



UNIVERSITY OF DUNDEE SENATE REGULATIONS

Dr Ian Francis

Academic Secretary

e-mail: i.k.francis@dundee.ac.uk

Dr Neale Laker

Clerk to Court

e-mail: n.laker@dundee.ac.uk

University of Dundee, Dundee, DD1 4HN, Scotland, UK

Senate Regulations

Elections to Court and Senatus Academicus by the Academic Council and by the Readers, Senior Lecturers and Lecturers

(Note: Regulations made under Ordinance 18.)

- 1 Elections shall take place by postal ballot held during the summer term except in the case of elections to fill a casual vacancy which may be held during one of the other terms.
- 2 In years when there is an election for the Court it shall be held before the election for the Senatus.
- 3 The Returning Officer shall circularise all electors not less than twenty-one days before an election calling for nominations and indicating the number of vacancies to be filled. The circular shall include the name or names of the person or persons retiring. In the case of the Senatus the circular shall also give the names of the elected members of Court and of the Readers, Senior Lecturers and Lecturers who are elected members of the Senatus and their periods of office.
Nominations shall not be valid unless received by the Returning Officer ten days before the date of the election. Each nomination shall require the signatures of two supporters, who shall be electors, and the signature of the candidate as evidence of his or her agreement to stand for election.
- 4 Not less than seven days before the date of the election the Returning Officer shall send to each elector a ballot paper containing the names of the candidates in alphabetical order together with the names of their supporters and with an election envelope addressed to the Returning Officer. The ballot paper shall be returned to the Returning Officer in the envelope by 4 p.m. on the day of the election.
- 5
 - (1) The election shall be conducted under the single transferable vote system (as defined in "How to conduct an Election by the Single Transferable Vote" by Newland and Britton, 1973).
 - (2) Candidates, or their representatives, shall be entitled to be present at the counting of the votes.
 - (3) The candidates with the highest number of votes shall be deemed to be elected.
 - (4) In the event of a tie for the last or only place the election shall be decided by the drawing of lots by the candidates with an equal number of votes in the presence of the Returning Officer.
 - (5) The Returning Officer shall have power to declare a ballot paper spoiled or invalid and to decide any matter for which provision is not made in these Regulations. He or she shall report to the Senatus/Academic Council the number of such papers and any decision taken in exercise of this power.
- 6 A statement of the result of each election will be published not later than the second day following the election.
- 7 Elections for casual vacancies will follow the foregoing procedure except that if a vacancy occurs during the Christmas vacation, the Spring term or the Easter vacation before a Summer term during which an election for ordinary vacancies is due to be held the election for the casual vacancy will form part of that election.

University Library

Library Membership

Rules for the management of the Library made from time to time by the Library Committee and approved by the Senatus shall have the effect of Library regulations.

- 1 Membership of the Library is granted to the following:
 - (1) Members of the University as defined in the Charter.
 - (2) Persons attached to the University, but not included in (1), who are recommended by a Head of Department.
 - (3) Retired members of the University staff.

- (4) Persons engaged in study or research, at the discretion of the Librarian and on payment of an annual subscription of twenty two pounds or two pounds in the case of pupils engaged in full-time secondary education.
 - (5) Graduates of the Universities of Dundee and St Andrews, of the former Northern College of Education (Dundee Campus) and of the former Duncan of Jordanstone College of Art, at the discretion of the Librarian and on payment of an annual subscription of twelve pounds.
 - (6) Corporate members on payment of an annual subscription of thirty pounds.
 - (7) The Bishop and Clergy of the Diocese of Brechin of the Scottish Episcopal Church.
 - (8) Undergraduate and postgraduate students, academic and library staff of the University of St Andrews and University of Abertay Dundee.
 - (9) Members of organisations with which the University has concluded agreements for membership.
- 2 Membership of the Library implies an undertaking to observe the Library Regulations. Library membership cards are not transferable. If a membership card is lost or stolen, the reader shall remain responsible for items issued using it until the Library has been informed of the loss.
- 3 Members of the general public may be admitted to the use of the Library for reference purposes, free of charge and on application, preferably in writing, to the Librarian.

Borrowing

- 4
- (1) All material borrowed from the Library is subject to recall at the discretion of the Librarian.
 - (2) Periodicals may not normally be borrowed.
 - (3) No item shall be removed from the Library until it has been date-stamped by a member of the Library staff and the loan recorded. The item shall remain the responsibility of the borrower until the record at the Issue Desk has been cancelled.
 - (4) In the event of any item being lost, damaged or defaced by or while in the possession of a person entitled to the use of the Library, that person shall be liable either to replace the item or to pay such compensation, not exceeding the cost of replacement, as may be fixed by the Librarian or Deputy.

