



University  
of  
St Andrews

# DEPARTMENT OF SOCIAL ANTHROPOLOGY

GENERAL REGULATIONS  
1<sup>ST</sup> & 2<sup>ND</sup> YEAR

2009/10

# SOCIAL ANTHROPOLOGY

## **FIRST & SECOND YEAR REGULATIONS HANDBOOK 2009-2010**

This handbook is in three sections. First we introduce the members of staff in the department. Secondly, we outline regulations and advice relevant to all 1st and 2nd year modules. Third, we give some hints on writing essays and examination answers. **Please study the second and third parts very carefully.**

### SECTION 1

#### THE DEPARTMENT

**The Department of Social Anthropology** can be found on the eastern side of St. Salvator's Quadrangle, off North Street. The Departmental Seminar Room is beyond School V, to the left of office 48 and up some stairs. The Departmental Office and Secretary can be found at 71 North Street and The Centre for Amerindian Studies (CAS) and its library are located on the second floor of St Salvators Quad.

#### THE STAFF

**Dr Stephanie Bunn**

Areas of Interest:

Area Speciality:

Room:

Tel:

Email:

Lecturer in Social Anthropology

Pastoral nomadism; material culture; human-environment relationships; learning and skill; childhood; space and perception; vernacular architecture.

Post Socialist Eurasia

58

46 2997

sjb20

**Dr Tony Crook**

Areas of Interest:

Area Speciality:

Room:

Tel:

Email:

Senior Lecturer in Social Anthropology

Research on Melanesian and anthropological knowledge practices, ritual, gardens, mining, machine-thinking, and property rights.

Papua New Guinea

Top Floor, 71 North Street

46 2818

tc23

**Professor Roy Dilley**

Areas of Interest:

Area Speciality:

Room:

Tel:

Email:

Professor of Social Anthropology

Theory, method and practice in anthropology; politics, power and knowledge; economy and society; Islam and the anthropology of religion.

History and Ethnography of West Africa

21

46 2984

rmd

|                                |   |
|--------------------------------|---|
| <b>Dr Stan Frankland</b>       | Lecturer in Social Anthropology   |
| Area of Interest:              | East Africa and Uganda, Hunter Gatherers, Tourism & Development, Myths, Representation  |
| Room                           | 47  |
| Tel:                           | 46 2979   |
| Email:                         | mcf1  |
| <br>                           |   |
| <b>Dr Paloma Gay y Blasco</b>  | Senior Lecturer in Social Anthropology  |
| Area of Interest:              | Feminist Anthropology, sex and gender, Gypsies, memory, marginality   |
| Area Speciality:               | Europe  |
| Room:                          | 1 (top floor, United College)   |
| Tel :                          | 46 2950   |
| Email :                        | pgyb  |
| <br>                           |   |
| <b>Professor Peter Gow</b>     | Professor of Social Anthropology  |
| Areas of Interest:             | Research on myth, history, kinship, aesthetics  |
| Area Speciality:               | Amazonia  |
| Room:                          | 2 <sup>nd</sup> Floor, 71 North Street  |
| Tel:                           | 46 2817   |
| Email:                         | pgg2  |
| <br>                           |   |
| <b>Dr Mark Harris</b>          | Senior Lecturer in Social Anthropology  |
| Area of Interest:              | Identity, ecological anthropology, the anthropology of embodiment and experience, social science methodology, and the ethnography of the Brazilian Amazon and South America.  |
| Area Speciality:               | South America   |
| Room:                          | Top Floor, 71 North Street  |
| Tel:                           | 46 2981   |
| Email:                         | mh25  |
| <br>                           |   |
| <b>Dr Morten Nielsen</b>       | Research Fellow in Social Anthropology  |
| Area of Interest:              | temporality, materiality, personhood, aesthetics, the city, methods in anthropology (Manchester School approaches), property rights, urban governance, architecture,  |
| Area Speciality:               | Latin America (Brazil), subSaharan Africa (Mozambique)  |
| Room:                          | Top Floor, 71 North Street  |
| Tel:                           | 46 2980   |
| Email:                         | mn210   |
| <br>                           |   |
| <b>Professor Tristan Platt</b> | Professor of Social Anthropology  |
| Areas of Interest:             | Orality and literacy; language and textuality, history and historiography; political economy of mining and technology; migration, the Atlantic world and Spain; nation, ethnicity and citizenship; (post)colonialism and religion. Andes, Quechua, Bolivia. |
| Room:                          | 1 <sup>st</sup> Floor, 71 North Street  |
| Tel:                           | 46 2983   |
| Email:                         | tp  |
| <br>                           |   |
| <b>Prof Nigel Rapport</b>      | Professor of Social Anthropology.   |
| Areas of Interest:             | Individuality, globalism, semantics, literary anthropology, humanism, science, consciousness and narrative, and the ethnography of the Yorkshire Dales, Newfoundland, Israel and Scotland.  |
| Room:                          | 3 (top floor, United College)   |
| Tel:                           | 46 2978   |
| Email:                         | njr2  |

**Dr Adam Reed**  
Areas of Interest: Lecturer Social Anthropology.  
Melanesia, incarceration, literature and reading, new media and the city,  
London  
Room: 56  
Tel: 46 2974  
Email: ader

