

1. Introduction to the Course Catalogue

The purpose of this Catalogue is to provide students coming to the University of St Andrews with the information they need in order to choose the courses or combination of courses most suited to their academic interests and abilities. It is divided into three sections. The first of these, **General Guidance**, is a guide to some aspects of the University which you either will or may encounter during your time at St Andrews. You should pay particular attention to the information it provides about the process by which you will be advised into the courses you wish to take in the University; this is a key process, which you should think of as complementary to this Catalogue. This section also contains information about the regulations governing such matters as absence from classes or examinations and temporary or permanent withdrawal from studies.

The section called **Resolution and Regulations** sets out formally the rules and regulations governing the academic career of a student in St Andrews. The more immediately relevant of these are set out in less formal terms in the following paragraphs of this Introduction (paragraphs 2-5).

The main body of the Catalogue, the **Catalogue of Courses**, provides information on how Honours degrees are constructed (under the headings Programme Prerequisites and Programme Requirements); and information about each of the modules which may or must be taken as part of those degrees. This section of the Catalogue is structured in terms of the Honours degrees and modules which are offered through each of the fifteen Schools in the University. Each School entry will provide:-

- (i) a list of all its Honours degrees, that is, all the Single Honours, Joint Honours and Interdisciplinary degrees offered by the School;
- (ii) the entry requirements for each of the programmes of courses which lead towards these degrees;
- (iii) details of all the modules, including their credit value, which it offers.

2. Degrees and other Qualifications

All students are admitted initially for either an Honours degree or a General degree. There are however three other 'exit points' for students who for whatever reason do not proceed to the Honours or General degree, but who wish to leave their studies with a qualification offered by the University. In broad terms, these qualifications — the Special Degree, the Diploma of Higher Education and the Certificate of Higher Education — represent respectively the awards available to students who leave the University after three, two or one years' of successful study.

(i) **Honours Degree** - this degree is awarded to a student who over a period of normally four years and no more than five years gains at least 480 credits. The study for the degree is in two parts. In the first, usually over a period of two but not more than three years, the student gains normally 240 credits including passes in at least four Second Level modules; these are also referred to as 2000 level modules. On the basis of performance in the Second Level modules, a student will be admitted to the second period of study, consisting of two years in an Honours Programme leading to a Single or Joint or Interdisciplinary degree. The Honours Programme will vary, but normally involves the study of modules worth at least 240 credits of which at least 210 will be in Honours modules (also referred to as 3000 level modules).

Some Honours Programmes require all 240 credits to be in Honours modules of the subject(s) of the Programme, while others require a minimum of 210 credits in Honours modules in the subject(s) of the Programme. In the latter cases, a student, with the permission of the Head of School, may take 30 credits in First and/or Second Level modules ('dip down') or 30 credits in an Honours module or module(s) outwith the Programme ('dip across'). This provision is designed to increase still further the flexibility of the modular degree structure.

The M Chem, the M Sci, MA (with Integrated Year Abroad), and the BD degrees are exceptions to the 240 credit requirement for Honours Programmes. The relevant School entry should be consulted.

A General Honours degree is also available to students who, with the Dean's permission, wish to take a novel but coherent combination of modules which does not constitute an already approved Honours Programme, eg a series of Honours modules on the 18th Century from Art History, Modern History and French.

(ii) **General Degree** - this degree is awarded to a student who over a period of normally three but no more than four years gains at least 360 credits of which at least 120 are in Second Level modules.

(iii) **Special Degree** - a student who, over a minimum period of three years of full-time study, has gained 360 credits, of which at least 90 are in Honours level modules completed as part of an approved Honours Degree programme, may be eligible for the award of a Special Degree.

(iv) **Diploma of Higher Education** - this qualification is available to a student who has gained at least 240 credits in the University, including at least four Second Level modules and wishes to leave the University with a recognised qualification.

(v) **Certificate of Higher Education** - this qualification is available to a student who has gained at least 120 credits in the University and wishes to leave the University with a recognised qualification.

Introduction

3. Modules and Credits

3.1. **Credits and Grades.** 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, First or 1000 level modules in the School of Art History are worth 20 credits. 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, and in most cases will be followed by an examination. Others will be concentrated into a shorter period, and some will be taught over the whole year. A student's performance in the examination, together with grades for pieces of work submitted during the module, will determine whether he or she passes the assessment for the module and, therefore, whether he or she is awarded the credits attached to it. Thus a student who passes the module will have gained both **credits**, reflecting the workload of the module, and a **grade**, reflecting the quality of a student's work.

3.2. **Levels and Prerequisites.** There are four **levels** of modules, First, Second, Honours and Postgraduate, although Postgraduate Level modules will only be available on certain Programmes. It will normally be the case that the right of entry to a module is conditional upon a pass in one or more modules taken earlier 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. Second semester modules and Second and Honours Level modules may have **prerequisites** reflecting the fact that they assume and build upon the knowledge gained in the pre-required module; so, for example, the prerequisite for entry to Second Level modules in English is a pass in either or both of the First Level modules in the same subject. In this way First and Second Level modules are grouped into **pathways** leading to entry into an Honours programme, and similarly the modules in an Honours Programme will be grouped into pathways leading towards the Honours degree.

3.3. **Credit Loads.** Normally a full-time student will take modules worth 120 credits during the course of each year, ie 60 credits in each semester. Circumstances may require a student to exceed this load, but the total credits for the year can never exceed 160. Part-time students must take at least 40 credits and no more than 80 credits each year.

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.

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. In the case of certain modules, largely First Level, prerequisites may be framed in terms of specified passes at Higher or A level. The Head of the School has the authority to waive a prerequisite. Where the prerequisite is not simply a pass in another module, but includes a grade —eg, '11 or better'— the number refers to the 20-point marking scale used in the University.

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.

Description: This will be a brief statement of the content and/or objectives of the module.

Availability: All First and Second Level modules and many Honours Level modules will be taught every year: in these cases, this heading will be omitted. The availability will only be shown if the module is offered in only one of the two years of the Honours Programme, ie in 2000-2001 or 2001-2002.

Class Hour: All First and Second Level modules are taught at a set hour, although additional tutorial hours and practical hours may need to be arranged. In certain cases, the days of the week may be indicated. Some Honours 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 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, but 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.

Reassessment: This gives details of the reassessment procedure for students who fail the module (First and Second level modules only).

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 Adviser of Studies or the Faculties 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 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, eg, 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** had its own specific Application Form. St Andrews uses its own equivalent forms for European students and these are consistent with ECTS practice. 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 course-code, the length of period of study for that module, the number of credits gained by the student who has passed the module, 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 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

Introduction

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.

The ECTS Grading Scale

ECTS Grade	Percentage of successful students normally achieving the grade	Definition
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 meets 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.