

University of St Andrews



University of
St Andrews

600
YEARS

MUSIC

as part of your degree

2011/12

Department of Music

Handbook for Undergraduates

**Copies of this Handbook are available
electronically via MMS**

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1. Welcome from Head of Department and Director of Teaching

We would like to welcome you to the Department of Music.

This handbook is designed to provide all of our undergraduate students, whether new or returning, with essential information about the Department and its undergraduate programmes. Please take a few moments to read it carefully and retain it as a source of reference through the year.

You should also refer to the University Student Handbook. This includes information on: Academic Information, Academic Regulations and Codes of Practice, Employment, Financial Information, Health, Library and Information Services, Student Organisations, Student Services and Student Support and Guidance. The handbook also offers straightforward advice on issues relating to the codes which represent University policy. It can be found on-line at: <http://www.st-andrews.ac.uk/studenthandbook>.

The Music Department is a new and developing department which offers a range of sub-honours modules. All our members of staff are engaged in research (areas of particular strength are electronic music and acoustics) or are actively pursuing careers as professional performers. We are part of the School of Philosophical, Anthropological and Film Studies and our administrative procedures mirror the procedures of the School. We also have a close relationship with the Music Centre which is situated in the Younger Hall sharing many members of staff and using the Music Centre facilities for some of our practical classes. If you have any administrative queries, you should contact the Music Department Office (71 North Street) who provide our administrative support. Academic queries should, where possible, be addressed to the Director of Teaching, Dr Sarah Sneddon (sjs4) but as a small friendly department, all members of staff are willing to help.

We hope that you will work hard this year and enjoy your time in the Department of Music.

Best Wishes for a successful year!

Dr Michael Downes
Head of Department

Dr Sarah Sneddon
Director of Teaching

2. Welcome from the Music Centre

Welcome

We hope that many of those taking modules in the Music Department may also wish to become involved in the activities of the Music Centre. Based in the Younger Hall, it offers facilities and opportunities for individual and group practice, tuition and performance, concerts and formal academic study. The Music Centre is open to students, staff and all members of the public.

Most of our ensembles and groups are open to all and some are specifically designed for children. Beginners in all disciplines are most welcome, so if you have never had the opportunity to involve yourself in music in the past, have a look at what we can offer. If you have any queries about any aspect of music at the University of St Andrews please do not hesitate to contact us.

Michael Downes
Director of Music

Music Centre Contacts

Michael Downes – Director of Music (mjd14)
Helen Gregory – Office Manager (hjpg10)
Oliver Jackson-Hutt – Office Manager (ojh)
Ruth Carr – Clerical Assistant (rac10)
Tom Wilkinson – University Organist (taw21)

Enquiries about the Music Modules should not be directed to the Music Centre staff unless they have a direct connection with the modules.

Section A : Planning Your Studies

3. Contact Information

3.1 Key University Contacts

University Switchboard (01334) 476161
Advice & Support Centre (01334) (46)2020

3.2 Key School Contacts

<i>Position</i>	<i>Name</i>	<i>Telephone</i>	<i>Email</i>
Head of School	Professor Katherine Hawley	ext. 2469	philhos
Deputy Head of School	Professor Sarah Broadie	ext. 2494	sjb15
Head of Department	Dr Michael Downes	ext. 2226	mjd14
Director of Teaching	Dr Sarah Sneddon	ext. 2239	sjs4
Disability Co-ordinator	Mr Tom Wilkinson	ext. 2237	taw21
Examinations Officer	Dr Jonathan Kemp	ext. 2239	jk50
Health & Safety Officer	Mrs Katie Allan	ext. 2493	ka22
Senior Administrator	Mrs Katie Allan	ext. 2493	ka22

Music Modules administrator

Mrs Mhairi Aitkenhead (musicmodules@st-andrews.ac.uk, ext: 2972)

Music Department Office: 71 North Street
Opening hours: 8.45 – 13.00 and 14.00 – 17.00

Please contact the Music Modules administrator for assistance in the absence of academic members of staff.

Semester 1 Module Co-ordinators:

MU1003 Understanding Music	Dr Sarah Sneddon	ext. 2239	sjs4
MU2004 Electronic Music	Dr Jonathan Kemp	ext. 2239	jk50
MU2003 Bagpipes	Dr Jonathan Kemp	ext. 2239	jk50

Year Long Module Co-ordinator:

MU2001 Advanced Performance	Mr Tom Wilkinson	ext. 2237	taw21
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Semester 2 Module Co-ordinators:

MU1004 Making Music	Dr Sarah Sneddon	ext. 2239	sjs4
MU1005 Reading Opera	Dr Michael Downes	ext. 2226	mjd14
MU2002 Scottish Music	Dr Jonathan Kemp	ext. 2239	jk50
MU2003 Bagpipes	Dr Jonathan Kemp	ext. 2239	jk50

Questions about academic matters (such as course material, essays, exams) should in the first instance be addressed to your tutor. You may also take such questions to your Module Co-ordinator, who is responsible for the day-to-day running of the module or to the Director of Teaching.

