UNIVERSITY OF DUNDEE
COLLEGE OF ARTS AND SOCIAL SCIENCES

TRANSATLANTIC STUDENT EXCHANGE REGULATIONS
MA and CASS BSc (Honours)

A SECOND YEAR STUDENTS STUDYING ABROAD
The regulations in Section A apply to students taking a Single or Joint MA degree, or a BSc degree under College of Arts and Social Sciences BSc degree regulations, who spend one or two semesters of Second Year on a Transatlantic Student Exchange in either USA or Canada.

A.1. 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 both academic and administrative staff members at Dundee and by an academic or administrative staff member at the partner institution in the USA or Canada.

A.1.1 Study of main discipline(s):
   i. You must take such modules as will enable you to achieve the equivalent of 60 SCOTCAT credits per semester,¹ at least 45 of which should normally be at level 2 (200 US level) or above and no more than 15 at level 1 (100 US level). Moreover, if you spend two semesters abroad then you can take no more than 30 credits at level 1 (100 US level) in total.
   ii. Your choice of modules must minimally satisfy subject progression requirements in your main Honours subjects.
   iii. On your return a full transcript of your modules studied abroad must be presented to your School Office.
   iv. The marks you have obtained for the modules studied abroad will be converted into SCOTCAT credits by the School TSE co-ordinator
   v. All marks will be taken into account for progression purposes

A.2 Progression into 3rd Year
   (i) You must have gained a total of at least 200 credits, of which 80 must normally be at level 2, in order to progress into Third Year.
   (ii) If you do not meet the normal progression requirement after one academic session if registered as a Full Time student or repeating the year, or after three academic sessions if registered as a Part Time student, then:
      • Your studies will be liable for termination if you have previously had to repeat a year or have less than 200 credits.
      • If permitted to continue your studies then you will normally be required to repeat the year but may be allowed to proceed to Third Year at the discretion of the Progression and Termination of Studies Committee.

A.3 Diploma of Higher Education (Arts and Social Sciences)
If you decide to conclude your studies at the end of 2nd Year then you must have gained a total of at least 240 credits, of which at least 90 must be at level 2, in order to qualify for the award of the Dip.HE (Arts and Social Sciences).

¹ See Annex 1 for Credit transfer conversion rates.
B THIRD YEAR STUDENTS STUDYING ABROAD

The regulations in Section B apply to students taking a Single or Joint MA degree, or a BSc degree under College of Arts and Social Sciences BSc degree regulations, who spend one or two semesters of Third Year on a Transatlantic Student Exchange in either USA or Canada.

B.1 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 both academic and administrative staff members at Dundee and by an academic or administrative staff member at the partner institution in the USA or Canada.

B.1.1 Study of main discipline(s):

i. You must take such modules as will enable you to achieve the equivalent of 60 SCOTCAT credits per semester,\(^2\) at least 45 of which must be at level 3 (300 US level) or above in your main Honours subject(s), and no more than 15 at level 1 or 2 (100 or 200 US level). However, note that if you intend to progress to Honours then you will be required to complete 60 SCOTCAT credits at Level 3 in each semester (see B.2).

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

iv. On your return a full transcript of your modules studied abroad must be presented to your School Office.

v. The marks you have obtained for the modules studies abroad will be converted into SCOTCAT credits by the School TSE co-ordinator.

vi. All marks will be taken into account for progression purposes

vii. The full transcript of your Third Year marks from the Transatlantic Student Exchange will be made available to the Board of Honours Examiners at the end of your Fourth Year for Honours classification.

B.2 Progression into Honours

(iii) You must have gained a total of at least 360 credits, of which 120 must normally be at level 3, in order to progress into Honours.

(iv) If you do not meet the normal progression requirement after one academic session if registered as a Full Time student or repeating the year, or after two academic sessions if registered as a Part Time student, then:

- Your studies will be liable for termination if you have previously had to repeat a year or have less than 300 credits.
- If permitted to continue your studies then you will be required to repeat the year and may, if you have previously had to repeat Third Year, be required to undertake a programme of studies that will allow you to graduate with an MA degree but not to progress to the Honours Year.

\(^2\) See Annex 1 for Credit transfer conversion rates.
B.3 Non-Honours MA degree awards
If you decide to conclude your studies at the end of 3rd year then you must have
gained a total of at least 360 credits, of which at least 60 must be at level 3, in order
to qualify for the award of a un-named MA degree. To qualify for a named award at
least 90 of the 360 credits must be at Level 3 in one subject area.

B.4 Honours Degree Classification Procedure

B.4.1 The full transcript of your Third Year marks from the Transatlantic Student
Exchange will be made available to the Board of Honours Examiners at the end of
your Fourth Year for Honours classification.

B.4.2 The marks that you obtained for the level 3 modules studied abroad are normally
converted into Dundee equivalents in accordance with the following procedure.

   i. The mark for each individual level 3 module is converted from the partner
      university’s assessment scale into an equivalent grade / Honours class on the
      Dundee assessment scale.

   ii. (a) If you went on a one semester exchange, the marks from the level 3
       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.

       (b) If you went on a two semester exchange, the marks from the level 3
       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.

B.4.3 (a) If you went on a one semester exchange, the Board of Examiners considers your
two converted Third Year results from the partner university (60 credits), together with
your two Third Year results and four Fourth Year results from Dundee (180 credits),
essentially in accordance with normal guidelines for Honours classification.

