

APPENDIX TO MINUTE 365

RESOLUTION NO 238 OF 2004

[GENERAL REGULATIONS FOR FIRST DEGREES: CREDIT REQUIREMENTS FOR THE
AWARD OF DEGREES WITH HONOURS]

After consultation with the Senatus Academicus, the University Court of the University of Aberdeen, at its meeting on 29 June 2004 passed the following Resolution:

1. *In order to ensure that the University's awards at First Degree level comply fully with the requirements of the Scottish Credit and Qualifications Framework (SCQF), the provisions of General Regulations for First Degrees which regulate the award of credit to students on Honours programmes are hereby amended as set out below.*
 2. The revised requirements shall apply to all students admitted or re-admitted to an Honours programme in the academic year 2004/2005 or subsequently. Students admitted to an Honours programme before that date shall be permitted to complete their studies under the provisions of the General Regulations for First Degrees as published in the *University Calendar* for 2003/2004.
1. This Resolution shall come into force on the day on which it is passed by the University Court.

General Regulations for First Degrees: Schedule of changes proposed

Regulation 1.1

From the existing definition of credit point delete the second sentence.

Regulation 20

From the existing Regulation delete the third sentence.

Regulation 21

For the existing Regulation substitute the following:

“In the case of a candidate who has failed to complete satisfactorily an element of Honours degree assessment at the time prescribed by Regulation 9.3 and who still wishes to obtain a degree with Honours, then the appropriate procedure from (a) to (e) below shall apply:

- (a) If, but only if, the failure is on account of illness or other good cause, the candidate shall be required to submit themselves for assessment at the next available opportunity, and shall be permitted to count the result of that assessment towards Honours classification.
- (b) If the failure is the result of absence or non-submission for any other cause, the candidate shall be awarded zero for the assessment concerned and shall be required to submit themselves for assessment at the next available opportunity, but shall not be permitted to count the result of that assessment towards Honours classification.
- (c) For courses at Level 4 and above only, if the candidate has completed the assessment but been awarded a mark on the Common Assessment Scale between 6 and 8 inclusive, they shall be awarded the same amount of unnamed specific credit, not exceeding 30 credit points in total, at Level 1.
- (d) If the candidate has completed the assessment, but the course is at Level 3, or the courses is at Level 4 or above and the mark awarded on the Common Assessment Scale is less than 6, the candidate shall be required to submit themselves for assessment at the next available opportunity, but shall not be permitted to count the result of that assessment towards Honours classification. Alternatively, for courses at Level 4 and above only, such candidates may elect to attend and submit themselves for assessment in another course or courses of equivalent credit value, which may be at any level.
- (e) If any of options (a), (b) or (d) above would normally apply, but medical advice indicates that it would be unreasonable to require a candidate to appear for assessment on a subsequent occasion, and if the candidate's past record provides sufficient evidence that they would have obtained Honours, the examiners may recommend the award of an *Aegrotat* degree, but only after obtaining the consent of the candidate. The award of an *Aegrotat* degree will debar candidates from counting towards Honours degree assessment any result achieved thereafter.

Notes: (i) For courses at Level 4 and above, the timing and format of the assessment required under any of sub-sections (a), (b) or (d) above shall be determined by the Academic Standards Committee (Undergraduate) on the recommendation of the Head of the relevant School.

(ii) The options to achieve or be awarded credit under (b), (c) and (d) above shall not be available to candidates who have accumulated less than 90 credit points at Level 4 or who have failed to complete satisfactorily the assessment for a course prescribed by the Academic Standards Committee (Undergraduate) as compulsory for the award of a degree with Honours. Such candidates will be able to qualify for a non-Honours degree only.”

Regulations 9.2 and 9.3

For references to “Regulation 21(b)(i)”, substitute “Regulation 21, Sub-Section (a)”, and to the end of Regulation 9.2 add “; and there shall normally be only one opportunity of degree assessment in each academic year for courses at Level 4 or above”.

APPENDIX TO 366

RESOLUTION NO 239 OF 2004.**[REGULATIONS FOR THE DEGREE OF BACHELOR OF ARTS (SCOTTISH AGRICULTURAL COLLEGE) IN RURAL BUSINESS MANAGEMENT (BA (SCOTTISH AGRICULTURAL COLLEGE) RURAL BUSINESS MANAGEMENT)]**

After consultation with the Senatus Academicus, the University Court of the University of Aberdeen, at its meeting on 29 June 2004, passed the following Resolution:

1. The degree of Bachelor of Arts (Scottish Agricultural College) in Rural Business Management (BA (Scottish Agricultural College) Rural Business Management) is hereby instituted to replace the degree of Bachelor of Technology in Business Management (Agri-Food), established under Resolution of the University Court No. 211 of 1998.
2. On the recommendation of the Senatus Academicus, regulations for the degree are approved as set out below.
3. Candidates admitted to the degree of BTechnol Business Management (Agri-Food) in or before October 2003, and who have remained in continuous attendance since that date, shall be permitted to complete that degree under the regulations in force at the time of their admission. If such candidates have not completed their degree by 30 September 2006 they shall be deemed to have abandoned their candidature. Alternatively, such candidates, along with those students registered in programme year 1 or programme year 2 of the Higher National Diploma in Business Management (Agri-Food), shall be eligible to transfer to the appropriate programme year of the BA (Scottish Agricultural College) Rural Business Management degree, subject to such conditions as the Academic Standards Committee (Undergraduate) may prescribe.
4. This Resolution shall come into force on the day on which it is passed by the University Court.