Student support and guidance advice:

Director of Teaching, Dr Sarah Sneddon (ext 2239, sjs4)
Disability Co-ordinator, Mr Tom Wilkinson (ext 2237, taw21)

Contact for reporting absence from classes or examinations:

Music Modules administrator, Mrs Mhairi Aitkenhead (ext: 2972, [musicmodules](#))

4. Semester Dates 2011/12

Please see University website: www.st-andrews.ac.uk/semesterdates/2011-2012/

5. Useful Information

This section provides you with the details of various documents, guides and webpages that you may find useful during the course of the year.

5.1 Matriculation

All students must matriculate each academic session to allow them to continue with their studies and attend classes.

Failure to matriculate by 5pm on the first day of teaching of the semester will result in a £100 late matriculation fee being applied to your record. Permission **may** be given to students to matriculate late **only in exceptional circumstances**. To request permission, you should contact latematriculation@st-andrews.ac.uk. If you cannot attend Advising, you must also contact your Adviser(s) to arrange a time to be advised.

5.2 Orientation Week and Reading Week

Students are reminded that Orientation Week and Reading Week are integral parts of the University semester, and students are expected to devote these periods to their studies. Orientation Week offers students an opportunity to prepare for classes by purchasing and beginning work on course material, and the Music Department also uses this time for auditions. Reading Week is intended as an opportunity for staff and students to catch up on academic work and to deepen their understanding of their subject(s). All students are expected to devote these parts of the semester to their studies.

5.3 Advice and Support

The Advice and Support Centre is available to provide advice, assistance and support in all areas of your life which may affect your academic studies. You can seek information and advice on a wide range of issues including immigration, disability services, study related problems, mental health support and student finances. The **Advice & Support Centre**, 79 North St staff will be able to listen, give advice or refer you on to appropriate services. If the **ASC** cannot help then they will refer you to an appropriate person either within or outwith the University.

Contact the ASC on **01334 462020** or www.st-andrews.ac.uk/asc or simply drop in to 79 North Street and staff will speak with you as soon as possible.

If for disability reasons you require support for example; teaching and exam arrangements, please contact the Disability Team from the link below. Student Services provides support for a wide range of disabilities such as; Learning difficulties, visual and hearing impairments, mobility difficulties, Aspergers, mental health, long standing medical condition and much more.

www.st-andrews.ac.uk/studenthandbook/diversity/disabilities/

You may wish to obtain advice and guidance from within your School in the first instance. If so you should contact the Director of Teaching (musicdot@st-andrews.ac.uk) who will identify the most appropriate person to assist you.

Please be assured that personal matters will be dealt with confidentially and information will only be passed on to other members of staff in accordance with the University Student Confidentiality Policy:-

<http://www.st-andrews.ac.uk/media/StudentConfidentialityCodeJune2010.pdf>

5.4 The Careers Centre

The Careers Centre exists to enable current students and graduates of St Andrews to make and successfully implement decisions about what they will do next in their lives. The Centre strives to communicate the entire range of available options and to encourage and enable individuals to identify the options which would suit them best. The Careers Centre website can be found at:

<http://www.st-andrews.ac.uk/careers/>

5.5 SALTIRE (St. Andrews Learning and Teaching: Innovation, Review and Enhancement, and part of CAPOD, the Centre for Academic, Professional and Organisational Development)

SALTIRE is the University's central point for assistance with teaching and learning. It aims to encourage excellence and innovation in learning and teaching by providing support and guidance for students and staff and its key areas are:

- **Learning and Study Support** - help and advice on academic study skills
- **Maths Support Centre** - one-to-one help with mathematics problems (including logic)
- **Study Skills Courses** - academic writing, presentations skills, time management, exams etc.
- **e-Learning and WebCT** - how to use the university's online learning environment
- **Introduction to Tutoring/Demonstrating and Assessment** - a 1.5 day course for postgraduates who will be tutoring, demonstrating or marking in their Schools.

SALTIRE's website is:

<http://www.st-andrews.ac.uk/saltire>

5.6 In-sessional English Language Support Service

The In-sessional English Language Support Service offers free language support to matriculated students who are non-native speakers of English.

Support is offered in a number of forms, ranging from one-to-one tutorials to weekly workshops on writing, conversational speaking and grammar.

Further information is available on the Support Service website:
<http://www.st-andrews.ac.uk/elt/support>

If you would like further information, please contact
Janie Brooks, Insessional English Language Support Co-ordinator, ajb31@st-andrews.ac.uk.

5.7 *Communication/Use of Email*

Your University e-mail account is the official means of communication for the University and you are therefore reminded that you should read your e-mails at least every 48 hours (particularly during the academic year). You can arrange to have your University e-mail account automatically forwarded to your personal non-University account. However you should be aware that there may be problems with this and you should check regularly to make sure the forwarding is working.

5.8 *Personal Details*

You are responsible for ensuring that your contact details are kept up to date. You may do this at anytime during the year via your E-vision account which can be accessed from the *Current Students* section of the University home page.

5.9 *Tuition Fees*

For full information on the Tuition Fees that you will be liable to pay throughout your studies go to <http://www.st-andrews.ac.uk/students/money/>.

5.10 *Purchase of Course Materials*

You may be will required to purchase module textbooks or study packs as part of your studies in Music. Further details will be provided by your Module Co-ordinator at the start of the semester.