       (b) If you went on a two semester exchange, 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.

B.4.4. 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, the final classification of your Dundee degree will be
undertaken on the basis of any improved resit results. Any passing grade achieved at
the resit diet will normally be considered as a D3. The Board of Examiners will be
informed of both first and resit diet results.
Annex 1: Credit Transfer conversion rates

USA

1 SCOTCAT point = 0.2 US Credits
15 SCOTCAT points = 3 US Credits
20 SCOTCAT points = 4 US Credits
30 SCOTCAT points = 6 US Credits
45 SCOTCAT points = 9 US Credits
60 SCOTCAT points = 12 US Credits

The amount of US credits a course is worth varies from institution to institution. Most academic subjects are worth 3 US credits, with some worth 4 US credits. In the US, a minimum load at an institution can vary (sometimes 9 US credits, sometimes 12 US credits). For a US Bachelor’s degree, 120-128 US credits is required to graduate. International Office advise (see Annex 2) that, due to the workload requirements, a translation of 1 US credit to 5 SCOTCAT points, should be used when assessing a student’s course load in the USA.

One US credit corresponds to 3-3.5 hours of student effort per week for that specific course. Therefore, a student taking a 3 credit course would be expected to put in 9-10.5 hours of effort for that course per week. Each semester is 15-16 weeks long, so a 3 credit course is the equivalent to 135-168 hours of student effort in one semester. So a student taking four 3 credit courses might be expected to put in roughly 600 hours of effort on average, which is the same as the workload of a student taking three 20 credit modules at Dundee.

CANADA

Trent University

12 SCOTCAT points = 0.5 Unit
24 SCOTCAT points = 1 Unit
48 SCOTCAT points = 2.0 Units
60 SCOTCAT points = 2.5 Units

At Trent a course is normally worth 0.5 or 1 unit. This means a student can take 3 courses and up to 5 courses in one semester, depending on the unit worth of the course. A full semester for a student at Trent is 2.5 units.

Alberta University, Simon Fraser University, and Acadia University

[1 credit = 2 ECTS = 4 SCOTCAT points]
4 SCOTCAT points = 1 Credit
48 SCOTCAT points = 12 Credits
60 SCOTCAT points = 15 Credits

The amount of credit per course varies, but most courses are worth 3 credits (sometimes 4). Five courses is considered a full load at the above universities and equates to a 60 SCOTCAT point semester.
Dear Paul,

It is my recommendation that due to course load, structure of the US/Canadian education system, and the time spent in preparation and study, students at Level 2 should be allowed to take 4 courses per semester and this should be deemed sufficient. Students, who are on exchange at Level 3, for a semester or a full year, should always be encouraged to take the full load of credits due to their level of study and the importance of Level 3 to their overall degree. **Due to the workload requirements, a translation of 1 US credit to 5 SCOTCAT points, should be used when assessing a student's course load in the USA.** *(emphasis added)*

Should you need anything further from me, please let me know. Please let me know if I can advise students to take four courses on the exchange program next year as many will begin applying to a host university in March/April.

Kind Regards,

Annie

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Notes

1. MA and CASS BSc regulations permit attendance at module(s) in another University or equivalent institution as part of a scheme recognised by the College Board. These regulations for the TSE scheme are modelled on the ERASMUS regulations approved by CASS last session. Following discussion with Annie Irving on what is likely to be practical, the Learning Agreement need only be signed by an academic or an administrative member of staff in the partner institution.

2. 2nd Year TSE. The load of 60 SCOTCAT credits per semester implies that students at US universities will typically take four courses worth 3 US credit each, of which at least three must be at level 200 or above (it is not uncommon, apparently, for 2nd Year TSE students to take some level 300 modules); while students at Canadian universities will typically take five courses worth 3 Canadian credits each (or five 0.5 unit courses at Trent), of which at least four must be at level 200 or above. Students’ choice of modules at level 200 or above should satisfy subject progression requirements in their main Honours subjects.

   Students would normally be able to take no more than one module at level 100 in any one semester and no more than two in total. A student on a one semester exchange who took one level 100 module would be able to take one further level 1 module on their return to Dundee and still be able to progress to 3rd Year as they would have more than 80 credits at level 2, but not qualify for the Dip HE if they chose to exit. A student on a two semester exchange taking the maximum of two level 100 modules would also be expected to progress on at least 90 credits at level 2 or above. Note that the 90 credit level 2 threshold for the award of the Dip HE is specified by the SCQF.

3. 3rd Year TSE. The load of 60 SCOTCAT credits per semester implies that students at US universities will typically take four courses worth 3 US credit each (or five 0.5 unit courses at Trent), of which at least three must be at level 3 or above; while students at Canadian universities will typically take five courses worth 3 Canadian credits each (or five 0.5 unit courses at Trent), of which at least three must be at level 3, of which at least four must be at level 3 or above. Honours progression requires that students take and pass all their modules at level 3 or above.

   The award of MA and MA(Honours) degrees following such programmes of study is consistent with the standard MA Degree Regulations and hence also with the SCQF.

4. Dundee also has links with 15 universities in Australia, New Zealand and Hong Kong. These TSE regulations might provide some guide to the treatment of students involved on exchanges with these countries in the absence of specific regulations. Chris Bustin in the International Office was apparently preparing a document in 2010 providing information on credit transfer and grade transposition for these universities.

   Paul Allanson
   09/02/11