

Introduction to the Programme Requirements

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 main body of this Catalogue is structured in relation to the degree programmes which are offered by eighteen Schools in the University. In addition, there are sections for the BA (International Honours) programme in collaboration with the College of William & Mary (section 22), and an index of modules (section 23)

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)** 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).

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. This is a brief statement of the content of a module.

Pre-requisite(s). Modules or qualifications which must be passed prior to this module. Second semester modules and 2000-level modules 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(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. This field indicates where a module is required to be passed, as a pre-requisite to entry on another module.

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

Learning and Teaching Methods and Delivery. This gives the anticipated **Weekly Contact** hours with academic staff and the formal breakdown of **Scheduled Learning/Guided Independent Study** as defined by the Quality Assurance Agency (QAA).

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.

Scheduled Learning - time spent with an academic member of staff.

Guided Independent Study - time which a student is expected to undertake alone but often under direction.

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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 a QAA context.

Re-Assessment pattern. This is the method by which a module will be re-assessed if it is failed in the main assessment.

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.

Glossary of Other Commonly used Terms

Common Reporting Scale (20-point) This is a scale from 0 to 20 used for recording the grade achieved in the assessment of a module or elements of a module. Pass grades are 7.0 to 20 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 certificated learning 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 against programme requirements and individual circumstances before being formally approved.

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.

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**. For information about Credit & Grade Conversion for grades achieved on approved Study Abroad programmes, please see www.st-andrews.ac.uk/studyabroad

Degree Pathway. Either a single **Programme Requirement** (for single Honours) or more than one **Programme Requirement** for each element of a Joint Honours or Triple degree.

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.

Entry requirements. For students applying for admission to a degree programme, 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. For information relating to English Language qualifications, please see

www.st-andrews.ac.uk/elt/entry/undergraduate

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

Exit Awards. For students who are admitted to a degree programme (Honours degrees or General degrees) there are two **exit points** for those who do not proceed to the intended degree award 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 award for students who do not meet the requirements for the award of an Honours Degree.

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Faculty. Successful applicants are made offers to study in 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 BSc and MA degrees, governed by the relevant Science or Arts 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 BSc, MTheol or MA 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 **Common Reporting Scale. Grades are visible on the student's record cards after each reporting period.**

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 (see **Sub-honours**), 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 BA (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 MMBiochem, MChem, MGeol, MMath, MPhys, MSci, BSc (with Integrated Year Abroad), MA (with Integrated Year Abroad) typically take a total of five years to complete, and 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 BD, BSc, MA and MTheol degrees or three years in the case of BSc/MA with Integrated Year Abroad, MBiochem, MChem, MGeol, MMath, MPhys. and MSci.

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 Honours 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 (e.g. 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" degrees rather than Joint Honours degrees. Degrees where a second subject is studied for less than one-quarter of the total credits are classified as **Single Honours Degrees**.

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**.

Major Element. The first named subject in a "**With**" degree programme is described as a **major** element and is presented using the term 'with' between the subjects (e.g. 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 is described as a **minor** element and is presented using the term 'with' between the subjects (e.g. 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 **SCOTCAT credits**, **levels** of study, title, **description** of content, requisites (pre-,co- or anti-), **assessment** requirements, and availability

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(**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.

Pre-Advising. The process by which a student makes 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 each year of the programme in order to be awarded a qualification.

Qualifications. Each type of qualification (e.g. BSc or MA) 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 MA General and Honours degrees. There is a BA (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 MTheol and BD. degrees.
- The Faculty of Medicine may award General and Honours BSc Medicine degrees.
- The Faculty of Science may award General and Honours BSc degrees as well as enhanced more intensive MBiochem, MChem, MGeol, MMath, MSci. and MPhys. 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. An academic session comprises 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**.

Sub-honours. Usually First and Second years of the Degree Programme. 1000- and 2000-level modules are considered 'sub-honours' and specific modules of these levels are required to be passed with specific grades to be admitted to an Honours programme.

Triple Subject Degrees are those in which three subjects (at least two of which are in the School of 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.

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