

## **Introduction to the Course Catalogue**

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

The main body of the Catalogue, the Programmes and Modules (sections 4 - 24), provides information on how Honours degree programmes 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 eighteen Schools in the University. Each School entry contains:-

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

In addition, there is a section for the B.A. (International Honours) Programme in collaboration with the College of William & Mary (section 24), and Interdisciplinary Modules (section 23).

## **Explanation of Fields in Module entries**

**Module number and Title** – first entry – self explanatory

**Credits.** Credits are the number of points a specific module contributes towards a recognised degree programme and are counted 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 general terms, one full-time undergraduate year is considered to be 120 credits worth of learning.

**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 once only, throughout the two semesters.

**Availability.** If the module is offered in only one of the next two years, a date will be shown in this field. If a module is taught every year, there will be no availability line.

**Prerequisites.** Second semester modules and 2000-level or above, may have prerequisites reflecting the assumption that they build upon previous knowledge gained. So, for example, the prerequisite for entry to 2000-level modules in French is a pass in either or both of the 1000-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 relevant School has the authority to waive a prerequisite. Where the prerequisite is not simply a pass in another module, but includes a grade - e.g. '11 or better' - the number refers to the **20-point reporting scale**.

**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.

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

**Class Hour.** Most 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, with the usual exception of Wednesday afternoons.

**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.

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**Re-Assessment.** This gives details of the reassessment procedure for students who fail a module (normally 1000- and 2000-level modules only).

### 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. There is no right to reassessment when failing with a grade less than 4.

**Advanced Standing Credit.** This term is used in relation to entrant students who may be awarded Advanced Standing Credit on the basis of qualifications already earned in order to facilitate accelerated progression in a named degree programme. Advanced Standing Credits may be withdrawn if the student does not progress in the degree programme for which the credits were awarded. See also **RPL - Recognition of Prior Learning**.

**Advising.** The process of having a student's choice of modules checked and formally approved.

**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.

**Credit Loads.** Normally a full-time student will take modules worth 120 credits during each **session**. Full-time students should take at least 80 credits and under no circumstances more than 160 credits. Part-time students must take at least 20 credits per **semester** and no more than 80 credits each **session**.

**Credit Transfer.** This refers to the ability of students to transfer credits earned in one institution to another one, in order to continue their studies. See also **European Credit Transfer System; RPL - Recognition of Prior Learning**.

**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 programmes, there are general entrance requirements. For Undergraduates, these are normally based on school-leaving qualifications, and normally require a pass in English. In addition, specific degree programmes 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.

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

**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**. A General Degree may also be a valid exit point for students who do not meet the requirements for the award of an Honours Degree.

**Faculty.** There are four faculties - Arts, Divinity, Medicine 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. and M.A. degrees, governed by the relevant Science or Arts degree regulations. At admission students are admitted into a Faculty.

**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. These students will have their studies suspended. Failure to register at the appropriate point in two consecutive academic years will result in termination of studies. For details see policy at:

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

**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 toward either a B.Sc., B.Eng., M.Theol. or an M.A. degree.

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**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 the work. The grade is recorded on the **20-point reporting scale**.

**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 80 credits in 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, Joint, International, "With", Triple Subject 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 occasionally 5000-level modules), except for the B.A. (International Honours) degree, where special regulations apply.

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 1000- and/or 2000-level modules ('dip down') or 30 credits in an Honours module or module(s) outwith the Programme ('dip across'). The M.Chem., M.Math., M.Phys., M.Sci., B.Sc. (with Integrated Year Abroad), M.A. (with Integrated Year Abroad) typically take a total of five years to complete, and along with B.D. degrees (which take 3 years to complete) are the exceptions to the 240 credit requirement for Honours Programmes. The relevant School entry should be consulted.

**Honours Programme.** The Honours Programme is that part of the degree programme to which the student is admitted after satisfying the 1000- and 2000-level **prerequisites**. It normally comprises 3000-level modules and above. The duration of the Honours Programme is two years in the case B.Sc, M.A. and M.Theol. degrees or three years in the case of B.Sc./M.A. with Integrated Year Abroad, M.Chem., M.Math., M.Phys. and M.Sci..