**Dr Will Rollason**  
Areas of Interest: Lecturer in Social Anthropology  
Papua New Guinea, especially Milne Bay Province; globalization and socio-  
economic change; intergenerational relations; ethnographic methods; football.  
Room: 57  
Tel: 46 1961  
Email: wr21

**Professor Christina Toren**  
Areas of Interest: Professor of Social Anthropology  
Fiji and the Pacific, and Melanesia. Theoretical interests include: exchange  
processes; spatio-temporality as a dimension of human being; sociality,  
kinship and ideas of the person; the analysis of ritual; epistemology;  
ontogeny as a historical process.  
Room: 1<sup>st</sup> Floor, 71 North Street  
Tel : 46 2973  
Email: christina.toren

**Dr Huon Wardle**  
Areas of Interest: Lecturer in Social Anthropology  
The West Indies and Modernity, creolisation, comedy and mischief,  
imagination and perception. Kingston, Jamaica.  
Room: 20  
Tel : 46 2982  
Email: hobw

## **CHAIRPERSON OF DEPARTMENT**

Professor Christina Toren  
Room: 1<sup>st</sup> Floor 71 North Street  
Tel: 2973  
Email: ct51

## **DIRECTOR OF SUBHONOURS TEACHING**

### **Semester One**

Dr Stan Frankland  
Room: 47  
Tel: 2979  
Email: mcf1

### **Semester Two**

Dr Will Rollason  
Room: 57  
Tel: 1961  
Email: wr21

## **EXAMINATIONS OFFICER**

### **Semester One**

Dr Paloma Gay y Blasco  
Room: 1  
Tel: 2950  
Email: pgyb

### **Semester Two**

Dr Tony Crook  
Room: Top Floor, 71 North Street  
Tel: 2818  
Email: tc23

## **DISABILITIES & SUPPORT OFFICER**

### **Semester One**

Dr Huon Wardle  
Room: 20  
Tel: 2982  
Email: hobw

### **Semester Two**

Professor Peter Gow  
Room: Top Floor, 71 North Street  
Tel: 2817  
Email: pgg2

## **ETHICS & RISK ASSESSMENT**

Professor Christina Toren  
Room: 1<sup>st</sup> Floor 71 North Street  
Tel: 2973  
Email: ct51

## **WEBCT & COMPUTING OFFICER**

### **Semester One**

Dr Huon Wardle  
Room: 20  
Tel: 2982  
Email: hobw

### **Semester Two**

Dr Will Rollason  
Room: 57  
Tel: 1961  
Email: wr21

## **SECURITY & SAFETY OFFICER**

Professor Tristan Platt  
Room: First Floor, 71 North St  
Tel: 2983  
Email: tp

## **TUTORS**

Room 59; Tel. 46 2963

The Tutors Room can be found half way up the stairs to School VI.

## **DEPARTMENTAL SECRETARIES**

Mrs Lisa Neilson

Room: 1<sup>st</sup> Floor, 71 North St

Tel: 2977

Email: socanthadmin

Mrs Mhairi Aitkenhead

Room: 1<sup>st</sup> Floor, 71 North St

Tel: 2972

Email: socanth

## **CAS LIBRARY**

### **Centre for Amerindian Studies**

Tel. 2986; Email [amerindian@st-andrews.ac.uk](mailto:amerindian@st-andrews.ac.uk)

The CAS Library can be found at the top floor of St Salvator's Quad. Follow signs for School VI, continue along corridor until reaching a wooden staircase on right, and the CAS Library is at the top of the stairs. The CAS opening hours will be posted throughout the Department.

# **SECTION 2**

## **GENERAL REGULATIONS**

Social Anthropology offers modules at all levels and students can proceed to **Single, Joint, Major** and **Minor** degrees in the subject. To find the combinations with other subjects that are available in joint, major or minor degrees, and the credit requirements for each type of degree **you should consult the University's general 'Course Catalogue' (section headed 'Philosophical and Anthropological Studies')**.

### **ABSENCE REPORTING**

#### **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 'Permission to Proceed' regulations 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. This is available at [https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw\\_lgn](https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw_lgn)

Under certain circumstances, Schools may request further documentation in addition to the Self Certificate. In this case, students should contact Student Support 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 Support, 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 Borders Agency any student who fails to enrol on a module or programme of study or who fails to attend or who discontinues their studies.

Further information is available from the following links:-

<http://www.st-andrews.ac.uk/students/safety/InternationalStudents/PointsBasedSystem/>  
<http://www.st-andrews.ac.uk/admissions/int/Immigrationadvice/>

#### **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) 2124/2528. This should then be followed up by completion of a Self Certification 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.

## ACADEMIC APPEALS AND COMPLAINTS

The University is committed to ensuring students gain 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:-

- 1. Appeals against academic judgements** - where, for example, the University has made a judgement about your assessed work or academic progression.
- 2. Complaints** - where you are dissatisfied with the provision, whether academic or non-academic, that you have received from any part of the University.
- 3. 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.

More information on the procedures to follow are outlined in the University's Code of Practice on Student Appeals, Complaints and Discipline

[http://www.st-andrews.ac.uk/media/code\\_of\\_practice\\_on\\_student\\_appeals\\_080324.pdf](http://www.st-andrews.ac.uk/media/code_of_practice_on_student_appeals_080324.pdf)

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 or the appropriate Pro Dean.