REGULATIONS

1. The degree of Bachelor of Arts (Scottish Agricultural College) in Rural Business Management (BA (Scottish Agricultural College) Rural Business Management) is awarded by the University of Aberdeen on satisfactory completion of a prescribed programme of study, validated by the University, managed by the Scottish Agricultural College ('the College'). It may be conferred in one of two forms: either as the Degree of BA (Scottish Agricultural College), or as the Degree of BA (Scottish Agricultural College) with Honours. At each level the degree may be awarded with the following titles, indicating the specific programme of study:
 - BA (Scottish Agricultural College) Rural Business Management
 - BA (Scottish Agricultural College) Rural Business Management (Agriculture)
 - BA (Scottish Agricultural College) Rural Business Management (Food)
 - BA (Scottish Agricultural College) Rural Business Management (Food Technology)
 - BA (Scottish Agricultural College) Rural Business Management (Animal)
 - BA (Scottish Agricultural College) Rural Business Management (Equine)
 - BA (Scottish Agricultural College) Rural Business Management (Leisure)
 - BA (Scottish Agricultural College) Rural Business Management (Environment)
2. The programme for the degree extends over not fewer than three sessions of full-time study for the Degree of BA (Scottish Agricultural College) Rural Business Management, and not fewer than four sessions of full-time study for the Degree of BA (Scottish Agricultural College) Rural Business Management with Honours. Candidates may be permitted to count as credit towards the degree examinations passed at, and qualifications awarded by, other institutions approved by the College, provided always that candidates whose credit is thus recognised must attend the College for at least one final year of full-time study for the Degree or at least two years of full-time study for the Degree with Honours.

3. Before admission to the programme leading to award of the degree, each candidate must have satisfied the published academic entry requirements as prescribed by the Academic Standards Committee (Undergraduate). The programme has been designed specifically to articulate with the Higher National Certificate and Higher National Diploma in Rural Business Management, and candidates with these qualifications shall be eligible for entry with advanced standing to programme year 2 and programme year 3, respectively.
4. Following admission to the degree, each candidate must satisfactorily complete the prescribed assessments of a programme of study approved by the Academic Standards Committee (Undergraduate) of the University of Aberdeen, and equivalent to 360 SCOTCAT credit points, in order to be eligible for the award of the Degree of BA (Scottish Agricultural College) in Rural Business Management. Such candidates are then eligible to proceed with their studies and complete further assessments of the programme, approved by the Academic Standards Committee (Undergraduate) and equivalent to an additional 120 SCOTCAT credit points, successful completion of which shall lead to award of the Degree of BA (Scottish Agricultural College) in Rural Business Management with Honours.
5. At Levels 1 to 3, candidates shall normally be afforded in each module not more than two opportunities of degree assessment, including in-course assessment and/or written examinations, as appropriate. Candidates who successfully complete modules at the second attempt cannot be awarded more than a defined maximum mark for those modules. At Level 4, candidates shall not be permitted more than one attempt at each of the prescribed assessments. Candidates shall not be permitted to appear for the assessment of any module unless in the session concerned they have attended and duly performed the work of that module. The Programme Team shall prescribe in advance the level of attendance required and the requirements for being deemed duly to have performed the work of each module.

Note: For the purpose of this and subsequent Regulations, a 'module' means a defined programme of study which is self-contained and leads to a specified amount of credit.

6. The examiners for the degree shall be the staff of the Scottish Agricultural College whose modules qualify for the degree, and such external examiners as may be appointed by the University Court.
7. Candidates who persistently fail to attend, or perform the required work of, the modules for which they are registered may have their studies terminated, either during or at the end of the session, in accordance with the relevant regulations in place at the Scottish Agricultural College. The criteria and procedures governing such termination shall be subject to approval, on behalf of the University, by the Academic Standards Committee (Undergraduate).
8. Illness and/or other personal circumstances which affect performance before or at the time of any prescribed degree assessment, and which a candidate wishes to have taken into account, must be notified in writing to the Programme Team not later than one week after the assessment concerned. Where events prevented candidates from notifying the Programme Team within seven days, the candidate must set out in a letter details of the events which prevented him/her from notifying the Programme Team within the prescribed period.
9. In each degree with Honours there shall be three grades of Honours denominated respectively the First, Second, and Third Class. The names of the candidates in the Second Class shall be arranged in two divisions. The names of the candidates in the First and Third Classes and in each division of the Second Class shall be arranged in alphabetical order. Candidates for Honours who do not attain the standard required to qualify them for at least the Third Class Honours award shall be awarded the Degree of BA (Scottish Agricultural College) Rural Business Management.

Note: Details of the individual Degree Programmes can be obtained from the Scottish Agricultural College.

APPENDIX TO MINUTE 368

UNIVERSITY OF ABERDEEN

UNIVERSITY HEALTH AND SAFETY COMMITTEE

ANNUAL REPORT 2003/4

The University Health and Safety Committee is a committee of the University Court and is required to report at least annually to Court on the management of health and safety in the University.