**International Honours** programmes are offered in collaboration with the College of William & Mary, Virginia, U.S.A., whereby students divide their sub-honours and Honours programmes between the two institutions. Special regulations apply to these programmes.

**Joint degrees.** These are degrees where the required credits for the first subject and the required credits for the second subject are typically 50% in each subject (120:120). The proportions can vary so long as the ratio remains lower than 2:1 (for example, credit distributions of 155:85, 140:100, or 120:120). Ratios above 2:1 (where no fewer than one-quarter and no more than one-third of the credits are taken in one of the two subject areas) are defined as "With" rather than "Joint" degrees (see below). Degrees where a second subject is studied for less than one-quarter of the total credits are classified as **Single Honours Degrees**.

**Leave of Absence** normally for periods of up to two years may be granted on medical or personal grounds by the relevant Faculty Dean. Applications to take Leave of Absence should be submitted to the relevant Faculty Pro Dean (Undergraduate). In exceptional circumstances Leave of Absence can be granted retrospectively (Discount or Deletion of Semester). Students should request Leave of Absence from the Pro Dean (Undergraduate) if they are unable to attend University for more than three consecutive weeks.

**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 Element.** The first named subject in a "**With**" degree programme (see definition below) is described as a **major** element and is presented using the term 'with' between the subjects; e.g. Spanish with Geography (180 credits in Spanish at 3000 level and above and 60 credits in Geography = Spanish major degree programme).

**Minor Element.** The second named subject in a "**With**" degree programme (see definition below) is described as a **minor** element and is presented using the term 'with' between the subjects; e.g. Spanish with Geography (180 credits in Spanish at 3000 level and above and 60 credits in Geography = Geography 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, 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 11-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**.

**Pre-Advising.** The process of making a preliminary choice of modules for the following session. This process is required but is not complete until formal **Advising** has taken place.

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

**Programme Prerequisites.** Sub-honours requirements for entry to designated honours programmes. 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. All taught courses require a generic programme specification published using the Scottish Credit and Qualifications Framework (SCQF). -

- The Faculty of Arts may award M.A. General and Honours degrees. There is a Bachelor of Arts (International Honours) degree awarded jointly with the College of William and Mary. There is also a **Licentiate of Integrated European Studies** (see page x.5), taken by European students in Modern Languages.
- The Faculty of Divinity may award General and Honours M.Theol. and B.D. Honours degrees.
- The Faculty of Medicine may award General and Honours B.Sc. Medicine degrees.
- The Faculty of Science may award General and Honours B.Sc. degrees,; more intensive M.Chem., M.Eng., M.Math., M.Sci. and M.Phys. degrees.

**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 from September to January, Semester 2 runs from February to May.

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

**Single Honours Degrees.** These are degrees where credits for an Honours programme are obtained predominantly in one subject. Flexibility at Honours level, means that one or two modules (less than 60 credits total) may occasionally be taken outwith the named subject area. The second subject in these cases is not named in the Degree and the degrees are still classified as Single Honours Degrees. See also **Joint degrees, Triple Subject Degrees** and **"With" degrees**.

**Sponsio Academica.** All St Andrews students, when they matriculate, agree to an oath shown online as part of online matriculation 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 in print form, with electronic signature of the online matriculation process indicating agreement. All four ancient Scottish Universities have a Sponsio Academica, though they differ in wording. See [www.st-andrews.ac.uk/students/rules/](http://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 as defined in the Senate Regulations will have their studies terminated. Individual students have the right to request a review by the relevant Dean and a decision made as to whether they are allowed to continue their studies. Students who are 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. Failure to notify the Dean of such circumstances by the due date will normally lead to the automatic termination of studies with immediate effect.

**Triple Subject Degrees** are those in which three subjects (at least two of which are Modern Languages) are studied through to Honours level. The proportion of credits in each subject may vary from one quarter to one half of the total Honours credits, depending on the individual programme requirement, but all three subjects are included in the degree title.

**"With" degrees.** These are degrees where credits for an Honours programme are obtained from two subject areas, and where no fewer than one-quarter and no more than one-third of the credits are taken in one of the two subject areas.. Degrees where a second subject is studied for less than one-quarter of the total credits are classified as Single Honours Degrees. See also **Major** and **Minor** elements.

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