You can obtain guidance on the procedures relating to any of the sections of the Code from the Students' Association, the Academic Registrar & Clerk, or Student Support.

### 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](mailto:inc@st-andrews.ac.uk)

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

Undergraduate Arts and Divinity: [prodean.arts@st-andrews.ac.uk](mailto:prodean.arts@st-andrews.ac.uk)

Undergraduate Medicine: [dws1@st-andrews.ac.uk](mailto:dws1@st-andrews.ac.uk)

Undergraduate Science: [prodeansci@st-andrews.ac.uk](mailto:prodeansci@st-andrews.ac.uk)

Postgraduate Arts and Divinity: [sl50@st-andrews.ac.uk](mailto:sl50@st-andrews.ac.uk)

Postgraduate Medicine: [csh2@st-andrews.ac.uk](mailto:csh2@st-andrews.ac.uk)

Postgraduate Science: [pl@st-andrews.ac.uk](mailto:pl@st-andrews.ac.uk)

Academic Support Adviser: [sss.academic@st-andrews.ac.uk](mailto:sss.academic@st-andrews.ac.uk)

## **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.

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](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](mailto:jk38@st-andrews.ac.uk)

## **ACCESS TO EXAMINATION SCRIPTS**

Students are entitled to request a copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact the Department Secretary, and on payment of a fee of £10 per examination script a photocopy will be provided to the student with 5 working days. Such requests should be made by the end of week 3 of the Semester that follows the examination diet.

Students who wish to obtain detailed feedback from a member of academic staff on an examination script should contact the Exams Officer to arrange a suitable time. No fee will be charged for feedback; only the provision of a copy of the completed script is subject to a charge.

## **ADVISING**

### **Undergraduate**

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.

## **Postgraduate**

At the beginning of each session, before matriculation in the University, taught postgraduate students will be advised into the appropriate modules for their programme by their Programme Co-ordinator to whom any queries regarding this process and module selection should be addressed to in the first instance. Names of Advisers of Studies and Programme Co-ordinators can be obtained from each School.

## **Pre-Advising**

Each April returning students are asked to submit their modules choices online as part of the Pre-Advising process. Practices vary in some Schools and students should refer to specific instructions issued by their School for details. 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.

## **Readvising/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 Readvised. 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.

## **Module Confirmation**

Following Readvising 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.

## **ANONYMOUS MARKING**

All examination papers are marked anonymously. The examination script books are designed so that all your personal details are completed along a strip on the right hand side of the script book, which you seal before leaving the Examination Hall. You should ensure your matriculation number is completed on the front of the script book and that it remains clearly visible.

**Your personal information will remain sealed while the internal marker(s) mark your script. Once a mark as been agreed by the internal marker(s) and recorded on the front of your script book, the flap will be opened to reveal your personal details to ensure that the information is recorded on the correct student record.**

## ASSESSMENT

TO PASS THE MODULE OVERALL STUDENTS MUST PASS **BOTH** THE **ESSAY AND EXAMINATION** COMPONENT OF THE MODULE

The overall grade will usually take into account the following weighting:

Examination: 60% (20% each exam question)

Essays: 40% (20% each essay)

**SA2002** is now 100% Continuous Assessment (and therefore has no examination component). There are THREE Essays: essays 1 and 2 are each worth 30%, and essay 3 is worth 40% of the overall mark.

## ATTENDANCE AT CLASSES

Attendance at all classes that are timetabled for your modules is compulsory. If for any reason you are unable to attend a timetabled class for unexpected reasons i.e. illness or to attend an appointment or other unavoidable pre-arranged event you should follow the procedures for reporting absences as set out in this handbook.

Failure to report your absences correctly or absences that extend to a period of three weeks or more may result in your *Permission to Proceed* within the module concerned being withdrawn (see the appropriate section in this handbook).

## CHANGING MODULES

Students may change modules only during the first two weeks of each semester. 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 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 it is your responsibility to ensure that these are up to date.

## 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. **From the start of session 2009/2010 the pass grade will change from 5 to 7.** This change has been 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.

**The change to a pass grade of 7 will apply to all students, that is to both continuing students as well as new entrants.**

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| <b>Reporting scale</b> | <b>Honours classification</b> |
|------------------------|-------------------------------|
| 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                      | "                             |

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## **COMMUNICATION**

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.

## **COMPONENTS OF TEACHING**

All modules consist of a number of teaching components:

**Lectures**      There will normally be three lectures per week at set times

**Films**            Ethnographic films will normally be shown fortnightly, usually on Fridays. These will illustrate themes being discussed in lectures and tutorials and are an integral part of the course.

**Tutorials**        Tutorials will be held **WEEKLY** in 1<sup>st</sup> and 2<sup>nd</sup> year. Time and venue will depend on which group the student has signed up for.

**All students must sign up for a tutorial group via MMS.** There should be no more than ten students per group. **Attendance is compulsory**; a register will be taken during each tutorial.

**Location:** Tutorials will normally be held in the Departmental Seminar Room or CAS Library unless otherwise stated.

Tutorials provide an informal opportunity to discuss the reading material. Tutorial topics will relate to the lectures but they may also develop tangential arguments which there was not time to cover in the lectures. Tutorial time should be spent addressing any problems that students have come across, either in their own reading or as a result of the lectures. **Thus it is crucial that students do the appropriate preparatory readings, and sanctions will be imposed if they do not.** The more preparation that students do for each tutorial the more benefit they will gain from them. **Essays** and other written work will be prepared in the context of tutorial instruction.

