

1. Introduction to the Postgraduate Course Catalogue

The purpose of this Catalogue is to provide students with information on the structure of the taught postgraduate programmes, plus information on each of the modules which must, or may be, taken in such programmes or as part of a degree.

The order of entries within the Catalogue is alphabetical according to the Schools which offer taught postgraduate programmes (it should be noted that not all the Schools in the University offer such programmes in Session 2011-12). Each School provides:-

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

The modules included will normally be only those available in 2011-12. This reflects the situation when this document goes to press, although there may be subsequent alterations due to unforeseen circumstances. Supplementary information will be made available on alterations to availability after the closing date for inclusion in this Catalogue. www.st-andrews.ac.uk/coursecatalogue/pg/2011-2012

2. Taught Postgraduate Programmes

The M.Litt., M.Sc. and M.Res. normally comprise at least 120 credits in taught 5000-level modules in an approved programme, plus a dissertation or research project. The M.Phil. normally comprises 120 credits in taught 5000-level modules in an approved programme, plus a thesis. A student may transfer, subject to conditions, from the first year of taught study to the M.Phil. (see Regulations). The Postgraduate Diploma normally requires at least 120 credits in 5000-level modules in an approved programme. The Postgraduate Certificate requires at least 60 credits in 5000-level modules.

Provision is made for part-time study in all taught postgraduate 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.

Further information on the structure of, and requirements for, the Masters programmes, and the Postgraduate Diploma and Postgraduate Certificate qualifications, including progression from the taught to research components of a specific degree programme may be found in the Policy for Students in Taught Postgraduate Programmes, available online from www.st-andrews.ac.uk/staff/policy/tlac/postgraduate/taught/

3. Explanation of fields in Module entries

Module number and Title – first entry – self explanatory

Credits. The number of “points” a specific module counts towards a recognised degree programme. Must be used alongside the “level” of academic content in the module. A student's studies towards a degree will be structured in terms of modules, each of which is assigned a credit value; so, for example, 5000 level modules in the School of Classics are each worth 40 credits.

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. Second semester modules, and some others, may have prerequisites, reflecting the assumption that they build upon previous knowledge gained.

Co-requisite. A module which must be taken in the same **semester** or **session** as the one listed.

Anti-requisite. Students may not take a module if they have already passed or are currently taking any module or other qualification specified as an anti-requisite to it.

Programme(s). An indication to which Postgraduate Programme(s) of Study the module relates.

Description. A brief statement of the content of a **module**.

Class Hour. The time(s) which students may be required to attend.

Teaching. This will be 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 presentations and contributions as well as discussion.

Assessment. A brief statement of the distribution between continuous assessment and formal examination.

4. Glossary of other commonly used terms

20-point reporting scale. This is a scale from 0 to 20.0 used for recording the grade achieved in the assessment of a module. Pass grades are 7.0 to 20.0 and fail grades are 0 to 6.9.

Credit Loads. Normally a full-time student will take modules worth 120 credits during two semesters of study and a sixty credit dissertation over the Summer, making 180 credits in a session.

Exit Points. A student who is registered for a postgraduate degree may exit from the degree programme after gaining 60 credits with the Postgraduate Certificate, and after gaining 120 credits with the Postgraduate Diploma.

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 a module awarded by this University. A more detailed explanation of the procedures relating to ECTS students is given as Appendix 1 to this Introduction (page x.4).

Faculty. There are four faculties - Arts, Divinity, Medicine and Science. Arts and Divinity however are treated as a single entity for administrative purposes.

Grades. A student who passes a **module** will have gained both **credits**, reflecting the workload of the module, and a **grade**, reflecting the quality of a student's work. The grade is recorded on the **20-point reporting scale**.

Levels. There are two **Levels** of modules appropriate to Postgraduate study. Normally modules will be 5000 level, but in some approved programmes, a few 4000-level modules are also available. 5000-level modules correspond to Level 11 of the Scottish Credit and Qualifications Framework (SCQF); 4000-level modules correspond to SCQF Level 10.

Module. Degree programmes are modular in structure. The key elements of a module are **credit**, **level** of study, **title**, **description** of content, **assessment** requirements, and **availability** (session and semester). Other elements include class teaching hour, contact point, transferable skills, learning outcomes etc. Each module will be a self-contained unit of teaching, learning and assessment. For the majority of modules the teaching will take place in one 12-week teaching block, usually broken by a reading week or Spring vacation.

Postgraduate Certificate. A postgraduate qualification normally awarded for at least 60 credits at 5000 level to a student who cannot complete a full degree programme.

Postgraduate Diploma. A postgraduate qualification normally awarded to a student who gains at least 120 credits in an approved programme but who cannot complete a full degree programme.

Programme Requirements. The combination of modules required in order to be awarded a **qualification**.

Qualifications. Each type of qualification - e.g. M.Litt or M.Sc. - is governed by a set of Senate Regulations, and is awarded under a specific Court Resolution. Only taught courses require a generic programme specification published using the Scottish Credit and Qualifications Framework (SCQF).

RPL - Recognition of Prior Learning (RPL) is the recognition by the University of St Andrews, for its academic purposes, of prior learning that has taken place elsewhere. RPL may facilitate admission to a degree programme (undergraduate or postgraduate); provide advanced standing on a programme, or lead to the award of credit to count towards a programme's requirements. RPL may be as a result of Certificated Learning (RPCL) or Experiential Learning (RPEL).

Semester. The academic **session** is divided into two distinct teaching units called **semesters**. Semester 1 runs currently from September to January, Semester 2 runs currently from February to May.

Session. A session is a full academic year (September to September), comprising two **semesters** and the summer break.

Sponsio Academica All St Andrews students, when they matriculate, agree to an oath printed on the matriculation form that guarantees good conduct and "...that we shall be subject to the authority of the Senatus Academicus ...". The oath used to be spoken (in Latin) but is now simply printed, with signature of the matriculation form indicating agreement. All four ancient Scottish Universities have a Sponsio Academica, though they differ in wording. See www.st-andrews.ac.uk/students/rules/

Termination of Studies : Students whose performance is unsatisfactory and/or who have insufficient credits for their particular stage of study may have their studies terminated. Individual students' performance will be reviewed by the Dean and a decision made as to whether or not their studies should be terminated. Students who are potentially in this situation will be notified and will be given a limited period to inform the Dean of any circumstances that have adversely affected their performance in order that these may be taken into account prior to a final decision being made. Failure to notify the Dean of such circumstances by the due date will normally lead to the automatic termination of studies with immediate effect.