

Department of Social Anthropology

Undergraduate Regulations 2011/12

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**All students should make sure they
familiarise themselves
with the content of this handbook
in its entirety.**

**Watch out for entries marked  :
you will need to pay particular
attention to them!**

SECTION ONE

PEOPLE AND CONTACTS

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 Departmental Office

Your first point of contact will be the Departmental Office, which is staffed by the Departmental Secretaries, Ms Helena Ingram (Semester 1), Mrs Lisa Neilson (Semester 2) and Mrs Mhairi Aitkenhead. They will be able to answer many of your queries or to direct you to the relevant member of staff. They also process coursework submissions and manage MMS.

The opening hours of the Office are Monday to Friday 8.45-5.00pm

Ms Helena Ingram (Semester 1)
Mrs Lisa Neilson (Semester 2)
Room: 1st Floor, 71 North Street
Tel: 2977
Email: socanthadmin

Mrs Mhairi Aitkenhead
Room: 1st Floor, 71 North Street
Tel: 2972
Email: socanth

Chairperson of Department

Dr Mark Harris
Room: Top Floor, 71 North Street
Email: mh25
Tel: 2981

Head of School

Prof Katherine Hawley
Room: Edgcliffe, The Scores
Email: philhos
Tel: 2469

Director of Sub-Honours Teaching

Dr Mattia Fumanti
Room: 19, United College
Email: mf610
Tel: 2990

Director of Honours Teaching

Semester 1

Dr Paloma Gay y Blasco

Semester 2

Dr Stephanie Bunn

Room: 2, Top Floor, United College
Email: pgyb
Tel: 2950

Room: 57, United College
Email sjb20
Tel: 2997

Honours Adviser & Study Abroad Co-ordinator

Prof Tristan Platt
Room: 2, Top Floor, United College
Email: tp
Tel: 2983

Exams Officer

Semester One

Dr Huon Wardle
Room: 20, United College
Email hobw
Tel: 2982

Semester Two

Dr Stan Frankland
Room: 1st Floor, 71 North Street
Email: mcf1
Tel: 2979

Disabilities & Support Officer

Semester One

Dr Mattia Fumanti
Room: 19, United College
Email: mf610
Tel: 2990

Semester Two

Dr Stan Frankland
Room: 1st Floor, 71 North Street
Email: mcf1
Tel: 2979

Ethics & Risk Assessment Officer

Dr Adam Reed
Room: 56, United College
Email: ader
Tel: 2974

Health & Safety Officer

Professor Tristan Platt
Room: 2, United College
Email: tp
Tel: 2983

Tutors

Room: 59, United College; Tel. 2963

Academic Staff / Research and Teaching Interests

Dr Stephanie Bunn Lecturer in Social Anthropology
Areas of Interest: Pastoral nomadism; material culture; human-environment relationships; learning and skill; childhood; space and perception; vernacular architecture.
Area Speciality: Post Socialist Eurasia
Room: 57, United College
Tel: 46 2997
Email: sjb20

Dr Tony Crook Senior Lecturer in Social Anthropology
Areas of Interest: Research on Melanesian and anthropological knowledge practices, ritual, gardens, mining, machine-thinking, and property rights.
Area Speciality: Papua New Guinea
Room: Top Floor, 71 North Street
Tel: 46 2818
Email: tc23

Professor Roy Dilley Professor of Social Anthropology
Areas of Interest: Theory, method and practice in anthropology; politics, power and knowledge; economy and society; Islam and the anthropology of religion.
Area Speciality: History and Ethnography of West Africa
Room: 21, United College
Tel: 46 2984
Email: rmd

Dr Stan Frankland Lecturer in Social Anthropology
Area of Interest: East Africa and Uganda, Hunter Gatherers, Tourism & Development, Myths, Representation
Room: 1st Floor, 71 North Street
Tel: 46 2979
Email: mcf1

Dr Mattia Fumanti Lecturer in Social Anthropology
Area of Interest: Youth and intergenerational relations; power, elites and nation-building in Africa; new African diaspora, migration and citizenship; urban anthropology; Christianity and the anthropology of religion; aesthetics and subjectivity

Area of Speciality: History and Ethnography of Southern and West Africa, in particular Namibia and Ghana; new African diaspora in Britain, London
Room 19, United College
Tel: 46 2990
Email: mf610