**Workshops** Workshops are a regular and integral part of the 2<sup>nd</sup> year modules, and involve the whole class working in small groups in a flat-floor space. Tasks related to, and developing, points and issues related to the lectures may be supplemented by discussion of film clips or viewing an ethnographic film. Any necessary preparatory work is detailed in the relevant sections of the module handbook. **Attendance is compulsory, and a register will be taken.**

## **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/>

## ESSAYS

For the modules SA1001, SA1002, SA2001 **TWO** essays are required. For SA2002 **THREE** essays are required.

Please read the following very carefully and make sure you follow these instructions closely when submitting essays:

1. Essays should be submitted via MMS\* (<https://www.st-andrews.ac.uk/mms/>)
2. Please do not write your name anywhere on the essay.
3. Make sure you write the essay title on the first page of the essay.
4. Essays will be between 1500-2000 words.  
\* student user guide available at: [https://www.st-andrews.ac.uk/mms/MMS\\_Student\\_Guide.pdf](https://www.st-andrews.ac.uk/mms/MMS_Student_Guide.pdf)

**If essays are not submitted on or before the specified deadline penalties will be imposed.** In **exceptional circumstances** extensions can be requested in person from the Head Tutor (Sem One: Dr Frankland (mcf1), Sem Two: Dr Rollason (wr21)) from whom late essay 'permission slips' must be obtained. No extensions will be granted via email. Please note: computer problems, and pressure of work due to other courses are not valid grounds for an extension!

### **Penalties for late essays will be as follows:**

Missing the deadline or handed in the following day: immediate loss of 2 marks; a further mark per day will be deducted for each subsequent day late. Submission of work more than one week late will receive no commentary, while submission of work more than 2 weeks late will receive zero and result in the loss of Permission to Proceed (see below).

## EXAMINATIONS

At the end of each module students are expected to complete a **two-hour** examination. During this examination you will answer **three** questions based on the prescribed reading, tutorial topics, lectures and ethnographic films. Students need to be prepared to answer questions on each lecturer's section of the course. Students who miss the examinations due to illness or other exceptional circumstances may be assessed by other arrangements in consultation with the department, and so complete the module.

### **EXAMINATIONS – TIMETABLES, RULES, RESITS**

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.

## **Registration for Degree Examinations**

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

## **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 Faculty Business Committee to sit only the examination (via extended Permission to Proceed) 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.

## **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](mailto: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.

## **EXTERNAL EXAMINER**

All examined and formally assessed work which counts to a student's final grade is moderated by an external examiner from another university. The External Examiner helps to ensure that comparable standards of performance attain comparable grades across all British departments of Social Anthropology, and oversees the internal marking within the St. Andrews department. The External Examiner for 2009-2010 is **Dr Barbara Bodenhorn, University of Cambridge**.

## **FEEDBACK TO STUDENTS ON ASSESSED WORK**

Students should be able to 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 opportunities vary from School to School but can include individual face-to-face discussion, written commentaries on work or electronic feedback for example through WebCT or MMS.

In Social Anthropology feedback from assessed work will be available from lecturers/tutors within three working weeks of the submission deadline. Tutors mark essays, and they will provide marginal/end comments, which should aid the student in assessing their own understanding of the topic covered. These comments may also give direction for future reading, and so prove helpful in revising for examination. Please note that in the case of assessed work returned during the semester, the mark is provisional pending confirmation by the external examiner.

Feedback on examination performance can be given to a class as a whole or if you wish detailed feedback from a member of academic staff on an examination script, you should contact your School to arrange a suitable time. No fee is charged for this type of feedback.

Students are however also 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 your School 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.

## **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/>. Programme related fees such as field trips, laboratory fees etc can be obtained from your School.

## **GENERAL PROBLEMS**

Note that each module is co-ordinated by a particular lecturer who you should see if major difficulties arise.

Specific problems should be addressed to your tutor at tutorials, or to the lecturers during their office hours which are posted on their office doors. Tutors are available to help students, especially prior to essay deadlines and examinations when they have office hours. If students cannot contact their tutor they should speak to the Departmental Secretary or Head Tutor.

If you urgently need to see a lecturer use e-mail. If you urgently need to see your tutor catch him/her just before or after he/she is scheduled to give a tutorial or e-mail them.

## **REMEMBER: PLEASE BRING PROBLEMS TO OUR ATTENTION AS SOON AS POSSIBLE**

Note: If you are experiencing general, academic or personal problems which are affecting your working ability to meet deadlines, etc. you should immediately consult Student Support Services, who will advise the department accordingly.

## **HEALTH & SAFETY**

A first-aid box is located in the Departmental Office at 71 North Street.

Notices are posted throughout the School indicating who the current First-Aiders are and how to contact them. Notices are also displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information. Each School has a Safety Officer. Any hazards or safety-related incidents should be reported to the School Safety Officer or the School Office immediately. Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in discipline.

