

## **Introduction to the Course Catalogue**

The purpose of this Catalogue is to provide students with the information they need in order to choose the courses or combination of courses most suited to their academic interests and abilities. The **General Guidance** section describes processes and procedures, formalised in Regulations, in more accessible terms. You should pay particular attention to the information it provides about the procedure by which you will be advised into the courses you wish to take.

The main body of the Catalogue, the Programmes and Modules, provide information on how honours degrees are constructed and information about the modules which may or must be taken as part of those degrees. This section of the Catalogue is structured in relation to the modules and degree programmes which are offered by fifteen Schools in the University. Each School entry contains:-

- (i) a list of the Single Honours, Joint Honours and Interdisciplinary degrees offered by the School;
- (ii) the requirements for the programmes which lead to those degrees;
- (iii) details of the 1000 and 2000 Level modules, including their credit values.

In addition, there are entries for the Part-time Evening Degree Programme and modules offered by the English Language Teaching Unit.

## **Glossary of Commonly used Terms**

**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).

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

**Availability.** All 1000 and 2000 Level modules and many Honours Level modules are taught every year. Availability will only be shown if the module is offered in only one of the two years of the Honours Programmes.

**Certificate of Higher Education.** Available to a student who has gained at least 120 credits and wishes to leave the University with a recognised qualification.

**Class Hour.** All 1000 and 2000 Level modules are taught at a set 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.

**Co-requisite.** A module which must be taken in the same semester.

**Credit.** 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, First or 1000 Level modules in the School of Art History are worth 20 credits.

**Credit Loads.** Normally a full-time student will take modules worth 120 credits during the course of each year. Circumstances may require a student to exceed this total, but the total credits for the session can never exceed 160. Part-time students must take at least 40 credits a semester (or 20 credits in the case of the Part-time Evening Degree Programme) and no more than 80 credits each session.

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

**Diploma of Higher Education.** Available to a student who has gained at least 240 credits, including at least 80 credits at 2000 Level, and wishes to leave the University with a recognised qualification.

**Entrance requirements.** For students applying for admission to degree courses, there are general entrance requirements (see University Calendar). For Undergraduates, these are based on school-leaving qualifications, and normally require a pass in English. In addition, specific courses may require qualifications in designated subject areas; Admissions Officers in Schools are responsible for making sure that there is evidence that applicants are capable of pursuing their chosen degree programme.

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**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 an Appendix to this Introduction.

**Exit Points.** All graduating students are admitted initially for either an Honours degree or a General degree. There are however two other **exit points** for students who for whatever reason do not proceed to the Honours or General degree, but wish to leave the University with a recognised qualification. They are the **Certificate of Higher Education** and the **Diploma of Higher Education**.

**Faculty.** There are three faculties - Arts, Divinity and Science. Arts and Divinity however are treated as a single entity for administrative purposes although Divinity degrees have a discrete set of regulations and requirements. Several Schools belong both to the Arts and Science Faculties, and may offer both B.Sc. or M.A. degrees, governed by the relevant Science or Arts degree regulations.

**General Degree.** General requirements are 360 credits over a period of normally three years, and not more than four (or part-time equivalent); 80 credits are required at 2000 level; 60 are required at 3000 level. Refer to the appropriate Faculty regulations for lists of subjects recognised as qualifying towards either a B.Sc. or an M.A. degree.

**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.

**Honours Degree.** This degree is awarded to a student who over a period of normally four years and no more than five years (or the equivalent period of part-time study) gains at least 480 credits. The course of study for the degree is in two parts; in the first, usually over a period of two but not more than three years (or the equivalent period of part-time study), the student gains 240 credits, including passes in at least four 2000 Level modules. On the basis of performance in the 2000 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 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, 4000 or H 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 case, 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'). The M.Chem., M.Eng., M.Math., M.Phys., M.Sci., M.A. (with Integrated Year Abroad), and B.D. degrees are exceptions to the 240 credit requirement for Honours Programmes. The relevant School entry should be consulted.

**Levels.** 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.

**Major Degree Programme.** The first named subject in a programme which includes roughly two-thirds credit in one subject and one-third in another is described as a **Major Degree** element and is presented using the term 'with' rather than 'and' between the subjects. e.g. Biology with French (180 credits in Biology at 3000 Level and above and 60 credits in French - Biology Major degree programme).

**Minor Degree Programme.** The second named subject in a programme which includes roughly two-thirds credit in one subject and one-third in another is described as a Minor Degree element and is presented using the term 'with' rather than 'and' between the subjects. e.g. Biology with French (180 credits in Biology at 3000 Level and above and 60 credits in French - French Minor degree programme).

**Module.** Degree programmes are modular in structure. The key elements of a module are **credit**, **level** of study, title, **description** of content, **assessment** requirements, **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 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.

**Prerequisites.** Second semester modules and those above 2000 Level may have **prerequisites** reflecting the assumption that they build upon previous knowledge gained. So, for example, the prerequisite for entry to Second Level modules in French is a pass in either or both of the First Level modules. In the case of certain modules, largely 1000 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 reporting scale.

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

**Programme Prerequisites.** Sub-honours requirements for entry to designated honours courses. May include specific modules, grades for specific modules, credits from a range of designated modules.

**Qualifications.** Each type of qualification - e.g. M.A. or B.Sc. - is governed by a set of Senate Regulations, and is awarded under a specific Court Resolution. Only the taught courses require a generic programme specification published using the SCOTCATS credit framework. -

- The Faculty of Arts may award (undergraduate) M.A. General and Honours degrees. There is also a **Licentiate of Integrated European Studies** (see end of Introduction), taken by European students in Modern Languages.
- The Faculty of Divinity may award (undergraduate) General and Honours M.Theol and B.D. Honours degrees, and a Licentiate in Theology.
- The Faculty of Science may award (undergraduate) General and Honours B.Sc. degrees, a very specific B.Sc. General (Medical Science); more intensive M.Chem., M Math., M.Sci. and M.Phys. degrees (and soon B.Eng. and M.Eng. degrees jointly with the University of Dundee).

**Reassessment.** This gives details of the reassessment procedure for students who fail a module (1000 and 2000 Level modules only).

**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.

**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.

### *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, 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.

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### 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 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 a separate grade conversion sheet showing 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 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 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 1000-5000 level modules.

French: The normal pathway for third level French university Licence students of 'Lettres modernes' or 'Langues 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 FR5001 within the normal total of 120 credits) and a further 100 credits including FR5099 unless the student is not preparing a dissertation for his or her home university, from ET1002, FR5002, FR5003, FR5005, FR5006, FR5007, FR5023, FR5099, ML5001, ML5002, ML5005, ML5006, ML5007, ML5008, ML5012, ML5013, ML5014, ML5018, ML5019 and any available Postgraduate or Honours modules, subject to not taking more than 45 credits in 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 3000-5000 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.

**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.