5.11 *First Aid/Safety*

A first-aid box is located in the Music Centre Office, Younger Hall. Should you require a first aider, please go to the Music Centre Office who will telephone for one for you.

The School Safety Officer is the Head of School, Professor Katherine Hawley (philhos@st-andrews.ac.uk). Any hazards or safety-related incidents should be reported to the School Safety Officer.

Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in discipline.

6. Aims of the Department

The music modules are designed to suggest and encourage a diversity of approaches to the study of music and facilitate the development of practical music-making skills. We recognise that all of our students will be taking our modules as adjuncts to their studies in other subjects and we therefore seek to promote interdisciplinary study.

7. Choosing and Changing Modules

7.1 *Advising*

Advising is the process by which students are assigned to modules which lead to the award of a degree.

At the beginning of each session, before matriculation in the University, undergraduate students must see, in person, their Sub Honours or Honours Adviser of Studies, who will validate their choice of modules and who will be able to give help and guidance on matters relating to academic progress. In addition, students may contact them at any time in the Academic Year if they have anything they wish to discuss.

Sub-honours students are assigned an Adviser when they enter the University.

7.2 *Pre-Advising*

Each April returning students are asked to submit their module choices online as part of the Pre-Advising process. Students are required to pre-advise through the web. For information go to:

<http://www.st-andrews.ac.uk/students/academic/advising/Pre-AdvisingforReturningUndergraduates/>

You should also at this point take the opportunity to update your personal details e.g. contact address. Students should contact their Advisers of Studies with any questions. Advisers also have access to Pre-Advising pages and will be able to amend or provisionally validate module choices.

7.3 *Re-advising/Changing Modules*

Students are ordinarily allowed to change modules only during the first two weeks of each semester. After two weeks then your Adviser of Studies or Programme Co-ordinator must place a special request, on your behalf, to the appropriate Pro Dean. No matter what level of module you are studying, you must contact your Adviser of Studies or Programme Co-ordinator to obtain the necessary approval for any change.

You must not, in any circumstances, enrol yourself into a new module or simply start attending the classes for a new module, at any level, without being Re-advised. Advising is one of the primary means by which your academic record is maintained and exam schedules are produced; and unless you ensure that this is kept up to date you may find you will not receive the credit for the modules you have taken or that you have a clash in your exam timetable.

7.4 *Module Confirmation*

Following Re-advising students have a two week period to check and confirm that their module choices are correct. Students will be contacted in Week 3 of each semester with details of how to complete this requirement.

7.5 *Withdrawal from a Module*

If you wish to withdraw from a module after the second week of a semester, you should discuss the matter with your Adviser of Studies who will then contact the Pro Dean (Advising) to seek the appropriate approval.

7.6 *Withdrawal from Studies*

If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance. You should arrange to do this as early as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University. If you do decide you wish to withdraw from your studies you must contact the appropriate Pro Dean who will be able to offer guidance on your options and who will ensure that the process is completed correctly.

You should be aware that there are fee implications when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Fees Officer in the Registry to obtain early advice on the final implications of your decision before you complete your withdrawal.

8. **Proceeding into Honours**

At the present time the Music Department offers only sub-honours courses. However, students with an interest in music and who are following the appropriate honours courses may be interested in the following modules:

PH4036	Physics of Music
PS4083	Psychology of Music
MO3421	Making People's Music: The Folk Music Revival and Society in the United States, 1900-1970
FR4078	Music in Nineteenth-Century French Poetry

Section B : Managing Your Studies

9. Assessment and Reassessment

9.1 Coursework

Details of topics, length requirements and due dates for assessed coursework will be provided by staff teaching the modules. All coursework is to be submitted electronically, via the Module Management System (MMS). Full instructions for how to submit your work via MMS can be found on:

<https://www.st-andrews.ac.uk/mms/MMS%20Student%20Guide.pdf>

Coursework should be word-processed, double-spaced with one-and-a-half inch (4cm) margins.

Coursework is marked anonymously, and so submitted work should be identified only by your matriculation number. Do **not** put your name anywhere on your coursework. On the first page of your coursework, you should include:

- your matriculation number
- the module name and number,
- your tutor's name
- the title of the essay/exercise
- the following statement:

'I hereby declare that the attached piece of written work is my own work and that I have not reproduced, without acknowledgement, the work of another'.

You must attach a *bibliography* of all your sources to each essay; all quotations from and paraphrase of other work must be clearly acknowledged.

The word-lengths specified for each essay include everything *except* the title and the bibliography (i.e., the word-count includes footnotes, quotations, etc.) This goes for dissertations and essays, at all levels.

The Music Department allows a leeway of 10% either over or under the word count.

If you need to submit an essay when you are away from the University (e.g. you have been granted an extension after the semester) this should also be done via MMS unless you have been told otherwise.

Avoid repetition or substantial overlap between essays and examination answers, whether within a single module or between different modules.

Assessed coursework will normally be returned within three weeks of submission.

Students will receive routine feedback on any work that they have submitted. Feedback will give you advice that will guide you to improving your learning and future performance. Feedback for written work is normally through annotations to the original file submitted through MMS.