## **KEY CONTACT INFORMATION**

### **Key University Contacts**

|  |                        |
|--|------------------------|
| University Switchboard                             | (01334) 476161         |
| Student Support Helpline                           | (01334) (46)2720       |
| Academic Registrar & Clerk                         | (01334) (46) 2596      |
| Registry – transcripts, graduation, fees           | (01334) (46) 2162/3097 |
| Registry – Undergraduate Pro Deans Arts            | (01334) (46) 2139      |
| Registry – Undergraduate Pro Deans Science         | (01334) (46) 2138      |
| Registry – Postgraduate Pro Dean Arts/Divinity     | (01334) (46) 2136      |
| Registry – Postgraduate Pro Deans Science/Medicine | (01334) (46) 2140      |
| Student Experience Office                          | (01334) (46) 2020      |
| Old Union Reception                                | (01334) (46) 2585/2586 |

### **School Contacts**

Key contact information for the Schools is outlined below:

|                               |  |
|-------------------------------|--|
| Head of School                | Professor Katherine Hawley – philhos   |
| Depute Head of School         | Professor Sarah Broadie – sjb15  |
| Chair of Department           | Professor Christina Toren – ct51   |
| Departmental Office/Secretary | 71 North Street. Open 9-1 & 2-5 daily - socanth  |
| Director of Teaching          | Dr Adam Reed - ader  |
| Director of Research          | Professor Berys Gaut – bng   |
| Disability Co-ordinator       | <b>Sem One</b> Dr Huon Wardle – hobw, <b>Sem Two</b> Prof Tristan Platt - tp   |
| Examinations Officer          | <b>Sem One</b> Dr Paloma Gay y Blasco – pgyb, <b>Sem Two</b> Dr Tony Crook – tc23  |
| Health & Safety Officer       | Professor Tristan Platt  |
| Honours Adviser               | Dr Adam Reed - ader  |
| Subhonours advisers           | Dr Stan Frankland – mcf1   |
| Module Co-ordinators          | SA1001: Dr Stan Frankland – mcf1<br>SA2001: Dr Adam Reed – ader<br>SA1002: Dr Stephanie Bunn – sjb20<br>SA2002: Dr Tony Crook – tc23 |

## **MATRICULATION**

All students must matriculate each academic session to allow them to continue with their studies and attend classes. Research students who commence part way through the academic session will matriculate at the appropriate point during the year.

Undergraduate and Taught Postgraduate students are expected to matriculate during Pre-Sessional Week before Semester commences and any student who has not matriculated by the end of Monday of Week 1 (without prior permission to matriculate late from the University) will be charged a £100

late matriculation fee. Permission to matriculate late can only be given by Registry and permission must be sought before the start of Pre-Sessional Week. For 2009/10 this means you must request permission to matriculate late by Friday 18 September 2009. Full details of the Late Matriculation Policy can be accessed at <http://www.st-andrews.ac.uk/students/academic/>

## **ORIENTATION/PRE-SESSIONAL WEEK AND READING WEEK**

Students are reminded that Orientation/Pre-Sessional and Reading Weeks are integral parts of the University semester, even though no classes are scheduled during that time. Orientation/Pre-Sessional Week offers students an opportunity to prepare for classes by purchasing and beginning work on course material, and some Schools hold induction meetings during this time. 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.

## **TO PASS THE MODULE**

A grade '7' or above must be obtained in both the continuous assessment **and** the examination in order to pass the module overall; students who fail the module but retain their Permission to Proceed (see below) will be entitled to reassessment in September. [The right to a third or fourth reassessment in the academic session following failure is now abolished (except for students whose studies have been limited, who should refer to the relevant senate regulations)].

## **PATHWAYS IN SOCIAL ANTHROPOLOGY**

1. **Level One**      There are two modules; there are no prerequisites for entry to these modules:

**SA1001 - Anthropology in the World (Semester 1)      20 credits**

The module explores topical and controversial issues in the relation between environment and human social life, drawing on the full variety of human societies. It explores such themes as the environmental determinism of human customs, economic development, and uprooted peoples.

**SA1002 - Ways of Thinking (Semester 2)      20 credits**

The module concentrates on the modes of thought and systems of belief of non-Western cultures and on the social significance of language in human communication both in our own culture and in more 'exotic' ones.

2. **Level Two**      There are two modules;  
SA1002 is a prerequisite for entry to SA2001, and  
SA2001 is a prerequisite for entry to SA2002

**SA2001 - Foundations of Human Social Life (Semester 1) 20 credits**

This module examines the social relationships, groups and categories which constitute the foundations of human life in the full variety of societies. Topics covered include kinship and the family, and ethnic relations.

**SA2002 - Ethnographic Encounters (Semester 2)      20 credits**

This module explores the emergence of fieldwork practice in social anthropology, and reflexively considers the social, methodological and theoretical relations produced through ethnography. The module follows a narrative of preparing, conducting and analyzing a fieldwork project by considering the development of fieldwork practices, new ethnographic subjects and urban anthropology before turning to students' own fieldwork projects and their interpretation.

3. **Proceeding to Honours?**  
To enter Honours you need passes in both SA2001 and SA2002, at grade **11** or better.
4. **Spanish and Social Anthropology** There is a timetable clash at level 2. As soon as you know you want to do this combination at this level please immediately consult the Chairman of Department in order to make arrangements.
5. **Modern History and Social Anthropology** There is a timetable clash at level 2. If you wish to proceed with this combination, please consult the departments within the first two weeks of your first year of entry.