Conduct

- 5
- (1) Persons using the Library are to avoid all unnecessary noise and disturbance and to comply with the instructions made by the Library staff to this effect.
 - (2) Smoking or the consumption of food or drink on Library premises is prohibited.
 - (3) An inspection of Library material in the possession of readers leaving the Library may be carried out by an authorised member of the Library staff, who may also require readers to allow bags and other personal effects to be examined.
 - (4) Places in the Reading Areas and carrels should not be reserved and books or other articles should not be left with this intention.
 - (5) Children under secondary school age are not admitted to the Main Library, even though accompanied by an adult.

Breaches of Regulations

- 6
- (1) In terms of Ordinance 40 (Student Discipline) the Senatus has delegated to the Librarian or his Deputy disciplinary powers in respect of breaches of the Library Regulations by students of the University. In such cases the Librarian or his Deputy, in addition to imposing the penalties

prescribed by Ordinance, may suspend from the use of the Library for a period not exceeding three months.

- (2) In the case of breaches of Library Regulations by readers other than students of the University, the Librarian or his or her Deputy shall have powers to suspend from the use of the Library for a period not exceeding three months without prejudice to the power of the Librarian to report the offender to the Library Committee for the imposition of such additional penalty, by way of fine not exceeding £100 and/or suspension from the use of the Library, as the Committee may determine.

Regulations for the Use of Computing Facilities

- 1 These Regulations shall apply to all use by staff, students and any other authorised user of any of the computing facilities administered by the University or any of its departments and, where applicable, to the use of any other computing facilities connected to the University by modems, JANET, wide area networks or by other means.
- 2 No charges for the use of University computing facilities shall be made to members of the University in connection with their studies, research, teaching or administrative duties except (a) for some facilities where charges may be made to cover specific costs and (b) where external sources provide additional funding for computer use.
- 3 No person or persons shall by any wilful or deliberate act jeopardise the integrity of computing equipment, the communications network, systems programs or other stored information nor gain nor attempt to gain unauthorised access to computer systems, programs or other data including data in transmission over networks.
- 4 Any information not provided or generated by the user of a computing resource and which may become available to the user shall be treated as confidential. Such information shall not be copied, modified, disseminated or destroyed without the permission of the originating person or body.
- 5 Users shall observe the licensing requirements attached to any software they purchase or use and shall comply with the provisions of the Copyright, Designs and Patents Act 1988 and with any additional conditions imposed by current copyright law. Copying of computer software, unless explicitly allowed, and the use of unlicensed or pirated software shall not be undertaken.
- 6 Users who maintain files which deal with data related to any living identifiable person shall conform with the conditions of the Data Protection Act 1984 and must advise the University's Data Protection Officer of any such files to ensure that the data are correctly registered.
- 7 Users shall not disclose to other persons passwords given to them to access computer systems with password entry.
- 8 Computing facilities shall not be used for private purposes such as consultancy or by external users except with the express permission of the University, granted through the Director of Information Technology Services or other authorised manager of specific computing facilities, and at charges to be determined from time to time by the aforementioned person in conjunction with the Director of Information Technology Services and the Finance Officer.

Breaches of Regulations

- 9 (i) In terms of Ordinance 40 (Student Discipline) the Senatus has delegated to the Director of Information Technology Services disciplinary powers in respect of breaches of the Regulations by students of the University. In addition to the penalties prescribed by Ordinance 40, the Director or any Authorised Officer acting on the recommendation of another head of unit may suspend any student immediately from using any University equipment pending investigation of the alleged breach.
- (ii) In the case of staff and other non-student users of University computing facilities, the Director of Information Technology Services shall have power of immediate suspension from using any University computing equipment pending investigation of an alleged breach of the Regulations. Where he or she determines after investigation that a breach has occurred he or she may continue such suspension and may recommend to the Secretary of the University that

the user is held responsible for reimbursement of any loss incurred by the University as a result of the breach or that the matter is reported to the Police as a potential criminal offence or, in the case of a member of staff, that the matter is further considered by or on behalf of the University Court under staff disciplinary procedures or all or any of these.