9.2 Examinations – Timetables, Rules, Resits

Note that past exam papers are no longer available in the University Library's Website – they are now only available through iSaint: see:

www.st-andrews.ac.uk/students/academic/Examinations/pastpapers/

Module Handbooks and the University Course Catalogues contain details of the percentage of the final module mark that will be derived from the formal examinations. Information on the University's examination processes may be found at:

<http://www.st-andrews.ac.uk/students/academic/Examinations/>

Students are required to make themselves available in St Andrews for the full duration of the January and May Examination Diets, dates of which are detailed under the Important Dates section of the University Handbook.

When returning to St Andrews for an examination, you should ensure that you schedule your travel arrangements so as to arrive in good time. This is especially important in January, when bad weather can often delay public transport. Poor scheduling on a student's part will not be acceptable as a valid excuse for missing an examination. You should be aware that you should be present up until the last day of the semester.

9.2.1 Registration for Degree Examinations

All matriculated students are entered automatically for the January and May/June degree examination diets.

9.2.2 Reassessment Registration

If you are offered the opportunity to take re-sit examinations and/or deferred assessments at the September (Reassessment) Diet you must register individually in advance for the diet, via the online registration facility. In late June, you will be notified directly by e-mail when this is available. All registrations must be submitted by the annually advised deadline in August. Registrations will not be confirmed until the appropriate re-entry fee has been paid in full. Failure to register fully by the due date may mean that you will not be able to sit your examination in the diet.

Where the examination is a reassessment, there is a fee payable at the time of registration. Similarly, those students who are out of time or whose studies have been terminated but who have been given permission by the relevant authority to sit only the examination in a particular semester must also register individually for the diet in question and pay the appropriate fee. Students sitting deferred examinations must also register in advance, but will not be liable for a fee.

9.2.3 Examination Timetables

The provisional degree Examination Timetable is published for each examination diet no later than Week 8 of Semester 1 and Week 7 of Semester 2.

You are reminded of the importance of checking the provisional timetable carefully. Whilst every effort is made by Schools and Registry to prevent timetable clashes, they can on occasion occur. Where such a clash is identified, students should in the first instance alert the University Examinations Office (examoff@st-andrews.ac.uk) as a matter of urgency.

The confirmed degree Examination Timetable is published in Week 9 or 10 of each semester: in December for degree examinations in January, and in April for degree examinations in May. Students are strongly advised not to make any travel or other arrangements for the period of the examinations until the confirmed Timetable has been published. The Degree Examination Timetable for the September Reassessment diet is published in July of each year.

and students are expected to attend in St Andrews for any examinations scheduled during this diet.

All Examination Timetables are published via the web only at:

<http://www.st-andrews.ac.uk/students/academic/Examinations/>

Individual Personal Student Examination Timetables for the January and May diets only can also be downloaded from this webpage.

Students are entitled to request a hard copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact the Music Department Office ([musicmodules](#)) and on payment of a fee of £10 per examination script a photocopy will be provided to you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet.

9.2.4 Legibility of Exam Scripts

It is your responsibility to ensure that your handwritten answers provided in examination scripts are legible and can be read by the markers. If a script cannot be read by the marker then this could result in a delay in confirming your module grade. You may be charged for a transcription service and could be required to return to the School(s) concerned in order to transcribe the script. If you have already left St Andrews then you will have to bear the costs of any return travel to the University. More information is available at:

www.st-andrews.ac.uk/staff/policy/tlac/examinations/

9.3 *Deferred Assessment*

Deferred assessment must be clearly distinguished from Reassessment. Where a student has provided good reasons to justify their failure to complete the work of the module (whether the continuous assessment or the examination, or both), they can be offered deferred assessment. This will be decided by the Module Assessment Board which meets at the end of the semester after the examinations.

Students will be informed of the decision to grant deferred assessment by email from the Departmental Secretary in the week following the Module Board meeting.

9.4 *Reassessment*

Reassessment for sub-Honours modules takes the form of a resit examination during the Resit Diet (usually held at the beginning of September). A resit examination covers the whole work of the module. Students may repeat work from their continuous assessment work or earlier examination (though if this work was of fail standard, it is advisable to improve on it), but they should not repeat material between questions on the resit.

10. Advice on Writing a Music Essay

All the music modules advise students to refer to *Music in Words* (Herbert: 2001). This book gives excellent advice on researching and writing about music and we would ask you to read Chapter 1 carefully for advice about writing essays, writing examinations and writing programme notes. *Music in Words* is available through the University Library in hard copy and as an e-book: <http://www.myilibrary.com/?id=205388>

10.1 Referencing

The Music Department does not insist on any single particular form of referencing. Please use the style of referencing you are comfortable with so long as it includes the title, author/composer, publication details and page references. You must, of course, be consistent throughout any piece of work. If your other subjects are such that you are not familiar with referencing conventions (eg. Mathematics) and you require further guidance please see *Music in Words* pp. 174-219.

To support your argument and avoid generalisation, refer to selected details in the material you have read. This may include quotations from a literary text; if so, make sure they are pertinent to the point you are making. Use quotation marks and page references, and make sure that quotations fit into the grammatical structure of the sentence in which they are inserted.