1.0 REMIT, MEMBERSHIP AND MEETINGS OF THE COMMITTEE

- 1.1 The Committee met on three occasions during the year (in November, February and May).
- 1.2 The remit of the Committee is detailed in Appendix 1. The membership during the year is listed in Appendix 2.

2.0 ACCIDENTS IN THE UNIVERSITY

THE ACCIDENT RATE HAS CONTINUED AT THE RATE SEEN IN 2002. IT CONTINUES TO BE ABOVE THE AVERAGE RATE FOR THE HIGHER EDUCATION SECTOR ALTHOUGH CAUTION IS NEEDED WHEN MAKING COMPARISONS.

ACCIDENTS IN ESTATES AND HOSPITALITY SERVICES ACCOUNT FOR APPROXIMATELY HALF OF THE ACCIDENTS IN THE UNIVERSITY.

SLIPS AND TRIPS ARE THE MAIN CAUSES OF ACCIDENTS, BEING A FACTOR IN APPROXIMATELY ONE THIRD OF ALL ACCIDENTS.

HALF OF THE FIRES IN THE UNIVERSITY WERE STARTED DELIBERATELY.

- 2.1 Data on accidents are compiled on a calendar year basis to permit comparison with data for the whole of the higher education sector which are compiled on the same basis. Data on accidents in the University during 2003 are contained in Appendix 3. Both the total number of accidents in the University and the number of accidents which resulted in more than 3 days absence from work has remained at the levels recorded in 2002. In addition the rate per 1000 employees for these accidents remains above the national average for the higher education sector.
- 2.2 The annual rates for individual UK universities show considerable variation from 0 to over 10 accidents per 1000 employees. This is, in part, a reflection of the differing nature of their activities as well as the differing extents to which accidents are reported and included in a university's accident figures. Caution is needed when making comparisons with the average rates for the whole higher education sector.
- 2.3 Given the nature of their activities, with large numbers of staff carrying out manual work, it is to be expected that Estates and Hospitality Services would account for a significant proportion of accidents in the University. As in previous years, approximately half of the accidents during 2003 involved staff from Estates and Hospitality Services.
- 2.4 Nationally slips and trips are amongst the main causes of accidents at work and together they form one of the Health and Safety Executive's priority topics. In the University they are the main cause of accidents and in each of the last three years one fifth to one quarter of all accidents have been caused by slips and trips. Programmes have commenced in both Estates and Hospitality Services to increase awareness of slips and trips as a cause of accidents and to improve the management of the risks of slips and trips.

- 2.5 There were 19 recorded fires during 2003. Half were believed to have been started deliberately and maliciously and all but one of these deliberate fires were started in the open air close to University buildings highlighting the importance of ensuring that combustible waste awaiting uplift is stored away from buildings in secure containers or compounds. (Throughout the UK deliberate ignition is the main cause of fires at non-domestic premises.) All of the fires inside University buildings were detected at an early stage, either by smoke detectors or by people within the buildings. No significant damage resulted from these fires.
- 2.6 There are no particular accidents or incidents which the Committee considers should be brought to the attention of the University Court.

3.0 MONITORING OF HEALTH AND SAFETY PERFORMANCE

ANNUAL HEALTH AND SAFETY REPORTS WERE RECEIVED FROM ALL SCHOOLS AND SUPPORT UNITS.

THE PRIORITY WHICH IS GIVEN TO HEALTH AND SAFETY AUDITS WILL BE REVIEWED TO ENSURE THAT THE TARGET OF CARRYING OUT AN AUDIT IN EACH SCHOOL/SUPPORT UNIT ONCE EVERY THREE YEARS IS MET.

- 3.1 The Committee requests annual reports from Schools and support units. All those who were asked to submit reports did so. As well as being used to monitor health and safety performance, the reports are also used to help prioritise the health and safety audit programme and to assist in determining which units require further assistance with their management of health and safety.
- 3.2 We aim to carry out a health and safety audit in each School/support unit once every three years. We are two years into the current cycle and have carried out 10 audits out of a total of 37 audits scheduled for the cycle. The priority which is given to health and safety auditing will be reviewed to ensure the target is met.
- 3.3 Where recommendations have been made for improvements following audits, further visits have been made to verify the effectiveness of the actions taken to implement the recommendations.
- 3.4 There are no particular matters arising from the audits or from the annual reports from Schools and support units which the Committee considers should be brought to the attention of the University Court.

4.0 CONTACTS WITH THE HEALTH AND SAFETY EXECUTIVE AND OTHER REGULATORY AUTHORITIES

THERE HAS BEEN NO FORMAL HEALTH AND SAFETY ENFORCEMENT ACTION TAKEN AGAINST THE UNIVERSITY DURING THE YEAR.