Termination of Studies (Appeals)

- 1 There shall be a Committee of the Senatus Academicus, entitled the Termination of Studies (Appeals) Committee, which shall be empowered to receive and determine appeals from students against termination of their studies.
- 2 The members of the Termination of Studies (Appeals) Committee shall be: a Vice-Principal or equivalent *ex officio* (Convener); at least one representative of each College Board, nominated by the College Board; Students' Assessor on the Senatus, *ex officio*. When however it is known in advance that a member of the Committee will be unable to attend a meeting, it shall be competent for the member's College Board to appoint a deputy; provided that if no meeting of the College Board is to be held in time for this to be done, the appointment may be made by the Vice-Principal of the College.
- 3 Any three members of the Committee shall constitute a quorum.
- 4 The term of office of members, other than the Convener and the Students' Assessor, shall, subject to special arrangements to ensure that all members do not demit office at the same time, be three years.
- 5 A College representative shall not be a party to the decision of the Committee on an appeal by a student of his own College, but it shall be competent for the Convener and the other members of the Committee to consult him or her.
- 6 The intimation to be made to a student of termination of his or her studies, his or her right of appeal and the procedure to be followed shall be issued in the name of the Vice-Principal of the College (or the Dean of the School where this power has been devolved by the College Board) concerned and shall in all Colleges conform as nearly as practicable to the style indicated in the Schedule to these Regulations.
- 7 On receipt of an appeal the Secretary of the University shall refer it, with all supporting documents, to the relevant College Board or College Committee for immediate consideration and recommendations, such recommendations being for the Committee's guidance only.
- 8 The Committee is empowered in its own discretion to hear an appellant orally, but no right to oral hearing is conferred upon appellants.
- 9 The Committee is empowered also to consider representations by College or School Committees against termination of studies made on behalf of a student who has not formally appealed.
- 10 The Committee is empowered to obtain all such information or opinions as it may consider desirable.
- 11 A record shall be kept, in the form of minutes of meetings, of all appeals presented to the Committee, which shall include particulars of each appeal, the decisions reached and the grounds of the decisions.
- 12 The decisions of the Committee, which shall be final, shall be reported to the Senatus and to the appropriate College Board in each case.
- 13 In the event that any issue involving disability, race or other equal opportunities issue arises, any Committee or University officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider the promotion of good race relations and racial harmony. This may be at any stage, but is at the sole discretion of the Committee or member(s) of staff involved.

Schedule

College (School) of

Date

Dear

By Degree Regulation (to be specified) you are required to pass degree examinations in papers in Part of the examination before (e.g.) the expiry of the year following the date of first matriculation. As you have failed to comply with this regulation I must inform you that your studies are now liable to termination. Your case will now be considered by the Termination of Studies Committee of the College of/School of The Committee will normally make one of the following decisions:

- (a) to permit you to continue in attendance but to require that you repeat your current year of study;
- (b) to grant you extended class certificates in the courses in which you have failed to allow you to sit the degree examinations again next May/June and, if necessary, in August/September, without your being required to attend classes; should you be successful in the examinations you will be permitted to resume full-time study in the year following; if not, your studies will again be liable to termination;
- (c) to terminate your studies now.

You are invited to submit a letter of appeal to the Committee to explain your poor performance and to indicate to the Committee which of options (a) and (b) you would prefer. The Committee, in reaching its decision, will take into account any extenuating circumstances (not lack of diligence or other fault on your part) such as illness or other disability or adverse family or personal circumstances. If you are disabled or wish to raise any other equal opportunities issue, please do so, providing as much detail and supporting information as you wish. The Committee may request further information or reports.

If you wish to submit a letter of appeal you should do so by writing to the Secretary of the College/School within ten days of the date of this letter. Your letter will be photocopied. Please therefore type or write in black ink on white paper. The letter should be addressed to: The Secretary, College (School) of The University, Dundee DD1 4HN. Your letter should be accompanied by any documents you wish to submit in support of it. Medical grounds should be supported by a medical certificate and other grounds should be as fully substantiated as possible. You may ask a doctor, minister of religion, member of academic staff or any other person to write to corroborate statements you have made or otherwise to support you. You should ask this person also to write to the Secretary of the College (School) as soon as possible and you should indicate in your appeal that evidence is to be expected from this person. Should the College (School) Termination of Studies Committee decide, through selection of options (a) or (b) or in some other way, that you may continue your studies in the University then you will be informed of this as soon as possible and given details of the circumstances under which your studies may continue. If, on the other hand, the College (School) Committee should decide that your studies should be terminated your letter of appeal, and any supporting documents, will pass to be considered by the Termination of Studies (Appeals) Committee of the University Senate. Regulation 8 of the Termination of Studies (Appeals) Regulations empowers this Committee "in its own discretion to hear an appellant orally, but no right to oral hearing is conferred upon appellants". If you believe that such a personal appearance would have anything material to add to what you state in your letter of appeal then please say so in your letter. No expenses which you may incur in making a personal appearance before the Committee, if it exercises its discretion to hear you orally, can be reimbursed by the University.

