

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 2013-2014). Each School provides:

- i) a list of its postgraduate taught programmes.
- ii) details of the requirements to be met in order to be awarded each degree.
- iii) 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 2013-2014. 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/2013-2014

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 Supervisors and 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

Explanation of Fields in Module Entries

Module number and Title. Self explanatory - module numbers are unique. The third character indicates the module level.

Academic Year. The academic **session** (whether current or planned) in which the module will be offered.

SCOTCAT Credits. Credits are the number of points a specific module contributes towards a recognised degree programme and are grouped according to 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, 1000-level modules in the School of Art History are worth 20 credits. One credit represents the outcome achievable by the average student through 10 notional hours of learner effort. In practice, one full-time undergraduate year is considered to be 120 credits worth of learning (or 1,200 notional hours of learning).

SCQF Level. The **Scottish Credit and Qualifications Framework (SCQF)** SCQF Levels provide an indication of the complexity of qualifications and learning programmes and are based on a single set of Level Descriptors that are the common reference points and definitions which provide a way of recognising learning that is outcome-based and quality-assured. 1000 level = SCQF 7, 2000 level = SCQF 8, 3000 level = SCQF 9, 4000 level = SCQF 10, 5000 level = SCQF 11.

Semester. The Semester or Semesters in which the module is taught, where 'either' means that the module is taught in both one or the other semesters, 'both' means being offered twice, and 'whole year' means that it is taught across the two semesters. The St Andrews teaching year has two semesters (September - December, and January - May).

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Availability Restrictions. If a module is available but with constraints, these particular restrictions will be clarified in this field.

Planned Timetable. Most 1000- and 2000-level modules are taught at a set hour, for one hour, although additional tutorial times and practical times may need to be arranged. If days of the week are not specified, the class meets every day from Monday to Friday, with the usual exception of Wednesday afternoons.

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

Programme module type. This indicates how the module fits into various programmes of study and whether it is compulsory or optional.

Pre-requisite(s). Second semester modules, and some others, may have pre-requisites, reflecting the assumption that they build upon previous knowledge gained.

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

Anti-requisite(s). 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.

Required for. Modules which require this module to be passed, as a pre-requisite to entry.

Learning and Teaching Methods and delivery. This gives **Weekly Contact**.

Weekly Contact. 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 contact is given**. A tutorial is a discussion class of typically ten or fewer students. A seminar is typically a larger group, and may also involve student presentations and contributions as well as discussion.

Assessment pattern. A brief description of the distribution between coursework and formal examination. A percentage breakdown of which elements of assessment qualify in each Quality Assurance Agency (QAA) defined category are also given. These may match the narrative description ("As used by St Andrews"), or they may differ slightly because some elements of Coursework (Class Tests for example) can be considered Written Examinations in this context.

Module Co-ordinator. The academic member of staff responsible for this module, or the contact point for further information.

Lecturer(s)/Tutor(s). One or more academic members of staff who are planned to deliver the content of the module.

4. Glossary of other commonly used terms

Academic Year. An academic **year** is synonymous with academic **session** (September to September), and comprises two **semesters** and the summer break.

Assessment. The method by which the final grade for a module is determined. This can be made up of Coursework, Practical Examinations or Written Examinations, or combinations of more than one type of assessment.

Common Reporting Scale (20-point) This is a scale from 0 to 20.0 used for recording the grade achieved in the assessment of a module or elements 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 each **session**. Full-time students are expected to take at least 80 credits and under no circumstances no more than 160 credits. Part-time students must take at least 20 credits per **semester** and no more than 80 credits each **session**.

European Credit Transfer System (ECTS). All modules 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 other institutions 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. For information about Credit & Grade Conversion for grades achieved on approved Study Abroad programmes, please see www.st-andrews.ac.uk/studyabroad

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Failure to Register Policy. This policy relates to students who fail to complete the registration process in any given academic year in which they are actively engaged with their studies, or who fail to obtain permission from the University to interrupt their studies. Failure to register by the published deadlines will result in termination of studies. For details see policy at:

<http://www.st-andrews.ac.uk/students/rules/matriculation/FailuretoRegisterPolicy-UGandPGT/>

Faculty. There are four faculties - Arts, Divinity, Medicine and Science. Although Arts and Divinity are treated as a single entity for administrative purposes, Divinity degrees have a discrete set of Regulations and requirements.

Grades. A student who passes a **module** will have gained both **credits**, reflecting the workload and study time of the module, and a **grade**, reflecting the quality of the work. The grade is numeric and recorded on the **Common Reporting Scale**.

Levels. The level of academic content and externally assured outcomes of a module. There are five **Levels** of modules: 1000, 2000, 3000, 4000 and 5000. Normally the right of entry to a module is conditional upon a pass in one or more modules taken at a lower level of study. Thus, although the teaching, learning and **assessment** for a module may be self-contained, modules do not as a rule stand independent of each other. See also **SCQF Level**.

Module. Degree programmes are modular in structure. The key elements of a module are **SCOTCAT credits**, **levels** of study, title, **description** of content, requisites (pre-,co- or anti-), **assessment** requirements, and availability (**academic year** and **semester**). Each module will be a self-contained unit of teaching, learning and assessment. For the majority of modules teaching will take place in an 11-week teaching block, perhaps broken by a vacation, and in most cases will be followed by an examination. Others will be concentrated into a shorter period, and some will be taught over two semesters.

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

Programme Requirements. The combination of modules and credits required by year in order to be awarded a qualification.

Qualifications. Each type of qualification (eg, M.Litt. or M.Sc.) is governed by a set of Senate Regulations, and is awarded under a specific Court Resolution. All 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 periods called **semesters**. Semester 1 runs from September to December, Semester 2 runs from January to May.

Session. An academic session comprises two **semesters** and the summer break.