- 4.1 Health and safety legislation is enforced throughout the University by the Health and Safety Executive apart from halls of residence and the Central Refectory where the enforcing authority is Aberdeen City Council.
- 4.2 There has been one visit to the University by an inspector from the Health and Safety Executive who observed work being carried out in an unsafe manner by a contractor working for Estates on the roof of a University building. As well as pursuing the matter with the contractor, the inspector reminded the University of its health and safety duties in respect of contracted works and stated that if similar failings were discovered in the future they might result in formal enforcement action against the University. A programme of remedial measures was immediately instigated by Estates Section to prevent a recurrence.
- 4.3 Several visits have been undertaken by inspectors from Aberdeen City Council to follow up accidents which the University was statutorily obliged to report. The inspectors were satisfied with the University's investigations of and responses to the accidents.

5.0 SURVEY COMMISSIONED BY THE UNIVERSITY'S INSURERS

THE UNIVERSITY'S INSURERS HAVE EXPRESSED GENERAL SATISFACTION WITH THE UNIVERSITY'S HEALTH AND SAFETY MANAGEMENT SYSTEMS.

- 5.1 The University's liability insurers commissioned an independent health and safety surveyor to review the University's health and safety management systems. The surveyor reported that "the University was fulfilling most relevant legal requirements" and "there are good systems and procedures in place to manage health and safety". He also reported that "the management team appeared to have a proactive approach to health and safety and is committed to providing measures and records".
- 5.2 The surveyor found scope for improvement in five areas. His findings and recommendations have been accepted.
- (i) Hand arm vibration:** Assessments are required of the levels of risk of hand arm vibration to Estates staff from use of grounds maintenance equipment. Estates are currently carrying out the assessments.
- (ii) Work related stress:** Training is required for all managers on the University's stress policy and their role in managing work related stress among their staff. Human Resources will run a programme of courses for managers during 2004/5.
- (iii) Accident reporting and investigation:** More needs to be done to gather information for our insurers to use in their investigations into claims for compensation from staff following accidents. In particular employees should be asked to sign for their written account of how an accident occurred as soon as possible after an accident. Accident reporting procedures have been revised and training courses are being arranged for those who are required to investigate accidents.
- (iv) Auditing:** More comprehensive records are required of the corrective actions taken following health and safety audits. This has been completed.
- (v) Control of asbestos:** Priority should be given to the completion of the surveys of University buildings for asbestos containing materials which are currently being undertaken. Estates plan to complete the surveys by the end of 2004/5.

6.0 IONISING AND NON-IONISING RADIATIONS

ARRANGEMENTS FOR ENSURING ADEQUATE STANDARDS OF RADIATION PROTECTION ARE GENERALLY SATISFACTORY, HOWEVER TIGHTER CONTROLS HAVE BEEN IMPLEMENTED OVER THE DECOMMISSIONING OF LABORATORIES WHERE WORK WITH IONISING RADIATION HAS BEEN UNDERTAKEN.

- 6.1 The use of sources of ionising and non-ionising radiation is essential to the work of several Schools. The Committee maintains the Radiation Hazards Sub-Committee to oversee and monitor work with radiation. The Sub-Committee receives reports from the University's Radiation Protection Adviser on radiation matters.
- 6.2 Storage and use of sources are regulated by both the Health and Safety Executive and the Scottish Environment Protection Agency. There have been no visits by the specialist radiation inspectors from the Health and Safety Executive since their inspection of the University in March 2002. Issues which inspectors from the Scottish Environment Protection Agency raised following their visits during the year have been addressed.
- 6.3 It has been recognised that tighter controls are needed over the decommissioning of laboratories following incidents during the decommissioning of rooms in the MacRobert Building which had been used for work with ionising radiation. These have now been put in place.
- 6.4 The University has several sealed sources of ionising radiation which are no longer used. Funding (£18,000) has been obtained from government for the disposal of sealed sources and further funding (£50,000) has been set aside by the University for disposal of sealed sources in the current financial year.

7.0 WORK WITH GENETICALLY MODIFIED ORGANISMS

ARRANGEMENTS FOR CONTROLLING WORK WITH GENETICALLY MODIFIED ORGANISMS ARE SATISFACTORY.

- 7.1 The Committee maintains two Genetic Modification Safety Sub-Committees to review and approve research and teaching projects involving genetically modified organisms. There are currently 119 such projects in progress in the University. Both Sub-Committees have reported that arrangements for controlling work with genetically modified organisms are satisfactory.

8.0 HEALTH AND SAFETY MANAGEMENT IN ESTATES

A FULL TIME HEALTH AND SAFETY COORDINATOR HAS BEEN EMPLOYED IN THE ESTATES SECTION.

A MAJOR PROGRAMME TO SURVEY UNIVERSITY BUILDINGS AND RECORD THE LOCATION AND CONDITION OF ASBESTOS IS UNDERWAY.

- 8.1 The Committee welcomed the appointment by Estates Section of a full time Health and Safety Co-ordinator who will support Estates staff in all matters concerning health and safety, update health and safety procedures, coordinate the programme of inspections and audits and provide assistance with Estates' programmes for the management of contractors.
- 8.2 Recent health and safety legislation creates a specific duty for those responsible for the maintenance of commercial, industrial or public properties or for the common areas of domestic properties to check for the presence of asbestos and properly manage the risk. The main purpose of the new duty is to reduce the risk of maintenance workers inadvertently disturbing asbestos. Estates Section are undertaking a comprehensive survey of University buildings for asbestos containing materials. The results will be used to update the University's register which records the location and condition of asbestos.