This is your only opportunity to submit a letter of appeal and all the factors in support of your case should be produced at this stage since they will not be admissible after a decision has been reached. Any information which you provide will be treated in the strictest confidence.

Your Adviser of Studies, the Student Advisory Service, the University Chaplain and the President of the Students' Association are all available for consultation if you wish for their guidance. You are advised to get in touch with one or other of these people, or one of your tutors, if you intend to submit a letter of appeal. Your Personal Tutor may also be available to assist.

If you choose not to submit a letter of appeal then the College (School) Committee will still consider your case but may do so in the absence of knowledge of some factors which you may consider relevant. In any case, Heads of Departments will be asked for their opinions and recommendations about your future studies.

If you do not wish to submit a letter of appeal or if your studies are terminated then you are welcome to avail yourself of the facilities provided by the University Careers Service to help you in seeking employment or vocational training. If you intend to withdraw from your course here and do not wish to have the possibility of your studies being formally terminated then you should inform me of this within ten days of the date of this letter. If there is anything in this letter that you do not understand then please contact me or the College (School) Secretary as soon as possible so that I can explain it to you.

Vice-Principal of the College of

Yours sincerely

Copy to: the Secretary of the University

Undergraduate Appeals Procedure - Regulations*

* These Regulations are not intended to be a substitute for the Termination of Studies (Appeals) Regulations which apply when a candidate has failed to fulfil the requirements set out in the Regulations governing progress for the relevant Degree and whose studies have therefore been discontinued.

- 1 There shall be a Committee of the Senatus entitled the "Undergraduate Appeals Committee" which shall be empowered to receive and determine complaints and appeals, as defined in these Regulations, by undergraduate degree candidates.
- 2 The members of the Committee shall be: a Deputy Principal or a Vice-Principal or equivalent *ex officio* as Convener, one representative of each College Board, and the Students' Assessor on the Senatus *ex officio*.
- 3 The term of office of members of the Committee, other than the Convener and the Students' Assessor shall, subject to special arrangements to ensure that all members do not demit office at the same time, be three years.
- 4 Any three members of the Committee shall constitute a quorum. Exceptionally the Committee shall have powers to co-opt up to two members in order to obtain a quorum.
- 5 A member of the Committee who is a member of the Board of Examiners for an undergraduate degree candidate shall not be a party to the decision of the Committee on an appeal by such a candidate.
- 6
 - (1) The Committee shall determine
 - (i) appeals by candidates on failing to pass written examinations or practical assessments;
 - (ii) complaints or appeals by candidates concerning the grade or grades awarded for written examinations, theses or practical assessments including final Honours Degree Classifications;
 - (iii) complaints by candidates concerning manifest injustice which has the effect of impeding academic progress.
 - (2) In the first instance the student shall seek to resolve the complaint with his or her Head of Department and/or the Dean of School/Vice-Principal of the appropriate College. Only if such resolution is unsuccessful shall referral be made to the Secretary of the University as required in Regulation 7(1) below.
 - (3) Such appeals or complaints shall not be considered unless they are based upon allegations of
 - (a) extenuating circumstances affecting the candidate's performance and of which the examiners were unaware when their decision was taken, or
 - (b) procedural irregularities (including administrative error) in the conduct of a written or oral examination of such a nature as to give rise to reasonable doubt whether the examiners would have reached the same conclusion had they not occurred, or
 - (c) prejudice or bias on the part of one or more of the examiners.
- 7
 - (1) Every appeal shall be in writing and shall be lodged with the Secretary of the University within four weeks of the date on which the candidate received intimation of the decision against which the appeal is directed.
 - (2) The letter of appeal must state all the grounds on which the student considers that the decision should be changed, the remedy which the student seeks and whether the student wishes to make oral representation at a hearing.
- 8
 - (1) The Secretary, in consultation with the Convener of the Committee and the Vice-Principal of the candidate's College, shall determine whether the grounds of appeal come within the provisions of Regulation 6(3). Extenuating circumstances under Regulation 6(3)(a) shall not include a

candidate's illness at the time of the examination unless a medical certificate has been submitted to the head of the department either before the examination or within seven days thereafter.