References to critical reading are important: they demonstrate the range of your reading and ability to respond to others' opinions, but avoid long quotations: summarise in your own words where you can (but still with a clear acknowledgement). Also, always try to show what you think of the critic's view - you do not have to agree with what the "expert" source says, or leave its author with the last word. Make sure that your own voice comes through, and is not drowned by that of others.

Quotations from a critical source MUST ALWAYS be acknowledged in order to avoid any suggestion of plagiarism (see the advice on Academic Misconduct). It is NOT enough to acknowledge in your final bibliography the sources used; if quoting extracts from texts literally, these must be acknowledged in the body of the essay through the use of footnotes or endnotes.

When you take notes from a secondary source you should take care to distinguish clearly between your own commentary and the text that you copy, which should always be in inverted commas with the precise bibliographical reference provided. If you are paraphrasing the ideas from a published source you should also declare this in a reference. It is a good idea to head the piece of paper that you are writing on when you begin your reading and note-taking with the full details of the book (author, title, place of publication, publisher, date of publication), and then add the page nos. in bracket after each quotation (in inverted commas) or paraphrase from the book.

When discussing specific pieces of music make sure you use concrete examples and do not make vague generalisations about them. Extracts from printed musical scores can be incorporated into essays. If you do so, please identify them using bar numbers and the name of the piece, the number of the movement and the composer's name.

As you may know from your other studies, titles of books, films, plays, journals etc. should normally be given in italics. The rules for pieces of music are slightly more complicated. These are the general principles:

1. Titles that are specific to the individual work being discussed should be given in italics, e.g.:

Berlioz, *Symphonie Fantastique*
Stravinsky, *The Rite of Spring*
Schubert, *Winterreise*

2. Titles that are generic (i.e. they indicate a work's genre, sometimes also with an indication of number or key) should **not** be given in italics, e.g.:

Beethoven, Symphony No. 9
Bach, Mass in B minor
Debussy, String Quartet

3. Titles that are ‘nicknames’ rather than the work’s official title (usually these are appended to a generic indication) should be given in inverted commas, e.g.:

Beethoven, Symphony No. 6, ‘Pastoral’
Haydn, ‘Nelson’ Mass
Dvorak, String Quartet No. 12 in F, ‘American’

4. Sections of larger works which have a name specific to that piece of music (whether this is one given by the composer, or the name of a text) should be given in inverted commas, e.g.:

Berlioz, ‘March to the Scaffold’ from *Symphonie Fantastique*
Stravinsky, ‘Sacrificial Dance’ from *The Rite of Spring*
Schubert, ‘Der Leiermann’ from *Winterreise*
Mozart, ‘Voi che sapete’ from *The Marriage of Figaro*

5. Sections of larger works whose name is a tempo marking, or a religious text common to all works in that genre, should **not** be given in italics or inverted commas, e.g.:

Mozart, Adagio ma non troppo from String Quintet in G minor
Fauré, Agnus Dei from the Requiem

Obviously there are ‘grey areas’, and *Music in Words* will give you help on some of these, but if you stick to these general principles you should not go too far wrong!

11. Academic Misconduct

Academic integrity is fundamental to the values promoted by the University. It is important that all students are judged on their ability, and no student will be allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a University of St Andrews degree.

Academic misconduct includes the presentation of material as one’s own when it is not one’s own; the presentation of material whose provenance is academically inappropriate; and academically inappropriate behaviour in an examination or class test. Any work that is submitted for feedback and evaluation is liable for consideration under the University’s Academic Misconduct policy irrespective of whether it carries credit towards your degree. All work submitted by students is expected to represent good academic practice.

You should be aware that the University takes academic misconduct offences extremely seriously and any student found guilty of a repeat offence may be expelled from the University either temporarily or on a permanent basis.

Staff can and will perform regular and random checks for plagiarism, using appropriate software when necessary.

The University’s Academic Misconduct policy covers the behaviour of both undergraduate and postgraduate students.

All students are advised to familiarise themselves with the University's Guide to students called "Avoiding Academic Misconduct" and also the full University policy and procedure, both of which may be accessed from:

<http://www.st-andrews.ac.uk/students/rules/academicmisconduct/>

Students are also referred to the Students Association's publication "Don't Get it Wrong":

http://yourunion.net/files/dont_get_it_wrong.pdf

Students who are unsure about the correct presentation of academic material should approach their tutors, and may also contact June Knowles in SALTIRE for training jk38@st-andrews.ac.uk

12. Attendance

12.1 *Absence from Classes*

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with academic staff may result in your losing the right to be assessed in that module. Please ensure that you are familiar with the 'Academic Alert' policy as stated elsewhere in this handbook. If you have missed timetabled classes/events or any other compulsory elements of the module due to illness or an unavoidable pre-arranged event or appointment, you must complete a [Self Certificate of Absence form \(through e-Vision\)](#) as soon as possible.

Under certain circumstances, Schools may request further documentation in addition to the Self Certificate. In this case, students should contact Student Services in order to organise the appropriate documentation. If you submit more than three Self Certificates in a single semester, or if the period of absence extends to fifteen working days, you may be contacted by Student Services, the relevant Pro Dean, or by an appropriate member of staff in your School.

