

### 1. Introduction to the Postgraduate Course Catalogue

The purpose of this Catalogue is to provide students with information on the structure of the Graduate Diploma and the taught postgraduate degrees, and information on each of the modules which must or may be taken for the Graduate Diploma or as part of the degree.

The order of entries within the Catalogue is alphabetic according to the Schools which offer taught postgraduate programmes (it should be noted that not all the Schools of the University offer such programmes in Session 2000-2001). Each School provides:-

- i) a list of its Graduate Diplomas and postgraduate degrees
- ii) details of all modules offered, including the credit value and assessment procedures of each.

The modules will be those available in 2000-01 or 2001-02 or both, except where unforeseen circumstances prevail and require their withdrawal. Supplementary information will be made available on modules approved after the closing date for inclusion in this Catalogue.

### 2. The Graduate Diploma and Taught Postgraduate Degrees

The postgraduate awards which contain a taught element are the Graduate Diploma, the M.Litt., the M.Sc., the M.Res. and the M.Phil.. The Graduate Diploma is awarded for 120 credits in 4000 level modules in an approved programme. The M.Litt., M.Sc. and M.Res. comprise 120 credits in 4000 level modules in an approved programme plus a dissertation. The M.Phil. comprises 120 credits in 4000 level modules in an approved programme plus a thesis. A student may transfer, subject to conditions, from Graduate Diploma to M.Litt., M.Sc. or M.Res. (see Regulation III,2) and from the first year of study to the M.Phil. (see Regulation III, 3).

Provision may be made for part-time study in all these Degree and Diploma programmes.

It should be noted that some modules may be taken from outside the approved programme or from outwith the School's provision, but this is subject to permission being granted by the Heads of School concerned.

### 3. Modules, Credits and Grades

The student's studies for the Graduate Diploma and for the taught element of the M.Litt., M.Sc., M.Res. and M.Phil. are made up of modules. The modules offered at postgraduate level are identified by 4000-level codes, distinguishing them from undergraduate modules at First, Second and Honours levels. For example, EN4901 = School of English, Taught Postgraduate Module, "Scottish Cultural Icons". A module is a self-contained unit of learning and assessment. The period of time over which teaching takes place can vary, but in the majority of modules the teaching occupies a twelve-week block; i.e. together with assessment, a characteristic postgraduate module spans one of the two semesters that form the part of the session designated for teaching. Some modules, however, may be concentrated into a shorter period and others may be taught over the two semesters. The arrangement will be made clear in the descriptor for each module. In most modules, assessment is carried out by two methods: by continuous assessment of course work, and by examination. On the basis of the grades acquired in the continuous assessment of pieces of work or other exercises presented and assessed during the course and those acquired by examination, the examiners determine whether a student has passed the assessment for the module and is, therefore, to be awarded the credits for the module. A student who passes a module will gain the credits, reflecting the workload of the module, and a grade, reflecting the quality of the performance.

The student should note that the overall grade required to have right of progression from the taught elements to the dissertation or thesis is not the same as the pass grade. Full details of the work required for continuous assessment as well as of assessment procedures and the right of progression will be found in the documentation provided by each School.

A full-time postgraduate student will take modules worth at least 120 credits in total over the year. In each School entry, Programme Requirements are stated; these give the groupings of modules which together form a 'pathway' to the Graduate Diploma and towards the other postgraduate degrees with taught elements.

Notes:

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1. The following Grade Scale for assessing the taught element has been adopted:-

5 - 20	Graduate Diploma
17 - 20	Distinction
14 - 20	Right of Progression to M.Litt / M.Sc.
12 - 13	Discretionary Progression to M.Litt / M.Sc.
1 - 4	Fail

A twenty point scale is also used for assessing the M.Litt. / M.Sc. / M.Res. Dissertation. The Dissertation has a weight of one-third in the overall assessment of the M.Litt./M.Sc./M.Res..

There are two requirements for the award of the M.Litt./M.Sc./M.Res.:

(i) The overall grade achieved in taught element and dissertation combined must be 14 or more

AND

(ii) The grade achieved in the Dissertation itself must be 14 or more.

The examiners may recommend that the M.Litt./M.Sc./M.Res. be awarded with a distinction. They may also recommend that a distinction be awarded in coursework alone or in the dissertation alone. A distinction overall is awarded only if both coursework and dissertation have achieved the level required for a distinction in each. The grade required for a distinction in the dissertation is 17, the same as that required for a distinction in coursework.

