

### Appendices

#### THE EUROPEAN COMMUNITY COURSE CREDIT TRANSFER SYSTEM (ECTS)

In addition to SCOTCATS, the University of St Andrews subscribes to the ECTS on an institution-wide base. This system consists of two mechanisms and four instruments as follows:-

##### A. Mechanisms

**1. Credits.** Under ECTS, the weight of individual modules within courses 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 which is precisely half of the SCOTCAT and the internal University of St Andrews credit scales which give 120 credits to each academic session, e.g., a module weighted at 30 St Andrews or SCOTCAT credits is weighted at 15 ECTS credits. The two sets of scales are thus easily translated from one to the other. 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 will not be allowed to attempt to gain more than 75 ECTS credits 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 things. First, 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 misunderstanding between institutions because of different conceptions of the numbers normally attaining the various levels of relative excellence, those levels are tied to specific percentile groups of those students who pass the individual modules. The ECTS gradescales, as described, are set out at the end of this Appendix.

##### B. Instruments

**1. The Application Form.** The ECTS pilot scheme has its own specific Application Form. Each European student coming to St Andrews will be asked to pre-select the modules which he/she wishes to take on coming here. This process will be 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 during the study period there. Where the student comes from a home university to which he/she intends to return, the **learning agreement**, once signed by both the student and St Andrews, is sent to the home university for a counter-signature indicating the home university's approval of the study programme. It is then returned to St Andrews and a copy given to the student.

**3. The Transcript of Record.** ECTS has, in addition to St Andrews' own transcript, a standard **transcript of record** which records every module taken in St Andrews by the visiting student, with its module code, the length of period of study for that module, the number of credits gained by the student who has passed the module, and a separate grade conversion sheet showing the equivalent ECTS grade.

[www.st-andrews.ac.uk/staff/academic/assessment/award/gradingsheets](http://www.st-andrews.ac.uk/staff/academic/assessment/award/gradingsheets)

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 take the 'negotiable' credits record on the transcript to an entirely different university and attempt to turn them into '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.

**4. The Information Package.** In order to offer fully 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 Postgraduate Course Catalogue, constitutes St Andrews' institution-wide ECTS information package. Parts of it have been translated into, and are available in, other EU languages.

## LICENTIATE OF INTEGRATED EUROPEAN STUDIES

The Licentiate is a certificate offered by the University of St Andrews to recognize the work students have done in a form that goes beyond a simple transcript of courses taken. It is not equivalent 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 1000-5000 level modules.

French: For third-level students of lettres modernes and langues étrangères from French universities the normal pathway is 120 credits in a programme approved by the Adviser.

The normal pathway for fourth level students from French universities is 120 credits, including ET1001 (unless the student has an equivalent or superior qualification, in which latter case he or she may take FR5001 within the normal total of 120 credits) and a further 100 credits of which not more than 45 credits may be at Honours level. Modules must include FR5099 (unless students are not preparing dissertations for their home universities) and others drawn from ET1002, FR5002, FR5003, FR5005, FR5006, FR5007, FR5023, FR5099, ML5001, ML5002, ML5005, ML5006, ML5007, ML5008, ML5012, ML5013, ML5014, ML5018, ML5019 and any other available Postgraduate or Honours modules.

**3. Standard of attainment.** To receive the Licentiate students must achieve a minimum overall grade average of 11 on the University reporting scale, subject to their programme including 3000- to 5000-level modules totalling at least 60 credits.

**4. Examining Board.** The appropriate Examining Board for individual candidates 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.

**5. Credit Transfer for M.Litt.** Students who have satisfactorily completed a Licentiate programme incorporating appropriate 5000-level modules may, on the recommendation of the Head of School and with the approval of the Dean, elect not to accept the award of the Licentiate but to transfer the credits obtained on the Licentiate programme in order to enter the second year of the part-time M.Litt. programme with advanced standing.