Completion of a Self Certificate is not an acceptable substitute for contacting your tutors well in advance if you have to be absent. Advance notice of absence is acceptable only for good reason (for example, a hospital appointment or job interview). It is your responsibility to contact the appropriate member of staff to complete any remedial work necessary.

If you are an international student (non-EEA nationals only), you will be affected by recent changes introduced by the UK in relation to immigration rules and visas. The University is now legally bound to report to the [United Kingdom Border Agency](#) any student who fails to enrol on a module or programme of study, or who fails to attend, or who discontinues their studies.

12.2 *Absence from Examinations*

Absence from Examinations due to illness or any other unavoidable reason should be reported IMMEDIATELY, or as soon as you know you will be unable to sit an examination, to the University Examinations Office by telephone (01334 46) 2122/2124. This should then be followed up by completion of a [Self Certificate of Absence form \(through e-Vision\)](#). As soon as you are well enough you should contact your School(s) to make arrangements for an alternative or deferred assessment to be completed at the earliest opportunity.

Contact:

Amanda O'Connell, Examinations Officer
The Old Burgh School, Abbey Walk

Telephone: 01334 462122/462124
Email: examoff@st-andrews.ac.uk

12.3 Medical/Personal Difficulties Impacting on Academic Work

If you have medical problems or other personal difficulties affecting your work you should make an appointment to speak to an Advisor at Student Services. They will, at their discretion, send a memo, in confidence, to the Music Module Administrator to explain the problem.

13. Academic Alerts

Academic Alerts were introduced in 2010-11 as a way of helping students who are having trouble coping with their studies; such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students' grades. Academic Alerts will be issued by email from either the Director of Teaching, Module Co-ordinator or the Music Module administrator and will tell students what is wrong and what they are required to do (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module.

The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student's permanent transcript. For more information on Academic Alerts and details on how the categories work, see www.st-andrews.ac.uk/staff/policy/tlac/attendance/academicalerts/

Further details of the Academic Alert system are in the University Student Handbook, however in the context of the Department of Music, students should note that the compulsory module elements are:

- Full attendance at all tutorials/seminars
- Submission of all coursework by 4pm on the Friday before the examination period for the relevant semester
- Attendance at the examination.

Failure to satisfy these compulsory elements will lead to failure of the module (0X).

14. Late Work

Where written work requires to be submitted for marking, a deadline will be specified well in advance. If work is submitted after the specified deadline the following penalties will be applied:

- up to one day late: loss of 2 marks
- for every additional day late, loss of a further 1 mark

NB: In the context of electronic submission of assessed work, every day of the week will be considered as counting towards a late penalty. This rule will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day.

These penalties are *automatically* applied by the MMS system.

Note that no extension may be given beyond the first day of the examination diet. In any such case, students should apply to the Director of Teaching for a deferred assessment, stating the grounds for such a request.

If you have a VERY good reason for not meeting the set deadline, an extension may be granted in advance. Requests for extensions must be submitted by e-mail and must be received at least 24 hours before the deadline. Please note that NO extensions will be given after this time. Extensions of up to 3 days may be granted by your tutors; longer extensions can be obtained only from the Module Co-ordinator. Note that no extension may be given beyond the first day of the examination period. In any such case, students should apply for Deferred Assessment.

15. Termination of Studies

If your performance is unsatisfactory and you have gained insufficient credits to progress to the next stage of your programme, your studies may be terminated. This decision is taken by the relevant Dean in accordance with Senate Regulations.

If you are in this situation you will be notified that your studies are being terminated and you will normally have ten working days within which to submit a request for the decision to be reviewed by the Dean. This should be supported by appropriate documentary evidence specifying the reasons for your unsatisfactory performance. Students who do not appeal against Termination of Studies will have their studies automatically terminated. If this request is unsuccessful and the Faculty proceeds to terminate your studies you will have one further right to an appeal to the Senate of the University. In this case, appeals should be submitted to the Senate Office within one calendar month of receiving the outcome of the review request. Full details on the acceptable grounds for appeal and the processes involved are outlined at [Appeals, complaints and discipline](#), which can also be found at [Current Students > Rules and Regulations](#).

Contact:

Student Services, Union Building, 9 St Mary's Place

16. Marks, Grades and Degree Classification

Note that there is a distinction between *marks* and *grades*. A mark is the numeric received for an individual piece of assessed work (e.g. an essay mark, or exam mark). A grade is the numeric signifying your overall achievement on a module – this is what is reported on your record. Grades are an aggregation of marks.

In Music, we use a 20-point scale for marking, as well as for reporting grades. When marking individual pieces of work, markers may use half-marks in addition to full integers (e.g. 13.5). Grades are reported to one decimal place.

16.1 University Common Reporting Scale

The University uses a 20-point common reporting scale for grades (ie a 20 point basic scale reported to one decimal point for the reporting of final module grades). The use of the common reporting scale across all Schools ensures comparability of grading across disciplines. Please remember that from the start of session 2009/2010 the pass grade changed from 5 to 7. This change was introduced as one way of trying to raise the level of challenge to students. This does not mean that what previously was awarded 5 will now be awarded 7. Rather it means that what was previously awarded 5 will now fail. This change in the pass grade will not be accompanied by any changes in marking standards. Note also that a distinction is now made between two types of fail grade (see below).