- (2) If the grounds of appeal do not satisfy the provisions of Regulation 6(3), the Secretary shall inform the candidate accordingly.
 - (3) If a prima facie case is established the Secretary shall cause written notification to be sent to the candidate by recorded delivery or registered post, intimating:
 - (i) the date on which the Committee will meet to consider the appeal which shall not be less than fourteen days from the date of despatch of the intimation, and
 - (ii) the candidate's right, if giving oral evidence, to be accompanied or represented by a lawyer or friend.
- 9 The Committee shall be empowered to obtain all such information or opinions it may consider desirable which shall include an account of the student's progress and of the procedures already carried out in the matter. This shall include the grounds on which the decision appealed against was reached and should make clear the evidence that was available.
- 10 (1) After consideration of all the submissions made to it, the Committee may:
 - (i) reject the appeal;
 - (ii) notwithstanding that the point raised in the appeal might be decided in favour of the student, dismiss the appeal if they consider that the student has suffered no material prejudice;
 - (iii) uphold the appeal and order whatever remedy it deems fair in the circumstances.
- (2) The Committee's decision shall be reported to the Senatus and may include any recommendations related to the matter which has given rise to the appeal.
- 11 In the event that any issue involving disability, race or other equal opportunities issue arises, any Committee or University officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider the promotion of good race relations and racial harmony. This may be at any stage, but is at the sole discretion of the Committee or member(s) of staff involved.

Regulations Governing Plagiarism and Academic Dishonesty

(Note: these Regulations apply to all undergraduate and postgraduate degrees, diplomas and certificates).

- 1 The University's degrees and other academic awards are granted in recognition of a candidate's personal achievement.
- 2 Any action on the part of a candidate which involves plagiarism (defined as the unacknowledged use of another's work as if it were one's own exemplified by copying from a source without acknowledgement of its origin) or other form of academic dishonesty, in work which may be assessed as part of the requirements for an academic award, will be regarded as a serious offence.
- 3 Where a substantive case of academic dishonesty or plagiarism is detected by an examiner, a written or oral report shall be made to the Board of Examiners¹ concerned, along with one of the following recommendations;
 - (1) that the examiner is satisfied that the matter should be noted but requires no further action by the Board¹ because it involves no more than a single lapse or a very few minor lapses which have been taken into account in the examiner's assessment of the work; or
 - (2) that the nature of the academic dishonesty is such that in the examiner's opinion it is appropriate to reduce the candidate's mark by a specified amount to reflect the examiner's assessment of the extent of the cheating; or
 - (3) that the nature of the academic dishonesty, and/or its extent, is so significant that the examiner is unable to penalise the work adequately by a reduction in marks and that the Board of Examiners¹ should consider it as a serious case of cheating.
- 4
 - (1) In the case of a recommendation from an examiner in terms of Regulation 3(2) the Board of Examiners¹ has the discretion to adjust the marks and results up to the point where the academic rating for the piece of work in question is reduced to zero with whatever consequences would normally follow from such performance, including loss of class in the case of honours examinations, or failure in the case of other examinations.
 - (2) A Board of Examiners¹ has no power to make a greater adjustment to marks by way of penalty for what it regards as a more serious and substantial case of academic dishonesty. Where a Board of Examiners¹ believes the extent of the dishonesty in terms of Regulation 3(3) to be such that sanction over and above the disallowance of work is appropriate, as detailed a report as possible of the circumstances of the offence should be sent to the Academic Secretary who will arrange for it to be considered along with his recommendation concerning the subsequent action which might be taken by the University Committee on Academic Dishonesty. In such a case, any decision by the Board of Examiners¹ concerning that particular student shall be suspended pending the decision of the Committee.
 - (3) The decision of the Committee on Academic Dishonesty shall be final except in those cases where the Committee believes refusal to award a degree or other qualification or exclusion from the University is appropriate. In such cases the Committee shall make a recommendation to the Senate².
- 5 In the event that any issue involving disability, race or other equal opportunities issue arises, any Committee or University officer has a discretion to adjourn proceedings to seek a report from any University or external adviser and/or to consider such a report or any related submission by any person, and to consider the promotion of good race relations and racial harmony. This may be at any stage, but is at the sole discretion of the Committee of member(s) of staff involved.