Dr Paloma Gay y Blasco Senior Lecturer in Social Anthropology

Area of Interest: Feminist Anthropology, sex and gender, Gypsies/Roma, memory, marginality, kinship, adoption, egalitarian anthropology
Area Speciality: Europe
Room: 2, United College
Tel : 46 2950
Email : pgyb

Professor Peter Gow Professor of Social Anthropology

Areas of Interest: Research on myth, history, kinship, aesthetics
Area Speciality: Amazonia
Room: 2nd Floor, 71 North Street
Tel: 46 2817
Email: pgg2

Dr Mark Harris Reader 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

Dr Pedram Khosronejad Research Fellow, Anthropology of Iran

Area of Interest Visual anthropology and ethnographical film, material culture with regard to religion and spirituality, the anthropology of death and dying with regard to Islam and martyrdom, pilgrimage and culture of Saints.
Area Speciality Iran and Persianate Societies, the Middle East and Islamic Communities
Room: 48, United College
Tel: 46 1968
Email: pk18

Prof Tristan Platt Professor in Anthropology and History
Areas of Interest: Orality and literacy; Quechua language and textuality (Andes and Bolivia), history and historiography; political economy of mining and technology (Latin America); migration, between Spain and the Atlantic world; nation, ethnicity and citizenship; (post)colonialism and religion. Recent research: the world quicksilver business in the 19th Century.
Room: 1, United College
Tel: 46 2983
Email: tp

Prof Nigel Rapport 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, United College
Tel: 46 2978
Email: njr2

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

Prof Christina Toren Professor of Social Anthropology
Areas of Interest: 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: 1st Floor, 71 North Street
Tel : 46 2973
Email: christina.toren

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

Contacting Staff: Office Hours

Academic staff are available for consultation regarding course content, assessment or other issues during their 'Consultation Hours' which are posted on their doors and available from the Departmental Office. You are encouraged to discuss your progress with module coordinators and to bring to their attention any issues or concerns you may have. You can also contact staff to discuss your performance and to receive feedback. **If you cannot make these hours because you are at a class please email the staff member involved in order to make an appointment.**

⤵ Please avoid dropping into staff offices outside consultation hours unless you have an appointment.

Likewise, all Sub-Honours tutors have weekly office hours. Students can contact tutors before the submission of essays for advice on how best to approach the work. They can also discuss returned essays to find out how to improve their writing skills for future course work. Students are encouraged to make full use of this opportunity

If you need to....**then get in touch with...**

Apply for an extension

The Subhonours or Honours Directors of Teaching

Discuss your module choices

Your Sub-honours Adviser or the Department's Honours Adviser

Advise into modules

Your Sub-honours Adviser, or the Honours Adviser, during the appropriate period

Notify the Department of an illness or special circumstance likely to affect your attendance, performance or submission of coursework

The Disabilities/Student Support Officer
Student Support

Request additional feedback on coursework

Sub-honours modules: your tutor in the first instance, then the module convener

Honours modules: the module convener

Request feedback on an examination or a copy of an examination script

The Examinations Officer

Request advice on S-coding

The Disabilities/Student Support Officer

Initiate an appeal against an academic judgement

The Subhonours or Honours Directors of Teaching in the first instance, then the Head of Department

Request advice on referencing, and on acceptable academic practices

Your tutor, course convener, or Directors of Teaching

Key University Contacts

University Switchboard	(01334) 476161
Student Services Helpline	(01334) (46)2720
Academic Registry – transcripts, graduation, fees	(01334) (46)2162/3097
Academic Registry – Pro Deans, advising - Arts - UG	(01334) (46) 2139
Academic Registry – Pro Deans, advising - Science - UG	(01334) (46) 2134
Academic Registry – Postgraduate – Arts/Divinity	(01334) (46) 2136
Academic Registry – Pro Deans - Science/Medicine	(01334) (46) 2140
Student Experience Office	(01334) (46)2020
ASC	(01334) (46)2585/2586

Semester Dates 2011/12

(Please keep in mind that these dates may change. Check the University website for the most up-to-date information)

