

Introduction to the Course Catalogue

The purpose of this Catalogue is to provide students and their Advisers with the information they need in order to make academically informed choices about degree programmes and modules or combination of modules. The **General Guidance** section describes, in more accessible terms, the processes and procedures which are formalised in the Regulations. Particular attention should be given to the information that this section provides about the procedure called **Advising of Studies**.

The main body of the Catalogue is structured in relation to the degree programmes and modules which are offered by eighteen Schools in the University. In addition, there are sections for the B.A. (International Honours) programme in collaboration with the College of William & Mary (section 24), and Interdisciplinary Modules (section 23).

Each School entry contains:

- (i) a list of the degree programmes (Single Honours, Joint Honours, Triple Subject Honours, "With" degrees, Interdisciplinary degrees) offered by the School;
- (ii) the general requirements which lead to those degrees;
- (iii) the modules which may, or must, be taken as part of those degrees including requirements for entry into Honours;
- (iv) details of the 3000-level, 4000-level, and where applicable 5000-level modules, including their credit values.

Explanation of Fields in Module Entries

Module number and Title. Self explanatory

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).

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.

Additional Semester Information. Where a module is taught for part of a semester, or during the summer, that information will be included in this field.

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

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

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

Pre-requisite. Second semester modules and 2000-level or above may have pre-requisites reflecting the assumption that they build upon previous knowledge gained. So, for example, the pre-requisite 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, pre-requisites 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 pre-requisite. Where the pre-requisite 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**.

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

Introduction – Honours Level 2012/13 – August 2012

Programme(s). This indicates how the module fits into various programmes of study (eg, Mathematics and Psychology).

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

Planned Timetable. 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.

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.

Contact Hours (Learning and Teaching Methods with contact hours). This gives the breakdown between Scheduled Learning (with an academic member of staff) and Guided Independent Study (which a student undertakes alone but often under direction) as defined by the Quality Assurance Agency (QAA).

Assessment. 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, or they may differ slightly because some elements of Coursework (Class Tests for example) are considered Written Examinations in this context.

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.

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 of Studies. 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 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**.

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 (ECTS); 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 (ECTS). 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**

Introduction – Honours Level 2012/13 – August 2012

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. At admission students are admitted into a 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. Several Schools may offer both B.Sc. and M.A. degrees, governed by the relevant Science or Arts degree Regulations.

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/>

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 a B.Sc., M.Theol. or M.A. degree.

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 **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 periods: 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, "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 three years to complete) are the exceptions to the 240 credit requirement for Honours programmes. The relevant School entry should be consulted for more information.

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 **pre-requisites**. It normally comprises 3000-level modules and above. The duration of the Honours Programme is two years in the case of the 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.Geol., 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 (eg, credit distributions of 155:85, 140:100, or 120:120 are all valid). 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 no more than 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). 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. 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

Introduction – Honours Level 2012/13 – August 2012

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 (eg, the degree MA (Hons) Spanish with Geography requires 180 credits in Spanish at 3000 level and above and 60 credits in Geography so Spanish is the major element in the 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 (eg, the degree MA (Hons) Spanish with Geography requires 180 credits in Spanish at 3000 level and above and 60 credits in Geography so Geography is the minor element in the degree programme).

Module. Degree programmes are modular in structure. The key elements of a module are **credit**, **level** of study, title, **description** of content, requisites, **assessment** requirements, and **availability** (session and semester). Other elements include contact hours, graduate attributes, learning outcomes, etc. 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**.

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

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

Programme Pre-requisites. Sub-honours requirements for entry to designated Honours programmes. May include such things as specific modules to be taken, grades for specific modules, credits from a range of designated modules.

Qualifications. Each type of qualification (eg, B.Sc. or M.A.) is governed by a set of Senate Regulations, and is awarded under a specific Court Resolution. All taught degree programmes require a programme specification published with guidance from the Quality Assurance Agency (QAA) and referencing the Scottish Credit and Qualifications Framework (SCQF).

- The Faculty of Arts may award M.A. General and Honours degrees. There is a B.A. (International Honours) degree awarded jointly with the College of William & Mary, Virginia, USA. There is also a **Licentiate of Integrated European Studies** (see page x.5) which may be taken by European students in the School of Modern Languages.
- The Faculty of Divinity may award General and Honours M.Theol. and B.D. 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 as well as enhanced more intensive M.Chem., M.Eng., M.Geol., 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 periods called **semesters**. Semester 1 runs from September to December, Semester 2 runs from January 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**.

Introduction – Honours Level 2012/13 – August 2012

Sponsio Academica. At matriculation, students 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 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/

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 published deadline 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.