¹ Or the Head of Department in cases where academic dishonesty or plagiarism is detected in coursework undertaken during the academic year. This is to ensure that matters may be dealt with expeditiously in the interests of the students concerned rather than having to wait for the annual meeting of the Board of Examiners in June.

² Any such decision of the Senatus is subject to the provision of Statute 9(5)(b).

University Departments and their Assignments to Faculties

In accordance with Statute 11(1), the Senatus has prescribed that Departments shall belong to each of the Schools/Colleges as follows:

College of Medicine, Dentistry and Nursing

Incorporating the Schools of Medicine, Dentistry, Nursing and Midwifery.

College of Life Sciences

Incorporating the School of Research, the Postgraduate School, and the Life Sciences Teaching School.

College of Arts and Social Sciences

Incorporating the Schools of Humanities, Social Sciences, Psychology, Accountancy, Law, Education & Social Work, and the Postgraduate School of Management & Policy.

College of Art & Design, Architecture, Engineering & Physical Sciences

Incorporating the Schools of Duncan of Jordanstone College, Engineering & Physical Sciences, Computing and Architecture.

Conduct of Examinations

- 1
 - (1) At least two invigilators, one of whom shall be designated senior invigilator, shall be on duty in each examination room.
 - (2) At least one invigilator shall normally be seated in front of the candidates and at least one behind to ensure proper supervision of the examinees.
- 2 It is the responsibility of the senior invigilator³ to collect, or to arrange for the collection of, the question papers for the examination(s) at which he or she is officiating and to ensure that the packets of papers are properly sealed and labelled in accordance with the examination timetable.
- 3 It is the responsibility of the invigilators:
 - (a) to arrive at the examination room at least fifteen minutes before the beginning of the examination;
 - (b) at the close of the examination, to collect the answer books in each subject, arrange them in alphabetical order, check the names against the list of candidates and record the names of any absentees on the forms provided. On each form the number of candidates who were present at the examination and submitted answer books shall be entered and signed by one of the invigilators. If any answer book is returned bearing the name of a candidate not included in the appropriate list, an endorsement to this effect shall be made on the form. In addition, in any examination in which place cards are used, the name of any candidate who has attended the examination but has not submitted an answer book shall be recorded;
 - (c) to deliver spare copies of question papers and all answer books not collected and signed for by departmental representatives to the University Examinations Office.
- 4 The details of any case of cheating or impersonation which is suspected, or of any other irregularity in the conduct of an examination, shall be reported by the senior invigilator.⁴
- 5
 - (1) It shall be the responsibility of the head of a department involved in an examination to ensure that a member of staff of the department is instructed to be in attendance at the examination room at least fifteen minutes before the beginning of an examination in order to open the appropriate packet(s) of question papers, check them for errors and distribute them to the candidates. The member of staff shall remain for at least five minutes after the examination has begun to deal with

³ Denoted by an asterisk in the examination timetable.

⁴ Denoted by an asterisk in the examination timetable.

- any queries. He or she shall also leave a telephone number at which he/she may be contacted subsequently, should the need arise.
- (2) Failure on the part of a departmental representative to attend an examination in accordance with the provisions of this Regulation constitutes an irregularity to be reported by the senior invigilator.
 - (3) While responsibility for the distribution of question papers rests with the departmental representatives concerned, invigilators are expected to assist in performing this duty expeditiously when the number of candidates is large.
 - (4) It shall also be the responsibility of the head of department involved in an examination to make arrangements for a member of that department to uplift the appropriate examination answer book from the examination room at the end of the examination, after the books have been checked by the invigilators.
- 6 Candidates shall be admitted to the examination room in sufficient time to enable them to take their seats and receive their papers before the beginning of the examination and in any case not later than five minutes before the official time of starting of the examination.
- 7
- (1) Except in an emergency, a candidate may not leave the examination room within the first half hour or the last 15 minutes of an examination period.
 - (2) A candidate who leaves the examination room before the end of an examination shall do so in such a way as to cause the minimum of disturbance to the other candidates.
- 8
- (1) A candidate who arrives at an examination room after the first half hour of an examination shall be admitted, provided that no other candidate for the same examination has left the supervision of the invigilators. If another candidate for the same examination has already left the supervision of the invigilators, the late-comer shall not be admitted.
 - (2) The senior invigilator⁵ shall report on the circumstances of any admission or refusal of admission of a late-comer under this Regulation.
- 9 A candidate who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination. However, the examiners may, at their discretion, take into account the reduced time available to a latecomer when assessing his or her performance in that examination. It shall be the responsibility of the latecomer to draw any relevant facts to the attention of the examiners.
- 10 A candidate may not take into an examination room any books or papers or information recorded in any form relevant to an examination except with the express authority of the head of department concerned which shall be notified in writing to the Secretary of the University.
- 11
- (1) Pocket calculators, provided that they are silent in operation and have an independent power supply, may be used by candidates in an examination, subject to the terms of this Regulation.
 - (2) One of the following statements shall be included in the preliminary matter under the heading of each examination paper:
 - (a) No calculators may be used in this examination.
 - (b) Calculators may be used in this examination.
 - (c) Only calculators approved by the head of department may be used in this examination.
 - (3) A head of department who decides to restrict the type of calculators to be used in an examination shall require candidates to submit their calculators for inspection. Thereafter he or she shall arrange for the preparation of a list of all the candidates for each examination showing the make and model numbers of their respective calculators which have been approved and shall forward such list or lists to the Examinations Office not later than one week before the beginning of the diet of examinations.