## 4. European Credit Transfer System

All modules in this Catalogue have an accreditation in the ECTS scheme. Since St Andrews operates on an annual load of 120 credits and ECTS one of 60 credits, credits transferred to the other institution will be exactly half of the credits shown for each module.

The grade for each module will be calculated according to established ECTS procedures and, therefore, it will not necessarily be the same as a grade for the module awarded by this University. A more detailed explanation of the procedures relating to ECTS students is given at the end of this Introduction.

The language of instruction for all modules will be English, unless specified otherwise in the documentation provided by the School.

## 5. Module Descriptors

The following are the categories of information included in the descriptor for each module along with brief explanations of each. In any particular module, certain categories of information may be omitted and the reasons/implications of this are also explained:-

**Semester:** The Semester or Semesters in which the module is taught, where 'either' means that the module is taught in both semesters, being offered twice, and 'whole year' means that it is taught once only, throughout the two semesters.

**Prerequisites:** This gives details of modules which students must normally have passed in order to be permitted to take the module. The Head of the School has the authority to waive a prerequisite.

**Co-requisite:** A co-requisite is a module which a student must take in the same semester.

**Anti-requisite:** Students will not be allowed to take the module if they have already passed or wish to take the specified module (usually a closely related module).

**For many modules, there are no pre-, co- or anti-requisites and, therefore, these headings will be omitted.**

**Programme(s):** This indicates to which Postgraduate Taught Programmes the module relates and whether the module is compulsory or optional.

**Description:** This is a brief statement of the content and/or objectives of the module.

- Availability:** This Catalogue includes modules which will be taught either in the year 2000-01, 2001-02 or in both.
- Class Hour:** Some modules have a set class hour but the class hour of the majority will be arranged on an *ad hoc* basis each year.
- Teaching:** This is an indication of the weekly teaching provision for each student. The normal teaching period will be of one hour unless indicated otherwise. Where the pattern of teaching varies from week to week, the average weekly load is given. A tutorial is a discussion class of typically ten or fewer students; a seminar is typically a larger group, and will also involve student contributions and discussion.
- Assessment:** This is a brief statement of the distribution of weighting of the assessment for the module between continuous assessment and formal examination.

For each School, full details for each module of the teaching arrangements and of the required work, including those pieces of work which count towards the continuous assessment are available in the relevant course handbook.

The information contained in this Catalogue is intended to be as helpful as possible. Any student who wishes clarification of any point should contact the Postgraduate Office.

### Appendix

#### ECTS : THE EUROPEAN COMMUNITY COURSE CREDIT TRANSFER SYSTEM.

In addition to SCOTCAT, the University of St Andrews subscribes to the European Community Course Credit Transfer System (ECTS) on an institution-wide basis. This system consists of **two** mechanisms and **four** written instruments as follows:-

##### A. Mechanisms

**1. Credits.** The weight of individual modules within degree programmes is expressed in terms of a 60-point annual credit scale (20 per term or 30 per semester). ECTS, therefore, works on a credit scale arithmetic which is precisely **half** that of SCOTCAT and the internal University of St Andrews credit scales which gives 120 credits to each academic session. That is to say, for example, that a module weighted at 30 credits SCOTCAT or St Andrews credits is weighted at 15 ECTS credits. These two sets of scales are thus, easily translated from one to the other by a factor of 2 to 1 or *vice versa*. Despite the different arithmetic, both sets of credit scales base credit allocation on **relative student workload**. Moreover, under both systems **no credits are awarded for modules in which students do not pass the assessment**. The 60 credits on the ECTS scale represent the minimum annual accumulation of credits to represent a satisfactory workload. Students may, in certain circumstances accumulate more credits but none shall be allowed, for his/her own protection, to attempt to gain more than 75 in any one academic session.

**2. Grades.** ECTS uses an 'interface' gradescale to express student achievement, distinguishing not only those who pass from those who fail the assessment but also, for those who pass, the relative excellence of the pass. This interface gradescale is designed to help European universities understand each other's very varied gradescales. The ECTS gradescale, therefore, reports three interconnected things. Firstly, it gives a **letter-grade** on a scale from A to F, where A is the best and F the worst grade. Secondly, it gives a **verbal description** of the level of excellence of performance. Thirdly and in order to diminish possible misunderstand between institutions because of different conceptions of the numbers normally attaining the various degrees of relative excellence, those degrees are tied to **specific percentile groups** of those students who pass the individual modules. The ECTS gradescales are set out at then end of this description.

