

Regulation 5.1

From the existing regulation delete the first sentence.

From the second sentence of Section (a) of the regulation delete '(i) not more than 180 credit points at level 1 and (ii) for '120 credit points at level 2 and 3, a minimum of which must be' substitute '60 credit points'.

To Section (b) of the regulation add 'Candidates' to the beginning of the sentence. Add 'must achieve' after 'BSc Agr'.

To Section (c) of the regulation add 'Candidates' to the beginning of the sentence. Add 'must achieve' after 'BSc Agr with Honours'.

6. Supplementary Regulations for the Degree of Bachelor of Laws (LLB)

Regulation 11

To the existing regulation add to the final sentence 'or who fails to accumulate, by award or recognition or exemption, at least 360 credit points by the end of programme year 3.'

Regulations 14, 22 and 57

To the list of partner institutions add 'Reims University'.

New Regulation

Following the existing Regulation 19 insert a new regulation to read as follows:

'Candidates who pass the courses prescribed for programme year 3 as indicated in Annex B9 shall be awarded the certificate in Legal Studies by Reims University.'

Regulation 20 (iii)

To the existing regulation add ', or the Certificate in Legal Studies from Reims University.'

7. Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB)

Regulation 17

In Section (i) of the existing regulation insert 'including at least 60 credit points at level 3' after 'towards the degrees'. To the existing regulation add the following:

'(iv) Candidates who are not qualified for the award of the Degree of Bachelor of Medical Science, but who have obtained, while registered at the University of Aberdeen, not fewer than 120 credit points towards the degrees, and who elect not to proceed to further study in the University shall be awarded the Undergraduate Certificate in Higher Education (Ug Cert HE) in Medical Science. Candidates not qualified for the B Med Sci but who have obtained, while registered at the University of Aberdeen, not fewer than 240 credit points towards the degrees, including at least 90 credit points at level 2 and who elect not to proceed to further study in the University shall be awarded the Undergraduate Diploma in Higher Education (Ug Dip HE) in Medical Science.'

8. General Regulations for Research Postgraduate Awards

Regulation 1

In the existing regulation for 'to award of one of the following degrees' substitute ' to the award of one of the following degrees, appropriately designated'.

Regulation 24

For the existing (ii) substitute 'decide that, though they are unable to recommend that the thesis be sustained, a candidate may re-submit the thesis in a revised form, for the same degree, within a stated period which shall not exceed twelve months. [Only one re-submission of a thesis will be permitted, irrespective of the degree being considered. When the thesis is re-submitted (sub-section (ii) above), the examiners, who shall normally be those appointed to examine the original submission, shall proceed in accordance with sub-section (i) above, or (iii) or (iv) below]; or'

Delete the existing (iv) and renumber (v) accordingly.

Delete from the existing regulation the final two sentences.

AMENDMENTS TO REGULATIONS FOR CERTIFICATES AND DIPLOMAS

1. ERASMUS Student Diploma

Regulation 3

To the existing regulation add the following:

'In terms of General Regulation 4 for First Degrees, no candidate may register for more than 90 credit points in any half-session.'