- 12 During the period of any examination candidates may not talk to one another nor leave their places except to obtain additional stationery or to speak to an invigilator.
- 13 (1) Every candidate shall inscribe his or her name and desk number on the front of all answer books submitted.
- (2) Every candidate shall display his or her student identity card on the desk. A candidate who cannot produce an identity card shall be required to complete a place card provided by an invigilator.
- 14 A candidate may not remove from the examination room any answer book or other item of examination stationery provided, except for any non-returnable question papers.
- 15 It is the responsibility of every candidate to ensure that he or she has received the correct examination paper.
- 16 (1) It is the responsibility of every candidate to ensure that all his or her answers are recorded in a legible form.
- (2) The examiner of any answer which is not in a legible form shall normally be entitled to disregard it for the purposes of assessing the marks to be awarded: provided that, in exceptional circumstances, the head of department concerned may make suitable arrangements for the transcription of any illegible answers submitted by a candidate in order that they may be marked.
- 17 All candidates shall stop writing when instructed to do so by an invigilator and shall deposit their answer books as directed.
- 18 Smoking is not permitted in any examination room.
- 19 A report by the senior invigilator⁵ of any irregularity in terms of these Regulations shall be made in writing and without delay to the Secretary of the University, who shall submit it to the Dean of the appropriate School for consideration and presentation to the Senatus Academicus.

⁵ Denoted by an asterisk in the examination timetable.

Conduct of Election of Rector – Regulations

- 1 These Regulations are made in terms of Clause (5) (c) of Statute 4.
- 2
 - (1) The Senatus shall appoint two Presiding Officers and shall designate one of them as Returning Officer.
 - (2) The Secretary of the University shall appoint such number of Polling Officers and Polling Clerks as to ensure that there shall be at least one Polling Officer and one Polling Clerk on duty at each Polling Station throughout the election.
 - (3) No person appointed in terms of this Regulation may nominate or canvass for a candidate in the election.
 - (4) No person who is a matriculated student of a full-time educational establishment shall be eligible for appointment in terms of this Regulation.
- 3 When the date of the election has been determined under Clause (5) (b) of Statute 4, the Secretary of the University shall arrange for the publication of a notice calling for the submission of nominations by a prescribed date and time.
- 4
 - (1) Nomination forms for the election shall be obtained from the office of the Secretary of the University.
 - (2) Each Nomination form must be signed by 50 matriculated students - including the Proposer and the Secunder - each of whom must also enter on the form his or her matriculation number, year of study, Faculty and name in block letters.
 - (3) No elector may subscribe to more than one nomination.
 - (4) Each nomination form shall be accompanied by an Acceptance of Nomination form signed by the nominee. Acceptance of Nomination forms shall be obtained from the office of the Secretary of the University.
- 5 Nomination forms, together with the associated Acceptance of Nomination forms shall be lodged with the Secretary of the University by 5 pm on the prescribed day. Valid Nomination forms lodged before the prescribed day shall be held by the Secretary of the University and shall not be made public until nominations have closed.
- 6
 - (1) Each Nomination form shall be scrutinised by the Presiding Officers to establish its validity.
 - (2) If the Presiding Officers find that any student has subscribed to more than one Nomination form or that any subscriber is not a qualified elector by reason of not being a matriculated student in the University, they shall strike out the entry concerned and shall, if practicable, give the Proposer the opportunity to obtain a valid subscription and to return the amended form not later than 12 noon on the second day after nominations have closed.
 - (3) No later than 5pm on the second day after nominations have closed the Secretary of the University shall publish a notice listing the names of the candidates who have been duly nominated together with their respective Proposers and Seconders.
- 7 No member of the Academic Staff, officer or employee of the University and no matriculated student of any university shall be eligible to be nominated for the office of Rector.
- 8
 - (1) Polling stations for the election and the hours during which they shall be open shall be determined by the Presiding Officers in consultation with the Secretary of the University and the President of the Students' Association.
 - (2) The boundaries of any polling station shall be determined by the Presiding Officers at their sole discretion.
 - (3) Neither canvassing nor the placing or distribution of election material shall be permitted within, or in the vicinity of, a polling station.