Pre-Sessional Week:	Week commencing Monday 19th Sep 2011
Martinmas Semester:	Monday 26th Sept 2011 – Friday 20th Jan 2012
Reading Week:	Week commencing Monday 7th Nov 2010
Raisin Monday:	Monday 21st Nov 2011 (Classes as normal)
St Andrews Day Graduation:	Wednesday 30th Nove 2011 (No teaching)
Christmas Vacation:	Saturday 17th Dec 2011 – Monday 2nd Jan 2012
Revision Period:	Commences Wednesday 4th Jan 2012
Examinations:	Tuesday 10th Jan – Friday 20th Jan 2012
Candlemas Semester:	Monday 6th Feb – Friday 25th May 2012
Spring Vacation:	Saturday 24th March – Sunday 9th April 2012
Revision Period:	Commences Saturday 5th May 2012
May Day Holiday:	Monday 7th May 2011
Examinations:	Saturday 12th May 2012- Thursday 24th May 2012
Graduation:	Tuesday 19th June – Friday 22nd June 2012
Re-Assessment Diet:	Monday 20th Aug – Thursday 8 Sept 2012

⏴ Pre-sessional Week and Reading Week are integral parts of the University semester, and students are expected to devote these periods to their studies. Students are also expected to be available for the entire examination period.

SECTION TWO

STUDYING SOCIAL ANTHROPOLOGY

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 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. Full details of the Late Matriculation Policy can be accessed at <http://www.st-andrews.ac.uk/students/academic/>

Degree Regulations

A regulatory structure determined by Senate and Court governs the award of all degrees. Undergraduate and Postgraduate Resolutions and Regulations are online at: www.st-andrews.ac.uk/students/rules or www.st-andrews.ac.uk/pgstudents/rules

For alternative formats contact Nicola Milton, Proctor's Office, College Gate, North Street, tel: 2131, email: nam6

Sub-Honours pathways in Social Anthropology

Level One

There are two modules: there are no prerequisites for entry to these modules:

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

SA1002 - Ways of Thinking (Semester 2) 20 credits

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

SA2002 - Ethnographic Encounters (Semester 2) 20 credits

Spanish and Social Anthropology/ Modern History and Social Anthropology

There are a timetable clashes at level 2 for these two option. As soon as you know you want to do one of these combinations at this level please consult the Directors of Teaching in both departments in order to make arrangements.

Admissions into Junior Honours

Authoritative guidance about programme requirements can be found in the University Course Catalogue, but these notes are intended to help you understand that guidance. For further guidance about Honours entry and programme requirements, and about which Honours modules are currently available, you should also consult the Director of Teaching and/or Honours Advisor.

For All Arts Students the requirements for entry into Junior Honours Social Anthropology pathways are: 240 credits at Sub-Honours, of which at least 80 should be at 2000-level.

The absolute minimum is 200 credits at Sub-Honours, including at least 40 at second level. In such cases you must 'trail' the missing modules, i.e., take them in your Junior Honours year, and will need permission to do this. (Speak to the Honours Adviser about this at Pre-Advising in April/May if you are unsure.)

For Single Honours, and for Major, Joint or Minor Honours Social Anthropology:

A total of 80 credits from SA1001-1002 and SA2001-2002, which must include:

Level 1: 40 credits comprising passes in both SA1001 and SA1002

Level 2: 40 credits comprising passes at grade 11 or better must be achieved in SA2001 and SA2002.

For those taking a Social Anthropology Honours module as part of another Honours programme (as a 'dip across') or a General Degree:

A total of 80 credits from SA1001-1002 and SA2001-2002, which must include:

Level 1: 40 credits comprising passes in both SA1001 and SA1002

Level 2: 40 credits comprising passes at grade 11 or better must be achieved in SA2001 and SA2002.

Honours Pathways

(1) Single Honours Social Anthropology

Level 3

120 credits comprising 90 credits in Level 3 Social Anthropology modules, plus 30 further approved credits. Students going on to take SA4099 (*Field-based dissertation*) in their Senior Honours year must take SA3506 (*Methods in Social Anthropology*).

In simpler language: 3 X Level 3 Social Anthropology modules + 1 X Level 3 or Level 4 Social Anthropology module or up to 30 credits from a different Honours subject approved by the Director of Teaching, and subject to permission by the relevant department

Level 4

30 credits from SA4098 or SA4099 plus 90 further credits in Social Anthropology Honours modules of which at least 60 must be in 4000-level modules.