9.0 MINIBUS DRIVER TRAINING

SCHOOLS HAVE BEEN RECOMMENDED TO PROVIDE ADDITIONAL TRAINING FOR STAFF BEFORE THEY ARE ALLOWED TO DRIVE MINIBUSES.

- 9.1 Several Schools use minibuses to take students on field trips. Staff are able to drive these vehicles using their car driving licences without taking a further driving test. Many universities and other educational establishments require staff to undertake further training before they are allowed to drive minibuses. This has not however been the practice in the University of Aberdeen. The Committee has made a strong recommendation that Schools should require members of staff who will drive minibuses using their car driving licences to undertake further training before they are allowed to drive minibuses. Training should be provided for staff who have not driven a minibus before and also for staff who might have been driving for a number of years but who have never received any formal training. Schools have also been provided with details of a local organisation which can provide suitable training.

10.0 STUDENTS' ASSOCIATION

A HEALTH AND SAFETY AUDIT OF THE STUDENTS' ASSOCIATION IDENTIFIED AREAS WHERE IMPROVEMENTS WERE NEEDED IN THE ASSOCIATION'S HEALTH AND SAFETY ARRANGEMENTS. SATISFACTORY PROGRESS IS BEING MADE WITH THE IMPLEMENTATION OF THE AUDIT RECOMMENDATIONS.

- 10.1 A health and safety audit of the Students' Association was undertaken during November and December 2003 by the University Safety Adviser at the invitation of the Association.

- 10.2 The audit found that, while the health and safety arrangements in most of the component parts of the Association were currently generally satisfactory, they relied very much on the work being done by individuals in charge of particular areas. There were few formal management systems in place which would help ensure continuity in the absence of key individuals and which would provide those in overall charge of the Association with an early warning of a deterioration in health and safety standards. Mechanisms were required by which the Association's President and General Manager received formal feedback that the standards for health and safety which they require were being met and, where there were deficiencies, that effective remedial actions were being taken. In the report on the audit recommendations were made for the development of more robust systems for health and safety management in the overall Association. Recommendations were also made for improvements which are required in particular areas/departments.
- 10.3 The audit report and the recommendations were accepted by the Association. The Association now submits an annual report to the University Health and Safety Committee and in its report in May 2004 the Association reported on progress with the implementation of the audit recommendations. The Committee was satisfied with the progress which had been made and the Association's plans for further improvements in its health and safety management arrangements.

Professor D F Houlihan
Convener
15th June 2004

APPENDIX 1**UNIVERSITY HEALTH AND SAFETY COMMITTEE - REMIT**

- (i) To advise the University Court on matters relating to general health and safety policy
- (ii) To recommend to the University Court actions necessary to implement University health and safety policies
- (iii) To monitor the extent of compliance with University health and safety policies and to recommend to the University Court actions necessary to address areas of non-compliance
- (iv) To maintain standing sub-committees to consider health and safety matters relating to
 - use of ionising and non-ionising radiations and
 - work with genetically modified organisms
- (v) To provide a forum for consultation and discussion of health and safety matters
- (vi) To promote a culture of consciousness of health and safety and of continuing improvement in those areas
- (vii) To report at least annually to the University Court

APPENDIX 2**UNIVERSITY HEALTH AND SAFETY COMMITTEE - MEMBERS**

Professor D F J Houlihan	Vice Principal (Convener)
Professor M J Baker	Appointed by the University Court
Miss A C Harper	Appointed by the University Court
Mr A Mair	Convener of the Joint Planning, Finance & Estates Committee

Appointed by Colleges

Dr S Lawrie	Arts and Social Sciences
Mr I Downie	Arts and Social Sciences
Dr K Shennan	Life Sciences and Medicine
Mr D Campbell	Life Sciences and Medicine
Mr E G Smith	Physical Sciences
Mr J Livingston	Physical Sciences

Appointed by Trade Unions

Miss M Main	AMICUS
Ms D Massie	AMICUS
Mr J Polanski	AMICUS
Dr E Lachowski	AUT
Ms D Bailey (until Feb 2004)	UNISON
Mr H Leys	UNISON
Mr G Paul (from May 2004)	UNISON
No appointment	TGWU

Ex Officio

Mr A Donaldson	Director of Estates
Ms J Duncan	President, Students' Association
Mr L Forsyth	General Manager, Students' Association
Ms L Watt	Vice President (Sport), Students' Association

In Attendance

Dr K Allan (From Feb 2004)

Mr N Corby

Mr I Cowe (from May 2004)

Dr B Heaton

Ms M Hives

Mrs D McDowall (from Feb 2004)

