A. THIRD YEAR STUDENTS TAKING MA (HONS) WITHOUT A FOREIGN LANGUAGE AND STUDYING ABROAD FOR A FULL ACADEMIC SESSION

The regulations in Section A apply to students in Humanities and in Social and Environmental Sciences taking a Single or a Joint Honours MA degree without a foreign language and spending both semesters of Third Year on ERASMUS exchange.

A.1. Third Year at Partner University
Your programme of study is drawn up in consultation with relevant members of the academic staff at both Dundee and the partner university. A formal Learning Agreement must then be signed by you and by academic and administrative staff members at both institutions.

A.1.1. Study of main discipline(s): 120 Dundee credits
   i. You normally take such modules as will enable you to achieve 60 ECTS credits, at the equivalent of Level 3, in your main Honours subject(s).
   ii. Your workload should be as evenly balanced as possible over the two semesters.
   iii. Joint Honours students should have due regard to MA regulations concerning the distribution of modules across different subject areas.

A.2. Honours Year at Dundee University
Your programme of study is drawn up in consultation with relevant members of the academic staff at Dundee.

A.2.1. Study of main discipline(s): 120 Dundee credits
   i. You normally take four modules amounting to 120 credits at Levels 3/4 in your main Honours subject(s).
   ii. You should have due regard to MA regulations and guidelines concerning the number of modules required at Level 4, the distribution of modules across different subject areas (Joint Honours only), and an evenly balanced workload across semesters.
   iii. You will normally be required to take any compulsory Level 4 modules on your Degree Programme and you may also be required to take any compulsory Level 3 modules whose content was not covered during your period of study abroad.

A.3. Honours Degree Classification Procedure

A.3.1. The full transcript of your Third Year marks from the ERASMUS partner university (equivalent to 120 Dundee credits) is made available to the Board of Honours Examiners. The Board will also have details of your marks for the four 30-credit modules taken in your Honours Year at Dundee.

A.3.2. The marks that you obtained for the modules studied abroad are normally converted into Dundee equivalents in accordance with the following procedure.
   i. The mark for each individual module is converted from the ECTS grading scale / the partner university's assessment scale into an equivalent grade / Honours class on the Dundee assessment scale.

1 ECTS credit = 2 Dundee credits. ECTS = European Credit Transfer and Accumulation System.
ii. The 120 credits worth of marks and modules are divided into four 30-credit groupings, as specified in your Learning Agreement, or, if not specified in your Learning Agreement, in the manner most advantageous to you and then aggregated. These four aggregates are used to determine equivalents to four Dundee grades / Honours classes.

iii. At the final stage in the conversion process, any other documentation relevant to your period of study abroad is officially taken into account by the Board of Examiners and recorded.

A.3.3. The Board of Examiners considers your four converted Third Year results from the partner university (120 credits), together with your four Fourth Year results from Dundee (120 credits), essentially in accordance with normal guidelines for Honours classification.

A.3.4. Should you fail or be absent from any modules at the partner university at the first diet of examinations, you may be entitled by the partner university's regulations to attempt resits. Should you opt to do so, any passing grade achieved at the resit diet will normally be capped at a maximum of D3, unless you have submitted suitable evidence of mitigating circumstances. The final classification of your Dundee degree will be undertaken on the basis of any capped resit results. The Board of Examiners will be informed of both first and resit diet results.
B. THIRD YEAR STUDENTS TAKING MA (HONS) WITHOUT A FOREIGN LANGUAGE AND STUDYING ABROAD FOR ONE SEMESTER

The regulations in Section B apply to students in Humanities and in Social and Environmental Sciences taking a Single or a Joint Honours MA degree without a foreign language and spending one semester of Third Year on ERASMUS exchange.

B.1. Third Year at both Dundee and Partner University

Your programme of study is drawn up in consultation with relevant members of the academic staff at both Dundee and the partner university. A formal Learning Agreement must then be signed by you and by academic and administrative staff members at both institutions.

B.1.1. Study of main discipline(s) during semester spent at Dundee: 60 Dundee credits

i. You normally take two modules amounting to 60 credits at Level 3 in your main Honours subject(s).

ii. Joint Honours students should have due regard to MA regulations concerning the distribution of modules across different subject areas.

iii. You will normally be required to take any compulsory Level 3 modules on your Degree Programme which run during your semester at Dundee.

B.1.2. Study of main discipline(s) during exchange semester: 60 Dundee credits

i. You normally take such modules as will enable you to achieve 30 ECTS\(^2\) credits, at the equivalent of Level 3, in your main Honours subject(s).

ii. Joint Honours students should have due regard to MA regulations concerning the distribution of modules across different subject areas.

