



Academic & Student Support Services
Gwasanaethau Academaidd a Chefnogi Myfyrwyr
Registry
Y Gofrestrfa
Academic Registrar Cofrestrydd Academaidd
Simon Wright LLB(Hons)

Cardiff University
McKenzie House
30-36 Newport Road
Cardiff CF24 0DE
Wales UK
Tel please see below
Fax +44(0)29 2087 4130
www.cardiff.ac.uk

Prifysgol Caerdydd
Tŷ McKenzie
30-36 Heol Casnewydd
Caerdydd CF24 0DE
Cymru Y Deyrnas Unedig
Ffôn gweler isod
Ffacs +44(0)29 2087 4130
www.caerdydd.ac.uk

Sent by email to r.rowe@sheffield.ac.uk

06 November 2019

Dear Dr Rowe,

Re: Institutional Response: External Examiner Annual Report 2018/19

I am writing further to the receipt of your report for the Intercalated BSc Psychology and Medicine.

Your report has been considered by colleagues in the School and is the basis of this Institutional Response on behalf of the Vice-Chancellor. The School will also use its contents to help inform their [Annual Review and Enhancement](#) process and where appropriate, [Periodic Review](#).

The University is pleased to note your positive comments including:

1. Your positive comments regarding the programme structure, academic standards and assessment process.
2. The module 'The Scientific Basis of Psychological Medicine' is an outstanding example of research-led teaching.
3. Your positive comments regarding student satisfaction of the course.

Issues highlighted in your report and response provided by the School:

1. **Programme Structure:** In light of student comments, consider whether supervisors from the School of Psychology might need more guidance on how to supervise intercalated students due to their less familiar backgrounds.

Given inevitable differences between supervisors, between students and between research questions, it is impossible for students to have identical experiences as part of their project module. Students should expect to note some variability in their research experiences, but the experiences should remain within an appropriate



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range. In order to facilitate this, we are providing supervisors with a handbook and a guidelines document including all relevant information regarding the preparation of the student's final project report and marking scheme, presentations and submission dates, responsibilities of the supervisor and of students, etc. We also apply – as we do with students – an open line with supervisors in which we provide support and any clarification that might be needed with regards of their role at any time.

Issues highlighted in your report and response provided by Registry:

2. ***Academic Standards: The University's generous approach to special circumstances.***

The University's Assessment and Examining Board Regulations allow for the discounting of module marks that have been affected by extenuating circumstances or a defect or irregularity in the conduct of the assessment when calculating the final mark to classify a student's award, providing the following conditions are met.

- i. A sufficient remedy has not been applied previously.
- ii. It benefits the student.
- iii. The student has achieved sufficient credit for the award.

A maximum of 1/6th of the total taught credits which contribute to the final award can be discounted. However, in exceptional circumstances a Head of School may make a request to Awards and Progress Committee to permit the Exam Board to discount further credits from the award classification.

We hope that you will find this response satisfactory and thank you for your continued support of the programme.

In order to meet the expectations of the [QAA Quality Code](#), both the External Examiner Annual Report and this Institutional Response will be published on the University's [Public Information website](#) and will be available to all students and staff.

As this is your final year as External Examiner, we would like to thank you for your service and we are most grateful for your valuable input into this process.

Yours sincerely,



Mr Simon Wright
Academic Registrar