Mr R Murray

Mrs M Smith

NHS Grampian Occupational Health Service

University Safety Adviser

Estates Health and Safety Coordinator

Radiation Protection Adviser

NHS Grampian Occupational Health Service

Director of Student Affairs

Estates Director - Operations

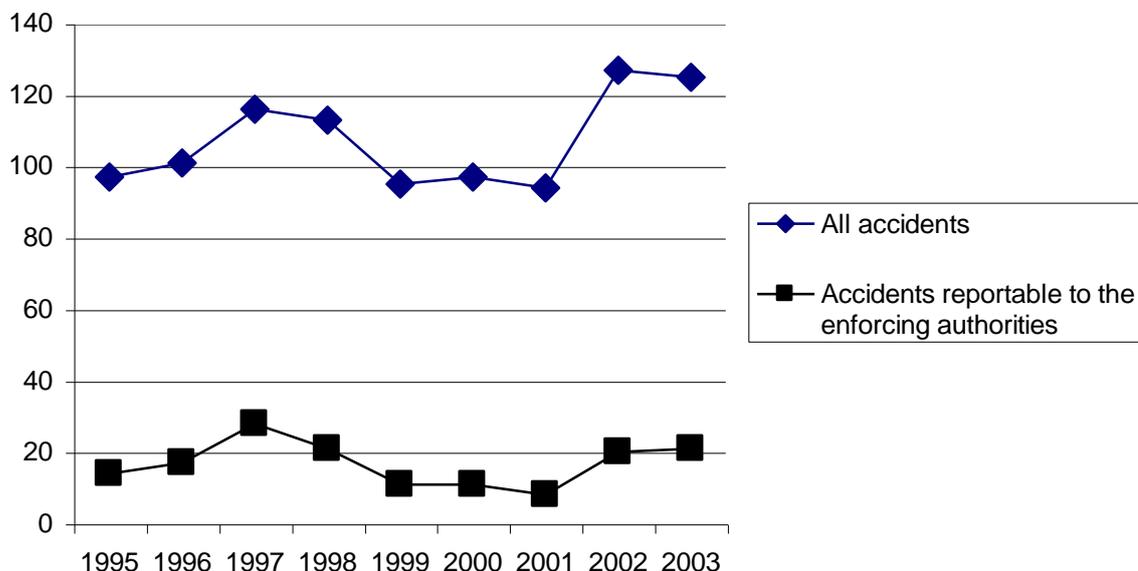
Human Resources

APPENDIX 3**ACCIDENTS IN THE UNIVERSITY DURING 2003**

- 1) The number of accidents which were reported to the University Safety Adviser during 2003 remained at the level seen in 2002. .

Total number of accidents reported to the University Safety Adviser – staff students and members of the public

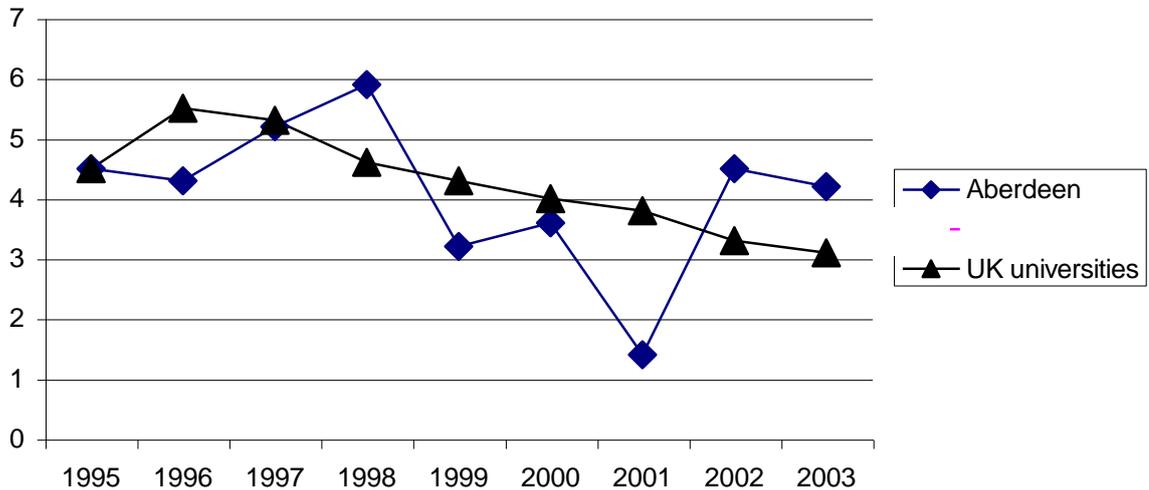
	1995	1996	1997	1998	1999	2000	2001	2002	2003
Accidents reportable to the enforcing authorities	14	17	28	21	11	11	8	20	21
Accidents not reportable to the enforcing authorities	83	84	88	92	84	86	86	107	104
All accidents	97	101	116	113	95	97	94	127	125



- 2) Below is a comparison of the University's "enforcing authority reportable" accident rates for staff (calculated as number of accidents per 1000 individuals at risk) with those compiled from accident figures from UK universities by the Universities Safety and Health Association. The rates cover staff only and exclude students.