Reporting scale	Honours classification
20	First class
19	"
18	"
17	"
16	Upper second class
15	"
14	"
13	Lower second class
12	"
11	"
10	Third class
9	"
8	"
7	Pass
6	Fail (with right to resit)
5	"
4	"
3	Fail (with no right to resit)
2	"
1	"
0	"

16.2 Module Results Reporting Codes

The university uses a 20-point grade reporting scale (i.e. a 20 point basic scale reported to one decimal point for the reporting of final module marks).

The key module results reporting codes that you may see on your record card are:

- 0X Failure to complete module requirements.
- 0D Deferred assessment.
- 0Z Result undecided: the result may be unresolved due to mitigating circumstances, or for some other valid reason. This is a temporary code and will be changed to one of the other definitive codes on the list as soon as the matter is resolved
- 0 – 6.9 Fail
- 7.0 – 20.0 Pass
- 11.0 (At first attempt) Threshold for progression to Honours

16.3 Criteria for Marking Bands

The table overleaf provides full descriptors for each band of marks, which should help you to understand the mark you receive for any individual piece of work.

Students are reminded that they must pass (i.e. gain 7 or above) *both* assessment elements – coursework and exam – in order to pass the module. A *severe fail* (of 3.9 or below) in either element will not by itself rule out the right to reassessment, however. Right to reassessment will be only be lost if the overall *grade* is below 3.9

16.3.1 Departmental Criteria for divisions within essay marking scale

20 outstanding first	1. The essay incorporates a number of original thoughts and insights about the material. 2. The student has read widely and carefully, including material not discussed directly at the lectures and workshops.
19 very good first	3. The student demonstrates a sophisticated understanding of the issues, and an excellent understanding of the musical material. The student shows an excellent understanding of how musical examples can be used to support or undermine particular theoretical points.
18 clear first	4. The essay has an excellent introduction and a finely crafted structure and style leading to an insightful conclusion.
17 low first	5. Excellent presentation throughout.
16.5 borderline first	
16 good 2.1	1. The essay incorporates some original thoughts and insights about the material. 2. The student has read widely and carefully, possibly including material not directly discussed during classes.
15 clear 2.1	3. The student demonstrates a very good understanding of the issues and a good grasp of the musical material and of the theoretical points put forward by the various authors.
14 low 2.1	4. The student shows a very good understanding of how the musical material can be used to support or undermine particular theoretical points.
13.5 borderline 2.1	5. The essay has a very good introduction, a well crafted structure and a thoughtful conclusion. 6. Very good presentation throughout.
13 good 2.2	1. The student has done the basic reading relevant to a topic. 2. The student's understanding of the material is adequate but basic.
12 clear 2.2	3. The essay is over-reliant on lecture notes and handouts to construct an argument, although there may be some original points made or independent interpretations of the material.
11 low 2.2	4. The student's understanding of the contribution of various authors to a debate may be limited.
10.5 borderline 2.2	5. The essay is well structured, coherent, and has a sound introduction and conclusion. 6. Good presentation throughout.
10 upper 3 rd	7. A low 2.2 can also be awarded to an essay which fails to address the essay question but which shows a good or very good command of the musical theory and musical material.
9 clear 3 rd	1. The essay shows evidence of limited reading. 2. The essay shows evidence of limited understanding of the material.
8 low 3 rd	3. The student relies heavily on lecture notes and handouts. 4. The essay shows little understanding of the contribution of various authors to a debate.
7.5 borderline 3 rd	5. The essay is poorly structured. 6. Presentation is adequate.
7 clear pass	7. A low 3 rd can also be awarded to an essay which fails to address the essay question but which shows some command of musical theory and musical material.
3.5 to 6.5 Fail with right to resit	1. The essay shows inadequate evidence of musical understanding of the topic. 2. There is little or inadequate reference to relevant reading material. 3. The student demonstrates poor essay writing skills.
0 to 3 Fail with no right to resit	4. A low pass can also be awarded to an essay which fails to address the essay question and which shows very little command of music theory and musical material. 1. Work that shows no understanding of the topic covered. 2. The essay is often very short, superficial, or uses irrelevant examples. 3. The student fails to take a musical perspective to the material s/he is presenting in the essay. 4. An essay will be failed when the student fails to address the essay question and shows no command of music theory or musical material.