In simpler language: 1 X dissertation + 2 X Level 4 Social Anthropology modules + 1 other module which can be a Level 3 or a Level 4 Social Anthropology module.

Across the two Honours years:

You must take a total of 240 credits:

At least 210 of these credits must be in Honours Social Anthropology (modules labelled SA3-, SA4-)

At least 90 of these 210 credits must be 4000-level in Social Anthropology.

(2) Joint Honours Social Anthropology

In total, between the two schools, you will need 240 level 3 and 4 credits, of which at least 90 must be at 4000-level.

Level 3

30 credits from 3000-level Social Anthropology modules, plus 30 further approved credits. Students going on to take SA4099 must also take SA3506.

In simpler language: 1 X Level 3 Social Anthropology module (which must be SA3506 if you are planning on doing a field-based dissertation) + 1 X Level 3 or Level 4 Social Anthropology module or up to 30 credits from a different Honours subject approved by the Director of Teaching, and subject to permission by the relevant department.

Level 4

60 credits from Social Anthropology 4000-level modules

In simpler language: 2 X Level 4 modules in Social Anthropology

(3) Major degree: Social Anthropology *with* another subject (Geography)

In total, between the two schools, you will need 240 level 3 and 4 credits, of which at least 90 must be at 4000-level.

Level 3

60 credits from Level 3 Social Anthropology modules, plus 30 other approved credits. Students going on to take SA4099 must take SA3506.

In simpler language: 2 X Level 3 Social Anthropology modules (one of which must be SA3506 if you are planning on doing a field-based dissertation) + 1 X Level 3 or Level 4 Social Anthropology module or up to 30 credits from a different Honours subject approved by the Director of Teaching, and subject to permission by the relevant department.

Level 4

30 credits from SA4098 or SA4099, plus 30 further credits in Social Anthropology modules in 4000-level modules.

In simpler language: 1 X dissertation + 1 X Level 4 module in Social Anthropology

(4) Minor degree: Another subject *with* Social Anthropology

In total, between the two schools, you will need 240 level 3 and 4 credits, of which at least 90 must be at 4000-level.

Level 3

At least 30 credits from one 3000-level Social Anthropology module

Level 4

At least 30 credits from one 4000-level Social Anthropology module

Choosing and changing modules:

Advising

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

Sub-Honours students are assigned an Advisor when they enter the University. The Honours Advisor in Social Anthropology takes over as students begin the process of entering Honours; if you take Joint Honours, you will have an advisor from each subject. Information about Honours modules for the following year will be announced during the Spring semester, and the Honours Advisor will contact you in April/May about Honours entry.

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.

⚠ Please keep in mind that **submitting your choices electronically does not automatically give you a place** in a module. You will need to see your Adviser in order to secure a place. Honours modules are capped at 30, so this is particularly important in the case of popular modules.

Pre-Advising

Each April/May returning students are asked to submit their modules choices online as part of the Pre-Advising process. **Students are required to pre-advise** through the web at <http://www.st-andrews.ac.uk/students>. Second year students wanting to enter Honours Social Anthropology, and third year students **must see the Honours Adviser** towards the end of the second semester. S/he will confirm their module choices.

⤵ Please keep in mind that **submitting your choices electronically does not automatically give you a place** in a module. You will need to see your Adviser in order to secure a place. Honours modules are capped at 30, so this is particularly important in the case of popular modules.

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.

Re-advising/Changing Modules

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

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

Module Confirmation

Following Re-advising students have a two week period to check and confirm that their module choices are correct.

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 Money Adviser in Student Services to obtain early advice on the final implications of your decision before you complete your withdrawal.

Components of teaching

Modules may consist of a number of teaching components:

- | | |
|------------------|---|
| Lectures | There will normally be at set times each week |
| Films | Ethnographic films will often be shown. These will illustrate themes being discussed in lectures and tutorials and are an integral part of the course. |
| Tutorials | <p>Tutorials will be held WEEKLY in 1st and 2nd year.</p> <p>⤵ All Sub-Honours 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.</p> <p>Sub-Honours tutorials will normally be held in the Departmental Seminar Room unless otherwise stated.</p> <p>Sub-Honours 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.</p> <p>⤵ 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.</p> |
| Workshops | Workshops are a regular and integral part of the 2 nd year modules (and also of some level 3 and 4 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 handouts. **Attendance at second year workshops is compulsory, and a register will be taken.**

Personal supervision Each Honours dissertation student will have their own supervisor whom they meet in the supervisor's room at a mutually convenient time. Supervisors are selected by the Honours Director of Teaching and not by the students. In exceptional circumstances students may request a change of supervisor but the decision remains in the hands of the Director of Teaching.