Accidents reportable to the enforcing authorities- staff only
(Rate per 1000 individuals at risk)

	1995	1996	1997	1998	1999	2000	2001	2002	2003
Aberdeen	4.5	4.3	5.2	5.9	3.2	3.6	1.4	4.5	4.2
UK universities	4.5	5.5	5.3	4.6	4.3	4.0	3.8	3.3	3.1



3) Below is a summary of the apparent causes of accidents during 2003

Apparent Cause	Number	Percent
Slips and trips	24	20
Striking against an object	18	14
Struck by an object	16	13
Hot/cold contact	16	13
Glass/sharps	9	7
Chemicals	9	7
Handling/lifting carrying	8	6
Animals and insects	8	6
Electrical	5	4
Hand tools	3	2
Machinery	2	2
Falls from height	1	1
Fire	1	1
Vehicle	1	1
Other	4	3
Total	125	100

4) Below is a summary of the occupations of those involved in accidents during 2003

Occupation	Number	Percent
Domestic	25	20
Catering	23	18
Estates maintenance	16	13
Technical	12	10
Undergraduate student	11	8
Academic	10	8
Visitor	8	6
Administrative	7	6
Portering	6	5
Postgraduate student	6	5
Other	1	1
Total	125	100

APPENDIX TO MINUTE 369

RESOLUTION No 236 OF 2004
[THE GLUCKSMAN CHAIR OF IRISH AND SCOTTISH STUDIES]

After consultation with the Senatus Academicus, the University Court of the University of Aberdeen at its meeting on 29 June 2004 passed the following Resolution:

1. There shall be in the University of Aberdeen a Chair in Irish and Scottish Studies to be called The Glucksman Chair of Irish and Scottish Studies and the incumbent shall be a Professor in the College of Arts and Social Sciences.
2. The patronage of the Chair shall be vested in and exercised by the University Court of the University of Aberdeen.
3. The conditions of appointment to the Chair shall be determined by the University Court in accordance with its powers exercisable under the provisions of the Universities (Scotland) Act 1966.
4. This Resolution shall come into force on the date on which it is passed by the University Court.

APPENDIX TO MINUTE 371

RESOLUTION NO 237 OF 2004.**[SUPPLEMENTARY REGULATIONS FOR THE AWARD OF COMBINED DEGREES WITH EDUCATION]**

After consultation with the Senatus Academicus, the University Court of the University of Aberdeen, at its meeting on 29 June 2004 passed the following Resolution:

1. The University shall have power to award first degrees, prescribed by the Senatus Academicus for this purpose, with designation in Education to those candidates who, in addition to meeting the other requirements of the degree concerned, have completed a programme leading to an Initial Teaching Qualification accredited by the General Teaching Council for Scotland, and who have complied with the Supplementary Regulations annexed hereto.
2. This Resolution shall come into force on the day on which it is passed by the University Court

1. General Regulations

1. To qualify for the award of a Combined Degree with designation in Education, a candidate must comply both with the normal Supplementary Regulations prescribed for the award concerned, and also with the additional requirements prescribed by these Regulations for degree programmes which have been accredited by the General Teaching Council for Scotland as leading to the award of an Initial Teaching Qualification.
2. The programmes to which these regulations refer shall be prescribed from time to time by the Senatus Academicus on the recommendation of the Academic Standards Committee (Undergraduate), and are as contained in Schedule A hereto. This list may be amended from time to time.
3. Before being admitted to a Combined Degree programme with Education all candidates must, in addition to satisfying any academic requirements for admission, satisfactorily complete a medical examination, and also normally attend for interview.
4. The programme of study for each Combined Degree with Education shall be as approved by the Academic Standards Committee (Undergraduate) and as contained in the Schedule of Courses annexed to these Regulations.
5. Notwithstanding the definition of "credit" contained in General Regulations for First Degrees 1, candidates on Combined Degree programmes with Education must satisfactorily complete all prescribed degree assessments to be awarded the degree.
6. Notwithstanding General Regulation for First Degree 7, the validity of the class certificate for any period of School Experience shall be limited to the academic year in which it is awarded.
7. In terms of General Regulation for First Degrees 16.1(e) candidates may not progress
 - (a) from programme year 1 to programme year 2 unless they have accumulated by award or exemption 100 credit points, including any Programme Year 1 requirements in School Experience.
 - (b) from programme year 2 to programme year 3 unless they have accumulated by award or exemption 225 credit points, including any Programme Year 1 and 2 requirements in School Experience.
 - (c) from programme year 3 to programme year 4 of a non-honours degree unless they have accumulated by award or exemption 345 credit points, including any Programme Year 1, 2 and 3 requirements in School Experience.

8. The Senatus Academicus, on the recommendation of the Academic Standards Committee (Undergraduate), may require candidates on a Combined Degree programme with Education to discontinue attendance on courses for that programme if they fail any period of School Experience on a second occasion.
9. Any health, conduct, behaviour or other issue that could bear on the suitability or fitness for teaching of a candidate on a Combined Degree programme with Education will be investigated by the Education Degree Programmes Fitness to Practise Committee. However, where such a case relates to a matter falling within the Code of Practice on Student Discipline, it may be referred to the Fitness to Practice Committee only after procedures under that Code are exhausted and an allegation has been admitted or found to be proved. The Senatus Academicus, on the recommendation of the Education Programmes Fitness to Practice Committee, may suspend or terminate the studies of candidates on Combined Degree Programmes with Education who, following a proper process of investigation, are judged not "fit to practise". In exceptional circumstances only, the University may suspend the matriculated student status of, or exclude from specified activities of the University, candidates whose case has been referred to the Fitness to Practice Committee pending consideration of their case. In all cases, any such suspension or exclusion shall be subject to the procedures detailed in the University's Code of Practice on Student Discipline, as these are prescribed by any Resolution of the University Court in force at the relevant time.
10. Combined Degrees with Education may, on the recommendation of the Examiners, be awarded with Merit to those candidates who have achieved excellence in the School Experience elements of the programme concerned.