16.3.2 Departmental Criteria for Performance Assessment

	Musical Communication	Accuracy and Technique	Interpretation and Style	Programme construction and Programme notes
16.5 and above (1)	Highly communicative – of a standard appropriate to a public recital	Flawless – or very nearly so	Imaginative and persuasive interpretation demonstrating a highly developed sense of style	Entirely appropriate programme. Perceptive, well-researched and well-presented programme notes
13.5 – 16 (2:1)	Communicative	Fluent and secure	Convincing interpretation demonstrating stylistic sensitivity	Effective choice of programme. Informative programme notes
10.5 - 13 (2:2)	Communicative in places	Mostly secure – but some errors	Some awareness of appropriate style and interpretation	Largely effective choice of programme Adequate programme notes
7 – 10 (3 and bare pass)	Little sense of communication	Insecurities impeding the performance	Some inappropriate choices within the programme Rudimentary programme notes	Poorly judge choice of programme Inadequate programme notes
1 – 6.5 (Fail)	No apparent ability to communicate the character of the work	Major errors and/or hesitation	No apparent sense of appropriate style	Poorly judge choice of programme Inadequate programme notes
0	Not offered	Not offered	Not offered	Not offered

16.3.3 Departmental Criteria for Composition

16.5 and above

The following characteristics will be in evidence:

Flawless presentation
A high degree of originality
Well-developed technique and idiomatic use of instruments

13.5-16

The following characteristics will be in evidence:

A high level of presentation
Originality
A sound technique and effective use of instruments

10.5-13

The following characteristics will be in evidence:

An acceptable level of presentation
Occasional moments of originality
Mainly secure technique and use of instruments

7-10

The following characteristics will be in evidence:

A poor level of presentation
Very few or no moments of originality
Some secure technique and use of instruments

17. Academic Appeals and Complaints

The University is committed to ensuring as high a quality student experience as possible while studying at St Andrews. Occasionally things may go wrong and if you are experiencing a difficulty, or are dissatisfied with your academic experience, you should raise concerns as soon as possible. This allows effective resolutions to be worked out quickly. Difficulties or dissatisfaction normally fall into one of three categories:

- **Appeals against academic judgements** - where, for example, the University has made a judgement about your assessed work or academic progression;
- **Complaints** - where you are dissatisfied with the provision, whether academic or non-academic, that you have received from any part of the University;
- **Disciplinary cases** - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in an academic or non-academic context.

If there are personal circumstances that may affect your academic performance and subsequently may result in an Academic Appeal, please bring these to the attention of an appropriate member of staff as soon as possible, for example your Academic Adviser, module coordinator or the appropriate Pro Dean. You can obtain guidance on the procedures relating to Appeals, Complaints and Discipline from the Students' Association, the Senate Office, or Student Services.

Further Guidance and Support

The Students' Association provides independent and confidential help and advice for students who are contemplating a complaint or appeal or are having discipline proceedings taken against them. The Students' Association employs Iain Cupples, the Student Advocate (Education), whose job it is to ensure that you receive help with writing and submitting your complaint/appeal and will even accompany you to any hearing. He should be your first point of contact as soon as you feel you need help. For further information contact Iain Cupples, by phone on (01334 46) 2700, or by email inc@st-andrews.ac.uk

In addition, support is available from the appropriate Pro Dean and Academic Support Adviser who may be contacted by emailing:

Undergraduate Arts and Divinity: prodean.arts@st-andrews.ac.uk

Undergraduate Science: prodeansci@st-andrews.ac.uk

Academic Support Adviser: sss.academic@st-andrews.ac.uk

Section C: Getting Involved

18. Staff - Student Consultation and Contact

Feedback about our courses and programme is always encouraged:

- (a) informally and individually to lecturers and tutors or to the Director of Teaching;
- (b) through representatives at meetings of the Staff-Student Consultative Committee (see below);
- (c) by module questionnaires.

The Music Department's Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of students in the departments. The Committee meets at least once a semester.

Informal elections will take place during the first week of term

All module co-ordinators in each semester plus the Director of Music, the Director of Teaching and the University Organist will also attend the SSCC.

The dates of the meeting of the Staff-Student Consultative Committee will be arranged at the beginning of each teaching semester.

19. Deans' List

An annual award for academic excellence, promoted by the four Deans of the University, was introduced in academic year 2007-08.

Undergraduate students who achieve an outstanding overall result in the course of an academic year have their names inscribed on the Deans' List, an honour which will also appear on your University transcript.

The criteria for the award are strict. Only students taking no fewer than 120 credits counting towards an approved degree programme over the course of an academic year will be eligible and all credits have to be taken within the four Faculties of the University of St Andrews.

Study abroad is excluded from the scheme, although incoming students from other universities will be eligible provided they meet all other criteria.

Any student who meets all the criteria and who obtains a credit-weighted mean grade of 16.5 or above for the year will be recorded on the Deans' List. The rules will be adapted for part-time students, who must achieve the minimum credit-weighted mean of 16.5 in 120 credits taken part-time over no more than three academic sessions.

Full details of all the criteria and conditions for the Deans List are available at:

<http://www.st-andrews.ac.uk/administration/deans/deanslist/>

20. Department of Music Prize

The Music Department awards the Cedric Thorpe Davie Prize to the student who has achieved outstanding success in one or more music module during the academic year concerned.

21. Undergraduate Research Internship Programme (URIP)

This programme was recently introduced with the intention of giving undergraduate students the opportunity to experience research during the summer vacation. The URIP is open to students who are matriculated at the University of St Andrews and who will typically have completed their penultimate year of studies. URIP funding (currently at £180 per week for up to ten weeks) cannot be used to support research for a credit-bearing programme. Details of the scheme, including information about the application procedures, are published during the academic year. The programme is administered by the Deans of Arts and Science.

For full details of the application process visit:

<http://www.st-andrews.ac.uk/students/academic/internships/>

End of Handbook