B.2. Honours Year at Dundee University

Your programme of study is drawn up in consultation with relevant members of the academic staff at Dundee.

B.2.1. Study of main discipline(s): 120 Dundee credits

i. You normally take four modules amounting to 120 credits at Levels 3/4 in your main Honours subject(s).

ii. You should have due regard to MA regulations and guidelines concerning the number of modules required at Level 4, the distribution of modules across different subject areas (Joint Honours only), and an evenly balanced workload across semesters.

iii. You will normally be required to take any compulsory Level 4 modules on your Degree Programme and you may also be required to take any compulsory Level 3 modules which ran during your period of study abroad and whose content you did not cover at the partner university.

B.3. Honours Degree Classification Procedure

B.3.1. The full transcript of your Third Year marks from the ERASMUS partner university (equivalent to 60 Dundee credits) is made available to the Board of Honours Examiners. The Board will also have details of your marks for the two 30-credit modules taken in your Third Year at Dundee and for the four 30-credit modules taken in your Honours Year.

B.3.2. The marks that you obtained for the modules studied abroad are normally converted into Dundee equivalents in accordance with the following procedure.

i. The mark for each individual module is converted from the ECTS grading scale / the partner university’s assessment scale into an equivalent grade / Honours class on the Dundee assessment scale.

\(^2\) 1 ECTS credit = 2 Dundee credits. ECTS = European Credit Transfer and Accumulation System.
ii. The 60 credits worth of marks and modules are divided into two 30-credit groupings, as specified in your Learning Agreement, or, if not specified in your Learning Agreement, in the manner most advantageous to you and then aggregated. These two aggregates are used to determine equivalents to two Dundee grades / Honours classes.

iii. At the final stage in the conversion process, any other documentation relevant to your period of study abroad is officially taken into account by the Board of Examiners and recorded.

B.3.3. The Board of Examiners considers your two converted Third Year results from the partner university (60 credits), together with your two Third Year and your four Fourth Year results from Dundee (180 credits), essentially in accordance with normal guidelines for Honours classification.

B.3.4. Should you fail or be absent from any modules at the partner university at the first diet of examinations, you may be entitled by the partner university's regulations to attempt resits. Should you opt to do so, any passing grade achieved at the resit diet will normally be capped at a maximum of D3, unless you have submitted suitable evidence of mitigating circumstances. The final classification of your Dundee degree will be undertaken on the basis of any capped resit results. The Board of Examiners will be informed of both first and resit diet results.
C. THIRD YEAR STUDENTS TAKING MA (HONS) WITH A FOREIGN LANGUAGE AND STUDYING ABROAD FOR A FULL ACADEMIC SESSION

The regulations in Section C apply to students in Humanities and in Social and Environmental Sciences taking a Single or a Joint Honours MA degree with a foreign language and spending both semesters of Third Year on ERASMUS exchange.

C.1. Third Year at Partner University

Your programme of study is drawn up in consultation with relevant members of the academic staff at both Dundee and the partner university. A formal Learning Agreement must then be signed by you and by academic and administrative staff members at both institutions.

C.1.1. Study of main discipline(s) and of foreign language/culture: 105 Dundee credits

i. You normally take such modules at the partner university as will enable you to achieve 45 ECTS credits, at the equivalent of Level 3, in your main Honours subject(s), excluding your language.

ii. You normally take such modules at the partner university as will enable you to achieve 7.5 ECTS credits, at the equivalent of Level 3, in French/German/Spanish Language.

iii. If the partner university does not offer credit-bearing French/German/Spanish Language modules at an appropriate level, you will be required to gain the equivalent of 15 Dundee credits in your chosen Practical Language by alternative means, approved by the Programme Convener for Modern Languages.

iv. Your workload should be as evenly balanced as possible over the two semesters.

v. Joint Honours students should have due regard to MA regulations concerning the distribution of modules across different subject areas.

C.1.2. Practical French/German/Spanish ERASMUS Module – One Year Exchange (PF/PG/PS3xxxx): 15 Dundee credits

i. In addition to taking an appropriate credit-bearing French/German/Spanish Language course at the partner university (7.5 ECTS credits: see C.1.1.ii./iii. above), you are normally also required to take PF/PG/PS3xxxx (15 Dundee credits). This enables you to achieve a total of 30 Dundee credits at Level 3 for Language and Culture in Third Year, in line with degree requirements.

ii. During your exchange year, you write a 2000-word reflective diary in the foreign language. This represents 55% of your mark for PF/PG/PS3xxxx.

iii. After your return to Dundee, early in Semester 1 of your Honours Year, you take an oral and a written examination in the foreign language, based on your ERASMUS experience. This represents 45% of your mark for PF/PG/PS3xxxx.