Department Seminars Research seminars by invited speakers take place on Fridays between 3-5pm. All Honours students are invited to attend and Senior Honours are particularly encouraged.

Explanation of Honours requirements:

Social Anthropology degrees are secured by obtaining combinations of 30 credit modules at Honours Level. The requirements for such modules are as follows:

Regional and Subject Modules:

At least two hours of teaching per week during a single semester.

Assessment: these modules are assessed in a variety of ways, but the most common is a 3000-word essay (50%) plus an 3-hour exam (50%).

Dissertation Projects (SA4098)/ (SA4099)

Regular supervisions during Semester 1 of your fourth year

Assessment SA4098 – 7,500 word dissertation, (100%)

SA4099 – 10,000 word dissertation, (100%)

Assessment and reassessment

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 and other forms of assessment. Information on the University's examination processes may be found at:

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

To pass a module

There are two levels of fails:

4.0-6.9: fail with right to reassessment

3.9 and lower: fail with no right to reassessment

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

⤵ **Sub-Honours 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.** They will be given a OX at the Module Board.

⤵ **Sub-Honours students who do not obtain a minimum mark of 1 in each of the continuous assessment components (for example, because of late penalties) will be considered not to have completed a sufficient part of the course.** They will be given a OX at the Module Board.

Please note that OX rules out the right for reassessment: this grade denotes a failure to complete module requirements. It is applied where a student has failed to complete the work of a module without good reason.

Coursework

Details of topics, length requirements and due dates for assessed coursework will be provided on module hand-outs.

All coursework is to be submitted electronically, via the Module Management System (MMS) by 23.59 on the given deadline. Full instructions for how to submit your work via MMS can be found at: <https://www.st-andrews.ac.uk/mms/guides.html>

If you need to submit an essay when you are away from the University (for example because you have been granted an extension into the holidays) this should also be done via MMS.

Coursework is normally marked anonymously, and so submitted work should be identified only by your matriculation number. Do **not** put your name anywhere on your coursework.

⤵ On the first page of your coursework, **you MUST include:** your matriculation number, the module name and number, your lecturer's or tutor's name, the title of the essay/exercise, and the following statement:

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

You must attach a *bibliography* of all your sources to each essay; all quotations from and paraphrases of other work must be clearly acknowledged. (See section on Academic Misconduct in this booklet, and sections on referencing on the Sub-Honours and Honours booklets).

DO NOT EXCEED THE WORD LIMIT – Please note that material in excess of the word limit may not be read by the marker. Please check module handbooks for the word limits for coursework for each individual module. Please keep in mind that the word-lengths specified for each piece of continuous assessment (such as essays and dissertations, at all levels) include footnotes, quotations and appendices, but not the bibliography.

⤵ **Avoid repetition or substantial overlap between essays and examination answers, whether within a single module or between different modules. Please check out the section on Plagiarism and Self-Plagiarism below.**

Late work

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

- ⤵ Missing the deadline or submitted in the following 24 hours: **immediate loss of 2 marks**; a further mark per day will be deducted for each subsequent day late.

- ⚠ In the context of electronic submission of assessed work, **every day of the week will be considered as counting towards a late penalty. This rule will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day.**
- Submission of work more than five working days late will receive no commentary, while submission of work more than ten working days late will receive zero.

Extensions

On occasion students are unable to submit work on time. Extensions may be given, but only on the grounds of illness, bereavement, or other serious circumstances.

⚠ **Please note: computer problems and pressure of work due to other courses are not valid grounds for an extension!**

At Sub-Honours, extensions can be obtained ONLY from the Sub-Honours Director of Teaching, NOT from tutors or module conveners. At Honours, extensions can be obtained ONLY from the Honours Director of Teaching, NOT from module conveners.

Feedback to Students on Coursework

⚠ Please note that **staff will not comment on coursework in progress**: with the exception of dissertations, staff will not provide feedback on plans or drafts for essays, learning journals, or any other type of coursework, unless clearly specified on module handouts.