##### B. Written Instruments

**1. The Application Form.** The ECTS **pilot scheme** had its own specific Application Form. Apart from students in the ECTS pilot scheme, St Andrews uses its own equivalent form for other European students who come here for a limited period of study from another non-UK European institution. The forms are consistent with ECTS practice. Each European student coming to St Andrews is asked to pre-select the modules which he/she wishes to take on coming here. This process is formalised through pre-advising.

**2. The Learning Agreement.** At the beginning of his/her period of study at a host university, the ECTS student concludes a **learning agreement** with that host. This records all the modules which the student will actually take

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during the study period there. Where that student comes from a home university to which he/she intends to return, that **learning agreement**, once signed by both the student and St Andrews, is sent to the home university for a counter-signature denoting the home university's approval of the study programme. It is then returned to St Andrews and a copy given to the student. St Andrews uses the **learning agreement** for all European students who come here for a limited period of study from another non-UK European institution.

**3. The Transcript of Record.** ECTS has, additional to St Andrews' own Transcript, a standard **transcript of record** which records every module taken in St Andrews by the visiting student, with its course-code, the length of period of study for that module, the number of credits gained by the student who has passed the module, the St Andrews grade and the equivalent ECTS grade. The total number of credits is given at the bottom of the document which is signed and sealed by St Andrews. It is on the basis of this instrument that a student will be able to transfer credits gained in St Andrews back to his/her home university for graduating purposes. Alternatively, the student may attempt to take the 'negotiable' credits recorded on the transcript to an entirely different university and attempt to turn them in 'negotiated' credit, that is to have them accepted for graduating purposes by that university. Another university will make its judgment on the basis of its overall estimation of the quality of studies in St Andrews and on taking into consideration questions of programme equivalence. This **transcript** is available on request to all students who may need it.

**4. The Information Package.** In order to offer really transparent information on a university integrating ECTS into its mechanisms, it is necessary for that institution to produce an **ECTS information package** giving full information about the institution both in general terms and in respect of its teaching programmes, its methods of teaching, learning and assessment and its academic support systems. The style and content of these information packages was developed through the years of the **ECTS pilot scheme** from 1989. This **Course Catalogue** (along with the equivalent **Undergraduate Course Catalogue**) constitutes St Andrews institution-wide **ECTS information package**. Parts of it have been translated into and are available in other EU languages.

### The ECTS Grading Scale

<b>ECTS Grade</b>	<b>Percentage of successful students normally achieving the grade</b>	<b>Definition</b>
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meeting the minimum criteria
X	-	FAIL - some more work required before credit can be awarded
F	-	FAIL - considerable further work is required

## LICENTIATE OF INTEGRATED EUROPEAN STUDIES

**The function of the Licentiate is to provide a St Andrews recognition of the work students have done here in a form which goes beyond a simple transcript of courses taken, but which is not tantamount to a graduating programme.**

**1. Eligibility.** Any student spending a year in St Andrews under a European Union scheme, who is registered for a graduating degree in their home country.

**2. Pathway.** A programme approved by the Adviser totalling 120 credits, including ET1001/ET1002 (unless the student has an equivalent or superior qualification) and a further 80 credits from 1000-4000 level modules.

French: The normal pathway for third level French university Licence students of 'Lettres modernes' or 'Languaes étrangères appliquées' is 120 credits in a programme approved by the Adviser.

The normal pathway for fourth level French University students of 'Lettres modernes' (Maîtrise, DEA or DESS) is 120 credits, including ET1001 (unless the student has an equivalent or superior qualification, in which latter case he or she may take FR4001 within the normal total of 120 credits) and a further 100 credits (of which not more than 30 shall normally be in Honours modules) from ET1002, FR4002, FR4003, FR4005, FR4006, FR4007, FR4023, FR4100, ML4001, ML4002, ML4005, ML4006, ML4007, ML4008, ML4012, ML4013, ML4014, ML4018, ML4019 and any available Postgraduate or Honours modules.

**3. Standard of attainment.** To receive the Licentiate, students would require to achieve a minimum overall grade average of 11 on the University reporting scale, subject to their programme including 3000-4000 level modules totalling at least 60 credits.

**4. Examining Board.** The appropriate Examining Board for any individual candidate will be determined by the School responsible for the exchange agreement under which the student has come to St Andrews, subject to confirmation by the Dean of the appropriate Faculty.

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