SCHEDULE A

COMBINED DEGREE PROGRAMMES WITH EDUCATION WHICH HAVE BEEN ACCREDITED BY THE GENERAL TEACHING COUNCIL FOR SCOTLAND AS LEADING TO AN INITIAL TEACHING QUALIFICATION

Leading to award of the Degree of Master of Arts (MA) with Honours

The programme in European Languages with Teacher Education (final intake September 2002)

Leading to award of the Designated Degree of Bachelor of Science in Pure Science (BSc)

The programme in Technology with Education

2. Degree of Bachelor of Science in Pure Science (BSc)

Regulation 5.1

To the list of existing disciplines in Group A, add:

'Engineering (which is regarded for the purposes of Regulations 4.1 and 5.3 as constituting two disciplines) (levels 1 and 2 only), Engineering Science'.

Regulation 5.2

For 'Levels 3 and 4' substitute 'each of levels 3 and 4'.

Regulation 9

To the list of disciplines in which a Designated Degree may be awarded, add 'Technology with Education*' and footnote: '*Programme subject to the General Regulations governing Combined Degrees with Education'.

APPENDIX TO MINUTE 372

**University of Aberdeen
Records Management Policy**

1. Introduction

The University recognises that the efficient management of its records, regardless of their form or medium, is essential to support its core functions, to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which these aims can be achieved and audited. It covers:

- **Scope**
- **Definitions**
- **Aims of the Records Management function**
- **Responsibilities**
- **Relationship with existing policies and legislation**
- **Retention and disposal**
- **Contacts**

2. Scope

This policy applies to all records created, received or maintained by staff of the institution in the course of carrying out their corporate functions.

The policy is applicable on a University-wide basis.

3. Definitions

Records are defined as all those documents required to facilitate the business carried out by the University and retained for a set period to provide evidence of its transactions or activities.

Records may be created, received or maintained in hard copy, optical or electronic format.

Records management is defined as

“That field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records” (*BS/ISO 15489-1: 2001*)

All records management programmes are based upon the concept of the **records lifecycle**, a system for describing the various stages of existence through which information passes in recorded form. Records are **current** from their creation and for as long as their administrative value remains at its highest. They become **semi-current** when their administrative value declines and reference to them becomes irregular and less frequent. When a record has ceased to have any administrative value at all it is **non-current**.

Vital records are those without which the University would cease to be able to function properly. All other records are non-vital.

A **retention schedule** is a list of record series (types of records) setting out the periods/actions describing their preservation/destruction.

4. Aims of the Records Management function

- To ensure that records of vital importance for the continuing operations of the University of Aberdeen are identified and managed systematically
- To dispose of the University's non-current records in an organised, efficient and, where necessary, confidential way
- To monitor and offer advice on the creation, maintenance, version control and disposition of records throughout the University

- To ensure compliance with legislation relevant to the creation and processing of records
- To facilitate the identification and selection of material suitable for permanent preservation in the University Archives

5. **Responsibilities**

The University's Records Manager is responsible for the dissemination and maintenance of records management best practice throughout the University.

All records within a College, School or Section should have an identified owner with ultimate responsibility for their classification and management whilst in regular use (i.e. during their period of currency).

Contacts will be nominated to provide liaison within and between Schools or Sections, and to ensure the integration of records management practice with routine business processes throughout the University.

All new members of staff will receive an introductory briefing on records management procedures and associated issues such as Freedom of Information legislation.

6. **Relationship with existing policies, standards and legislation**

This document has been formulated with reference to University guidelines and policies, as well as to the specified national legislation and standards, as follows:

- Data Protection: <http://www.abdn.ac.uk/dataprotection/>
- NHS Grampian Records Management Policy (draft).
- Data Protection Act 1998.
- Freedom of Information (Scotland) Act 2002.
- Human Rights Act 1998
- Electronic Communications Act 2000
- International Standard on Records Management, *BS ISO 15489*.
- Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically, *PD 0008: 1999*.
- Principles of Good Practice for Information Management, *PD 0010: 1997*.

7. **Retention and disposal**

Colleges, Schools and Sections are required to manage their records in accordance with an approved and officially ratified retention schedule. All departmental retention schedules will be reviewed regularly and adjusted if necessary. Where appropriate, the University will seek to establish an overall retention schedule for particular types of records.

The University's non-current records will be disposed of in an organised, efficient and, where necessary, confidential way. In all cases, disposition will occur in an environmentally responsible manner.

Those records deemed to be worthy of permanent preservation, either because they are considered useful for historical research or because they represent an enduring record of the conduct of business, will be transferred to the University Archive.

8. **Contacts**

RECORDS

Phil Astley
Records Manager
Room G2, Queen Mother Library
Meston Walk
Aberdeen
AB24 3UE
Tel: (01224) 273175
e-mail: p.astley@abdn.ac.uk

ARCHIVES

Siobhan Convery
Senior Curator
Historic Collections
King's College
Aberdeen
AB24 3SW
Tel: (01224) 272929
e-mail: s.convery@abdn.ac.uk