### **PENALTIES & RULES FOR LATE SUBMISSIONS**

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:

*Missing the deadline or submitted the following day: immediate loss of 2 marks; a further mark per day will be deducted for each subsequent day late. Submission of work more than one week late will receive no commentary, while submission of work more than 2 weeks late will receive zero and result in the loss of Permission to Proceed (see below).*

### **PERMISSION TO PROCEED**

Permission to Proceed is a system for regulating student attendance and/or performance. It gives Schools a mechanism to ensure attendance at modules, the submission of work, and an acceptable quality of work.

You will automatically proceed in a module if you attend all the required classes and complete and submit all the required assessments on time and to the required minimum standards as specified by the School. Permission to Proceed in the module will however be withdrawn by the School if you fail to fulfil any of the above requirements without good cause. If you fail to retain your Permission to Proceed you will not be permitted to sit the module examination at the end of the semester. Thereafter, in order to complete the requirements of the programme, you will have to take an additional module to make up the required credits. The loss of Permission to Proceed in more than one module in any semester may result in your studies at the University being terminated.

You will also lose Permission to Proceed for any module for which you have been registered but have not attended. This will result in no credits for that module, and a grade of '0' (zero) on your record, with no possibility of re-assessment. You may also find problems with your examination schedule. Full details of the Permission to Proceed can be accessed at:-

<http://www.st-andrews.ac.uk/media/Permission%20to%20Proceed%20Code%20of%20Practice.pdf>

### **PERMISSION TO PROCEED – DEPT REGULATIONS**

**In order to complete a module and gain credit, students must retain Permission to Proceed. They should meet the following conditions:**

1. There must be regular attendance at all meeting of the class (lectures plus tutorials). An absence of three tutorial meetings of a module will result in a loss of permission to proceed. This is only mitigated in exceptional circumstances, which must be brought to the attention of the director of subhonours teaching **within five working days** of the missed commitment. Students who miss 5 Social Anthropology tutorials, **for whatever reason** and whether or not they have a medical note,

will be considered not to have attended a sufficient part of the course, and will likewise lose their PTP.

2. A grade of 1 or above must be gained in each element of the continuously assessed work of the class (for example each essay), unless there are exceptional circumstances. See guidelines, above, for late submission penalties.
3. Attendance at the module examination, and obtaining a grade of 1 or above in this examination. Note: you should report any absence from an examination to the Faculties Office and submit an appropriately completed self-certification for absence **within five working days of the examination**.
4. **APPEAL** Any appeal against the withdrawal of Permission to Proceed should in the first instance be addressed to the Director of Sub-Honours Teaching within five working days of notification withdrawal having been received.

**Director of Sub-Honours Teaching:**

Semester One - Dr Stan Frankland (mcf1), Semester Two – Dr Will Rollason (wr21)

## **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

## **PROGRESSION THRESHOLDS**

In order to progress into Social Anthropology Honours, students must attain at least 20 credits comprising a pass in at least one from SA1001 or SA1002. They must also attain 40 credits comprising passes at grade 11 or better in both SA2001 and SA2002. In exceptional circumstances, students can request the Department to consider a credit weighted average of 11 across the Year 2 Social Anthropology modules.

In the case of students intending Joint Honours Social Anthropology and Spanish there will be special arrangements at level 2 because of a timetable clash. Please consult the Chairperson in the department of Spanish in the first instance.

## **RESULTS REPORTING CODES**

Your record card may show module results reporting codes such as OD for Deferred assessment and OX for loss of Permission to Proceed. Further information on the various reporting codes may be found on the Registry web site.

## Departmental Criteria for divisions within essay marking scale

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

## **REVISION**

The lecturers for the modules will place copies of revision notes and lecture overheads in the short-loan section of the main library and/or on WebCT.

**SEMESTER DATES 2009/10** (to be confirmed - check <http://www.st-andrews.ac.uk/semesterdates/> for updates)

|                     |   |
|---------------------|---|
| Pre-Sessional Week: | Week commencing Monday 21st September 2009            |
| Martinmas Semester: | Monday 28th September 2009 – Friday 22nd January 2010 |
| Reading Week:       | Week commencing Monday 9th November 2009              |
| Raisin Monday:      | Monday 23rd November 2009                             |
| Graduation:         | Monday 30th November 2009 (no teaching)               |
| Christmas Vacation: | Saturday 19th December 2009 – Monday 4th January 2010 |
| Revision Period:    | Commences Tuesday 5th January 2010                    |
| Examinations:       | Monday 11th January – Wednesday 20th January 2010     |
| Candlemas Semester: | Monday 8th February – Friday 28th May 2010            |
| Spring Vacation:    | Saturday 27th March – Sunday 11th April 2010          |
| May Day Holiday:    | Monday 3rd May 2010                                   |
| Revision Period:    | Commences Saturday 8th May 2010                       |
| Examinations:       | Saturday 15th May – Wednesday 26th May 2010           |
| Graduation:         | Tuesday 22nd June – Friday 25th June 2010             |
| Re-Assessment Diet  |   |
| <i>Medicine:</i>    | Monday 30th August – Friday 3rd September 2010        |
| <i>Others:</i>      | Monday 6th September – Thursday 9th September 2010    |

## **SENATE REGULATIONS**

You should make yourself aware of the Senate Regulations and the key Codes of Practice and Rules that govern your studies and behaviour in St Andrews.

These are all available on the University web page under the Sections on Academic Matters and Rules and Regulations.