C.2. Honours Year at Dundee University

Your programme of study is drawn up in consultation with relevant members of the academic staff at Dundee.

C.2.1. Study of main discipline(s) and of foreign language/culture: 120 Dundee credits

i. You normally take three modules amounting to 90 credits at Levels 3/4 in your main Honours subject(s).

ii. You normally take Practical French/German/Spanish 4: Language and Culture in Context (PF/PG/PS40002). This enables you to achieve a total of 30 Dundee credits at Level 4 for Language and Culture in Fourth Year, in line with degree requirements.

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3 Under current MA regulations, Joint Honours students may only take a foreign language, if their Honours combination includes European Studies or American Studies.

4 1 ECTS credit = 2 Dundee credits. ECTS = European Credit Transfer and Accumulation System.
iii. You should have due regard to MA regulations concerning the number of modules required at Level 4, the distribution of modules across different subject areas (Joint Honours only), and an evenly balanced workload across semesters.

iv. You will normally be required to take any compulsory Level 4 modules on your Degree Programme and you may also be required to take any compulsory Level 3 modules whose content was not covered during your period of study abroad.

C.3. Honours Degree Classification Procedure

C.3.1. The full transcript of your Third Year marks from the ERASMUS partner university (equivalent to 105 Dundee credits) is made available to the Board of Honours Examiners. The Board will also have your mark for the 15-credit module PF/PG/PS3xxxx Erasmus Practical Languages – One Year Exchange, as well as details of your marks for the four 30-credit modules taken in your Honours Year at Dundee.

C.3.2. The marks that you obtained for the modules studied abroad are normally converted into Dundee equivalents in accordance with the following procedure.

i. The mark for each individual module is converted from the ECTS grading scale / the partner university's assessment scale into an equivalent grade / Honours class on the Dundee assessment scale.

ii. The 90 credits worth of marks and modules in your main discipline(s) are divided into three 30-credit groupings, as specified in your Learning Agreement, or, if not specified in your Learning Agreement, in the manner most advantageous to you and then aggregated. These three aggregates are used to determine equivalents to three Dundee grades / Honours classes.

iii. The 15 credits worth of marks and modules in French/German/Spanish Language from the partner institution are aggregated and an equivalent Dundee grade / Honours class is determined. This result is then aggregated with your result for the 15-credit module PF/PG/PS3xxxx, in order to arrive at your overall module grade / Honours class for the Level 3 Language and Culture component.

iv. At the final stage in the conversion process, any other documentation relevant to your period of study abroad is officially taken into account by the Board of Examiners and recorded.

C.3.3. The Board of Examiners considers your three converted Third Year results from the partner university (90 credits), together with your overall Third Year Language and Culture result (30 credits) and your four Fourth Year results from Dundee (120 credits), essentially in accordance with normal guidelines for Honours classification.

C.3.4. Should you fail or be absent from any modules at the partner university at the first diet of examinations, you may be entitled by the partner university's regulations to attempt resits. Should you opt to do so, any passing grade achieved at the resit diet will normally be capped at a maximum of D3, unless you have submitted suitable evidence of mitigating circumstances. The final classification of your Dundee degree will be undertaken on the basis of any capped resit results. The Board of Examiners will be informed of both first and resit diet results.
D. THIRD YEAR STUDENTS TAKING MA (HONS) WITH A FOREIGN LANGUAGE AND STUDYING ABROAD FOR ONE SEMESTER

The regulations in Section D apply to students in Humanities and in Social and Environmental Sciences taking a Single or a Joint Honours MA degree with a foreign language\(^5\) and spending one semester of Third Year on ERASMUS exchange.

D.1. Third Year at both Dundee and Partner University

Your programme of study is drawn up in consultation with relevant members of the academic staff at both Dundee and the partner university. A formal Learning Agreement must then be signed by you and by academic and administrative staff members at both institutions.

D.1.1. Study of main discipline(s) during semester spent at Dundee: 60 Dundee credits

i. You normally take two modules amounting to 60 credits at Level 3 in your main Honours subject(s).

ii. Joint Honours students should have due regard to MA regulations concerning the distribution of modules across different subject areas.

iii. You will normally be required to take any compulsory Level 3 modules on your Degree Programme which run during your semester at Dundee.

