

1. Introduction to the Postgraduate Course Catalogue

The purpose of this Catalogue is to provide students with information on the structure of the taught postgraduate programmes, plus information on each of the modules that must, or may be, taken in such programmes.

The order of entries within the Catalogue is alphabetical according to the Schools which offer taught postgraduate programmes (it should be noted that not all the Schools in the University offer such programmes in Session 2016 - 2017).

Each School section provides:

- i) a list of its postgraduate taught programmes.
- ii) individual documents for each degree including and details of all postgraduate compulsory and optional modules offered on that programme including the credit value and assessment procedures.

The modules included in these documents will normally be only those available in 2016 - 2017. This reflects the situation when this document goes to press, although there may be subsequent alterations due to unforeseen circumstances. Supplementary information will be made available on alterations to availability after the closing date for inclusion in this Catalogue. www.st-andrews.ac.uk/coursecatalogue/pg/.

2. Taught Postgraduate Programmes

The MLitt, MSc and MRes degree programmes normally comprise at least 120 credits in taught modules, of which a minimum of 90 credits should be from 5000-level modules plus a dissertation or research project.

The MPhil normally comprises 120 credits in taught 5000-level modules, plus a longer thesis. A student may transfer, subject to conditions, from the first year of taught study to the MPhil (see Regulations).

The Postgraduate Diploma requires at least 120 credits of which a minimum of 90 credits should be from 5000-level modules. The Postgraduate Certificate requires at least 60 credits of which a minimum of 40 credits should be from 5000-level modules.

The modules required for the award of each qualification are listed under each individual programme specification. It should be noted that some modules may be taken from outside the programme requirements or from outwith the School's provision, but this is subject to permission being granted by the Heads of School concerned.

The award of these degrees is additionally subject to the criteria described in this policy

<http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/PGT%20Credit%20Grades%20Awards.pdf>

Further information on progression from the taught to research degrees may be found in the Change of Registration policy, available online from <http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pg-change-of-reg.pdf>

3. Explanation of fields in Module entries

Explanation of Fields in Module Entries

Module code and Title. Module codes 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.

SCQF Level. The **Scottish Credit and Qualifications Framework (SCQF)** 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

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taught across the two semesters. The St Andrews teaching year has two semesters (September - December, and January - May). Students undertaking a full-time dissertation are expected to be resident within commuting distance of St Andrews from May to late August.

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

Planned Timetable. Where a single time is given (e.g. 9.00 am) the class meets for one hour.. If days of the week are not specified, the class meets every day from Monday to Friday, with the usual exception of Wednesday afternoons. Further details may be provided in this field.

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

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

Compulsory / Optional. In the 'Programme module type' field, modules are identified as either 'Compulsory' or 'Optional' for a programme or group of programmes. 'Compulsory' modules must be taken for the programmes named. Modules defined as 'Optional' are appropriate to fulfil degree credit requirements for the named programme(s). Students may select 'Optional' modules and will be allowed entry to those modules which are agreed with their Adviser of Studies for each year of study.

Pre-requisite(s). Second semester modules, and some others, may have pre-requisites, reflecting the assumption that they build upon previous knowledge gained.

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. Modules which require this module to be passed, as a pre-requisite to entry.

Learning and Teaching Methods and delivery. This gives **Weekly Contact**.

Weekly Contact. This will be an indication of the weekly teaching provision for each student. Where the pattern of teaching varies from week to week, **the average weekly contact is given**. Various activities may be included. (tutorials, laboratory work, practical sessions, lectures, fieldwork, consultation hours etc)

Assessment pattern. A brief description of the distribution between assessed 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 this context.

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.

4. Glossary of other commonly used terms

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

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.

Common Reporting Scale (20-point) This is a scale from 0 to 20.0 used for recording the grade achieved in the assessment of a module or elements of a module. Please see www.st-andrews.ac.uk/media/teaching-and-learning/policies/PGT%20Credit%20Grades%20Awards.pdf for further information.

Credit Loads. Normally a full-time student will take modules worth 60 credits during each **semester**. Part-time students must take at least 20 credits per **semester** and no more than 80 credits each **session**.

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European Credit Transfer System (ECTS). All modules have an accreditation in the ECTS scheme. 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

Faculty. There are four faculties - Arts, Divinity, Medicine and Science. Although Arts and Divinity are treated as a single entity for administrative purposes.

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**.

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/>

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. Postgraduate modules are normally 5000 level. See also **SCQF Level**.

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 (**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 learning period, perhaps broken by a vacation or by an independent learning week in which no formal contact hours are provided. In most cases the learning block will be followed by an examination. Others will be concentrated into a shorter period, and some will be taught over two semesters.

Postgraduate Certificate. The Postgraduate Certificate requires at least 60 credits of which a minimum of 40 credits should be from 5000-level modules in an approved programme.

Postgraduate Diploma. The Postgraduate Diploma requires at least 120 credits of which a minimum of 90 credits should be from 5000-level modules in an approved programme.

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

Qualifications. Each type of qualification (e.g. MLitt or MSc) is governed by a set of Senate Regulations, and is awarded under a specific Court Resolution. All taught courses require a generic programme specification published using the Scottish Credit and Qualifications Framework (SCQF).

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 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 period.