## **STAFF-STUDENT COUNCIL**

There will be a Staff-Student Council which will meet once a term, whose agreed communiqué will be put on the notice-board. The role of the Council is to monitor the organisation of academic life in the Department as the session unfolds. There will be a representative from each level of the student body. You are urged to bring all matters of concern to the attention of your representative. If problems arise, the sooner they are ironed out the better!

## **STUDENT FEEDBACK**

Towards the end of each semester you will be invited to provide feedback on the class in general and courses in particular, both by answering a questionnaire and offering written comment.

## **STUDENT HANDBOOK**

The University Student Handbook contains relevant and important information on a variety of issues, and may be accessed via the University website at:

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

## **STUDENT SUPPORT AND GUIDANCE**

Student Support 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 main reception area of Student Support is on the first floor of the Students' Association building, where you can obtain information and/or be referred to the appropriate person within Student Support to assist you. You are encouraged to come in when any issue or difficulty arises and it is very easy to access its services – simply email, call or drop in and you will be able to speak to someone as soon as possible. Further information is available at: <http://www.st-andrews.ac.uk/students/safety/>

You may wish to obtain advice and guidance from within your School in the first instance The School office will normally identify the most appropriate person to speak to 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/Student%20Confidentiality%20Code.pdf>

## **TERMINATION OF STUDIES**

If your performance is unsatisfactory and you have gained insufficient credits for you to progress to the next stage of your programme, your studies may be terminated. This decision is taken by the Faculty Business Committee not the School but usually following a recommendation from the School.

If you are in this situation you will be notified that your studies are being terminated and you will have ten working days within which to submit a request for the decision to be reviewed by the Faculty. This should be supported by appropriate documentary evidence specifying the reasons. 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 Academic Registrar within one calendar month of receiving the outcome of the Review request to the School. Students who do not appeal against Termination of Studies will have their studies automatically discontinued.

Full details on the acceptable grounds for appeal and the processes involved are available from: [http://www.st-andrews.ac.uk/media/code\\_of\\_practice\\_on\\_student\\_appeals\\_080324.pdf](http://www.st-andrews.ac.uk/media/code_of_practice_on_student_appeals_080324.pdf)

If you think your studies may be at risk, contact the relevant Pro Dean or Student Support.

## **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/>

## **UNIVERSITY AND SCHOOL SERVICES**

### **Use of library and computer facilities**

For information on use of the University Library and Information Services, please see <http://www.st-andrews.ac.uk/library/>

### **Student Support**

The University's Student Support Services website is <http://www.st-andrews.ac.uk/sss/>  
Student Support Services offers confidential help for students in dealing with any problems and issues which may be affecting their studies.

### **Students with Special Needs**

Students with special needs or disabilities should contact the School Disabilities & Support Coordinator, Dr Stephanie Bunn (sjb20).

Please also see the website at Student Support Services for further details:  
<http://www.st-andrews.ac.uk/students/SafetyandWell-being/Disabilities/>

### **Health and Safety**

For details on Health and Safety for students within the University see <http://www.st-andrews.ac.uk/safety/>

## **UPDATING PERSONAL DETAILS**

Students are responsible for ensuring that their personal details are kept up to date and should make any changes online via the web at <http://www.st-andrews.ac.uk/students/>

## **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.

## **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.

## **SECTION 3**

### **HINTS ON WRITING ESSAYS, REPORTS AND EXAMINATION ANSWERS**

Note the following key points:

1. Essays should be typed and submitted via MMS (<https://www.st-andrews.ac.uk/mms/>)
2. Essays should be properly referenced, especially direct quotations from books and articles, and a bibliography should be attached. We strongly recommend that you follow the system used in the journal, Journal of the Royal Anthropological Institute and which is used in all department pamphlets. **Consult your tutor if in doubt.**
3. **Plagiarism.** You will lose marks if you copy out passages from books or articles and pass them off as your own words (you may quote brief passages, but these should be put in inverted commas, followed by the name of the author and the appropriate page reference and date of publication.) You will also lose marks if you copy another student's essay. Flagrant offences will lead to zero marks for the assessment concerned.

#### **MORE DETAILED ADVICE:**

1. Writing an essay or report is an exercise in the handling of ideas. It is not the mere transcription of long and irrelevant passages from textbooks. To gain a pass mark, an essay or report must show evidence of hard thinking (ideally, original thinking) on the student's part.
2. When a lecturer sets you an essay or report he or she is explicitly or implicitly asking you a question. Above all else your aim should be to discern what that question is and to answer it. You should give it a cursory answer in the first paragraph (introduction), thus sketching your plan of attack. Then in the body of the essay or report you should give it a detailed answer, disposing in turn of all the points that it has raised. And at the end (conclusion) you should give it another answer, i.e. a summary of your detailed answer.  
Note: if the question has more than one part you should dedicate equal attention to each one.
3. An essay or report must be based on a sound knowledge of the subject it deals with. This means that you must read. If you are tempted to answer any question off the top of your head, or entirely from your own personal experience or general knowledge, you are asking for trouble.
4. Make brief notes as you read, and record the page references. Don't waste time by copying out long quotations. Go for the ideas and arrange these on paper. Some people find that arranging ideas in diagrams and tables makes them easier to remember and use than verbal passages. You will find it easier to do this if you keep certain questions in mind: What is the author driving at? What is the argument? Does it apply only to a particular society, or are generalised propositions being made? How well do the examples used fit the argument? Where are the weaknesses? Also think about the wider implications of an argument. Copy the actual words only if they say something much more aptly than you could say it yourself. It is a good plan to write notes on the content of your reading in blue and your own comments on them in red. There is another aspect of your reading which should go hand in hand with the assessment of any one item: you should compare what you have read in different books

and articles. Test what one author proposed against evidence from other societies: what do the different approaches lead to one another? In this way you should begin to see the value (and the problems) of comparisons and learn that writers disagree and write contradictory things, and that all printed matter is not indisputable just because it lies between hard covers.