D.1.2. Study of main discipline(s) during exchange semester: 30 Dundee credits

i. You normally take such modules as will enable you to achieve 15 ECTS\(^6\) credits, at the equivalent of Level 3, in your main Honours subject(s), excluding your language.

ii. Joint Honours students should have due regard to MA regulations concerning the distribution of modules across different subject areas.

D.1.3. Practical French/German/Spanish ERASMUS (MA) module – One Semester Exchange (PF/PG/PS3xxxx): 30 Dundee credits

i. During your semester at Dundee (either Semester 1 or Semester 2), you take the components of Practical French/German/Spanish 3: Language and Culture in Context (PF/PG/PS30002) which are running that semester, including the continuous assessment tasks for both Language and Culture. These assessments represent 30% of your overall mark for PF/PG/PS30002 ERASMUS.

ii. During your exchange semester, you write a 2000-word reflective diary in the foreign language. This represents 30% of your mark for PF/PG/PS3xxxx.

iii. If you go on exchange in Semester 1, you are required to take the normal oral and written degree examinations for Practical French/German/Spanish 3: Language and Culture in Context (PF/PG/PS30002) at the end of Semester 2 in Dundee. This constitutes 40% of your mark for PF/PG/PS3xxxx.

iv. If you go on exchange in Semester 2, you are required to take an oral and a written examination in the foreign language, based on your ERASMUS experience. These exams take place after your return to Dundee, early in Semester 1 of your Honours Year. This constitutes 40% of your mark for PF/PG/PS3xxxx.

v. If your programme of study at the partner university is entirely in English, you will be expected to maintain and develop your knowledge and skills in your chosen Practical Language by taking a suitable course at the partner university or by other means approved by the Programme Convener for Modern Languages.

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\(^5\) Under current MA regulations, Joint Honours students may only take a foreign language, if their Honours combination includes European Studies or American Studies.

\(^6\) 1 ECTS credit = 2 Dundee credits. ECTS = European Credit Transfer and Accumulation System.
D.2. Honours Year at Dundee University
Your programme of study is drawn up in consultation with relevant members of the academic staff at Dundee.

D.2.1. Study of main discipline(s) and of foreign language/culture: 120 Dundee credits
i. You normally take three modules amounting to 90 credits at Levels 3/4 in your main Honours subject(s).
ii. You normally take Practical French/German/Spanish 4: Language and Culture in Context (PF/PG/PS40002). This enables you to achieve a total of 30 Dundee credits at Level 4 for Language and Culture in Fourth Year, in line with degree requirements.
iii. You should have due regard to MA regulations concerning the number of modules required at Level 4, the distribution of modules across different subject areas (Joint Honours only), and an evenly balanced workload across semesters.
iv. You will normally be required to take any compulsory Level 4 modules on your Degree Programme and you may also be required to take any compulsory Level 3 modules which ran during your period of study abroad and whose content you did not cover at the partner university.

D.3. Honours Degree Classification Procedure

D.3.1. The full transcript of your Third Year marks from the ERASMUS partner university (equivalent to 30 Dundee credits) is made available to the Board of Honours Examiners. The Board will also have details of your marks for the three 30-credit modules taken in your Third Year at Dundee (including PF/PG/PS 3xxxx Practical French/German/Spanish ERASMUS (MA) – One Semester Exchange), as well as for the four 30-credit modules taken in your Honours Year.

D.3.2. The marks that you obtained for the modules studied abroad are normally converted into Dundee equivalents in accordance with the following procedure.
   i. The mark for each individual module is converted from the ECTS grading scale / the partner university's assessment scale into an equivalent grade / Honours class on the Dundee assessment scale.
   ii. The 30 credits worth of marks and modules in your main discipline are aggregated to determine an equivalent to one Dundee grade / Honours class.
   iii. At the final stage in the conversion process, any other documentation relevant to your period of study abroad is officially taken into account by the Board of Examiners and recorded.

D.3.3. The Board of Examiners considers your converted Third Year result from the partner university (30 credits), together with your three Third Year results (including Practical French/German/Spanish 3xxxx) and your four Fourth Year results from Dundee (210 credits), essentially in accordance with normal guidelines for Honours classification.

D.3.4 Should you fail or be absent from any modules at the partner university at the first diet of examinations, you may be entitled by the partner university's regulations to attempt resits. Should you opt to do so, any passing grade achieved at the resit diet will normally be capped at a maximum of D3, unless you have submitted suitable evidence of mitigating circumstances. The final classification of your Dundee degree will be undertaken on the basis of any capped resit results. The Board of Examiners will be informed of both first and resit diet results.

Alison M K Borthwick 26/08/09
(minor amendments made following School of Humanities Quality Assurance Committee meeting 14/10/09 and School Board 4/11/09)