- 9 The heckling of candidates for election shall be conducted in accordance with the Bye-laws of the Students' Association approved, for this purpose, by the Senatus: Provided that all hecklings shall be chaired by a Presiding Officer.
- 10 (1) Expenditure on publicity material for any candidate shall not exceed an amount to be determined by the Students' Association.
- (2) No restriction shall be placed on where publicity material may be printed.
- (3) No publicity material may be distributed or displayed until one hour after publication of the final list of nominations.
- 11 Ballot papers shall contain the names of all candidates in alphabetical order of surname and shall bear the instruction "Mark candidates in order of preference: 1, 2, 3,"
- 12 (1) Sealed metal ballot boxes shall be provided at all polling stations.
- (2) Before polling commences the Presiding Officers shall satisfy themselves that the boxes are empty and shall then supervise the sealing of the boxes. Proposers and Seconders of candidates may witness this procedure if they so wish.
- 13 (1) Before receiving a ballot paper an elector must produce a current matriculation/identity card which, if the Returning Officer has so directed, shall be punched by the Polling Officer in the appropriate section.
- (2) After casting his or her vote an elector shall leave the polling station without delay. 14 Voting by proxy is not permitted.
- 15 (1) The Returning Officer, in consultation with the Secretary of the University, shall determine where the counting of votes shall take place.
- (2) Except with the permission of the Returning Officer, no alcoholic beverages shall be brought into the counting room.
- 16 (1) The sorting and counting of ballot papers will be undertaken by members of the administrative staff under the supervision of the Presiding Officers.
- (2) The following persons shall be entitled to be present during the counting of votes:
- The President, the Deputy President and the two Vice-Presidents of the Students' Association, the Proposer and Secunder of each candidate, or alternates, being matriculated students nominated in writing by them.
- 17 In the counting of votes the single transferable vote-system as defined in "How to conduct an Election by the Single Transferable Vote" by Newland and Britton, 1973, and summarised in the schedule to these Regulations, shall be employed.
- 18 The Proposers and Seconders of candidates, or their alternates present at the count, shall be entitled to inspect any ballot papers declared by the Returning Officer to be spoiled or otherwise invalid and to call for a recount of the votes before the result of the election is announced.
- 19 When the counting of votes has been completed and has been checked by the Presiding Officers, the Returning Officer, shall expressly seek confirmation from the Proposers and Seconders, or their alternatives, there present, that they are satisfied with the accuracy of the count. Only then shall the Returning Officer declare the result of the poll and cause a notice thereof to be published.
- 20 (1) The University Court may, at its discretion provide a grant towards the expenses for hospitality and the travel costs incurred by candidates coming to Dundee for hecklings, provided that a matching grant is made by the Students' Association from its own funds.
- (2) The maximum amount of the grant which it is prepared to award will be announced by the Court when it determines the date of the election in terms of Clause (5)(b) of Statute 4: Provided

that the Principal in consultation with the Presiding Officer, shall have discretion to vary the amount of grant should the circumstances so warrant.

- 21 Any person who contravenes any of the provisions of these regulations may, at the discretion of the Returning Officer, be disqualified from voting or from being elected as the case may be.
- 22
 - (1) Any defacement of University buildings or other damage to University property during the course of an election will be treated as a serious disciplinary offence.
 - (2) Demonstrations in favour of candidates may be held only in open spaces outside University buildings. Failure to comply with this direction will likewise be treated as a serious disciplinary offence.
- 23 Copies of these Regulations shall be displayed prominently at all polling stations.