Note that as well as showing evidence of reading of set texts, good answers link the essay topic back to material given in lectures or tutorials. You can also gain marks by including additional reading, providing it is clear from your essay that you have actually read it!

5. Don't then sit down and write the essay or report. Plan it first. Give it a beginning, a middle, and an ending. Much of the information you will have collected will have to be rejected because it isn't relevant. Don't be tempted to include anything that hasn't a direct bearing on the problem expressed in the title of the essay or report.

Note that in the introductory paragraph it is a good idea to make it absolutely clear to the reader exactly what you understand by certain crucial concepts you will be discussing in the essay - these concepts will probably be those which appear in the essay title. Define these concepts if you think there may be any ambiguity about them.

Note also that when you give examples to illustrate a point be careful not to lose track of the argument. Examples are intended to illustrate a general (usually more abstract) point; they are not a substitute for making this point.

6. When you finally start on the essay or report, please remember to leave wide margins and a space at the end for comments. Any work that is illegible, obviously too long or too short, or lacking margins and a space at the end will be returned for re-writing. Essays should be typed, preferably on one side of the paper and double-spaced.

7. **System of referencing**

Correct referencing is a critical aspect of all essays. It is the primary skill that you are expected to learn and it also guards you against the dangers of plagiarism. Make sure that when you are reading texts that you note down accurately the source of information by recording the name of the author, the book title, page number and so forth. This will enable you to reference correctly when it comes to writing your essay. Adequate referencing requires you to indicate in the appropriate places in body of your essay the source of any information you may use. Such references vary in kind, but a general guide to the correct format would be:

A general reference:

... as Turnbull's (1983) work demonstrates ...

... the romanticisation of Pygmies has been commonplace in anthropology (e.g. Turnbull 1983) ...

Note: In this example, the author is referring to Turnbull's work in a general way. If the author was referring to specific ideas or details made by Turnbull, then the page number needs to be specified

A paraphrase:

... Turnbull describes how the Ituri Forest had remained relatively untouched by colonialism (Turnbull 1983: 24) ...

Note: This is more specific than a general reference as it refers to a particular point or passage by an author. It is your summary of a point made by someone else (in this case Turnbull). When paraphrasing, you must always include the page number in your reference.

A quotation:

... under these circumstances, “the Mbuti could always escape to the forest” (Turnbull 1983: 85).

Note: All quotes from anyone else’s work must be acknowledged and be placed within speech marks. The page number or numbers must be referenced. If you need to alter any of the words within the quote to clarify your meaning, the words changed or added should be placed in square brackets [thus] to indicate that they are not those of the original author.

**Bibliography:**

All tests referenced within the body of your essay must be included within the bibliography. Entries in the bibliography should be organised in alphabetical order and should contain full publication details. Consult an anthropological journal, such as the *Journal of the Royal Anthropological Institute* (JRAI), to see how the correct format should appear. This is available both electronically and in hard copy. The standard format of bibliographic referencing is as follows:

Book:

Turnbull, C.M. 1983. *The Mbuti Pygmies: Change and Adaptation*. New York, Holt Reinhart and Wilson.

Edited Collection:

Leacock, E. & R. Lee (eds) 1982. *Politics and History in Band Societies*. Cambridge: Cambridge University Press.

Chapter in edited collection:

Woodburn, J.C. (1980). Hunters and gatherers today and reconstruction of the past. In *Soviet and western anthropology* (ed.) E. Gellner. London: Duckworth.

Journal article:

Ballard, C. 2006. Strange alliance: Pygmies in the colonial imaginary. *World Archaeology*, **38**, 1, 133-151.

Web pages:

It is unadvisable to use web sites unless directed to them by a lecturer. There is a great deal of rubbish on the Internet. However, if you do, it is important that you provide full details of the web-page address as well as the date on which the page was accessed.

Miller, J.J. 2000. The Fierce People: The wages of anthropological incorrectness. Article available electronically at: <http://www.nationalreview.com/20nov00/miller112000.shtml>. Accessed 22/09/2006.

If you are not sure how to do this, look in the journal JRAI or some monograph in the library to get an idea of how this is done. Alternatively, footnote your references. **Note that if you simply copy a writer's words into your essay without acknowledgement you run the risk of plagiarism and will lose marks, and may even receive a zero mark.**

8. Please also note the following:

- (a) **Spellings**, grammar, writing style. Failure to attend to these creates a poor impression. Note, especially: society, argument, bureaucracy.
- (b) **Foreign words**: Underline (or italicize) these, unless they have passed into regular English.
- (c) **PLEASE TRY TO AVOID GENDER-SPECIFIC LANGUAGE**. Don't write he/him when you could be referring to a woman! You can avoid this problem by using plurals (they/them).