Marked coursework will normally be returned within three weeks of the submission deadline.

Students will receive feedback on any course work that they have submitted for assessment. Feedback will give you advice that will guide you to improving your learning and future performance. Feedback on essays will be provided through mms, but you can also approach staff during their consultation hours for additional face to face verbal feedback.

Registration for Degree Examinations

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

Reassessment Registration

Those students who are offered the opportunity to take re-sit examinations and/or deferred assessments at the August/September (Reassessment) Diet must register

individually in advance for the diet, via the online registration facility. All students eligible for resit or deferred exams will be contacted individually once the results of the May examinations are available with further information about the registration process. Where a re-sit examination is being taken, a fee is payable at the time of registration - details are given in the University website. Students sitting deferred examinations as part of the Reassessment Diet must also register in advance, but will not be liable for a fee.

Examination Timetables

⤵ 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's Student 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.

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

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

The confirmed degree Examination Timetable is published in Week 9 or 10 of each semester: in December for degree examinations in January, and in April for degree examinations in May.

⤵ Students are strongly advised not to make any travel or other arrangements for the period of the examinations until the confirmed Timetable has been published. The Degree Examination Timetable for the September Reassessment diet is published in July of each year and students are expected to attend in St Andrews for any examinations scheduled during this diet.

All Examination Timetables are published via the web only at

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

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

Feedback to Students on Examination Scripts

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 the Examinations Officer 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 for you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet.

Legibility of Exam Scripts

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

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

Deferred Assessment

Deferred assessment must be clearly distinguished from Reassessment (see below).

Where a student has provided good reasons to justify their inability to complete the work of the module (whether the continuous assessment or the examination, or both), they can be offered deferred assessment. Deferred Assessments will be authorised by the Director of Teaching and/or the Examinations Officer, in consultation with the Disabilities and Student Support Officer. The method of submission will be agreed with the Examinations Officer.

Deferred Assessment in place of coursework: this takes the form of an extension on the coursework.

- SA1001 & SA1002: 3 essays of 1500-2000 words
- SA2001: 2 essays of 1500-2000 words

- SA2002: 3 essays – 1st = 30%, 2nd = 30%, 3rd = 40% of the final mark
- Honours: usually 1 essay of 3000 words, 50% of the final mark

Deferred Assessment in place of an exam:

- SA1001 & SA1002: 2 essays of 1500-2000 words, each worth 20% of the final mark
- SA2001: 3 essays of 1500-2000 words, each worth 20% of the final mark
- Honours: usually 1 essay of 3000 words, 50% of the final mark

Alternative Assessment for JSA

JSA students who will not be returning to St Andrews for Semester Two may be allowed to take an alternative assessment in place of the exam. Assessment for these students consists of:

- SA1001: 2 essays of 1500-2000 words, each worth 20% of the final mark
- SA2001: 3 essays of 1500-2000 words, each worth 20% of the final mark
- Honours: usually 1 essay of 3000 words, 50% of the final mark

Please check with Registry your eligibility for Alternative Assessment.

Reassessment

Sub-Honours

Reassessment for Sub-Honours modules takes the form of a resit examination during the Resit Diet (usually held at the beginning of September). A resit examination covers the whole work of the module and takes 3 hours.

Honours

University Regulations 36-38 (Course Catalogue) govern reassessment for Honours modules. The highest mark which can be awarded for a reassessed Honours module is 7 – which must be gained at the first attempt at reassessment – and **this will be factored into your degree result**. Re-assessment for Honours modules usually takes the form of a requirement to submit one or more essays (in total 6,000 words) covering the entire work of the module.

The dates of submission are usually the end of week 4 of second semester for first-semester modules and 1 September for second-semester modules. Students will be informed of the arrangement for re-assessment by email from the Departmental Secretary in the week following the Module Board meeting.

External Examiner

All examined and formally assessed work which counts towards 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 2010-2011 is Dr Eric Hirsch from Brunel University.

Special Circumstances – ‘S’ Code

‘S’ Coding is the method the University uses to recognise that special circumstances have affected performance in the modules concerned. ‘S’ coding may only be applied to Honours or taught postgraduate modules, except for taught postgraduate project or dissertation modules which are excluded. ‘S’ coding may only be applied as a result of, and with, the explicit consent of the student and with the approval of the School. The final decision to ‘S’ code a module grade rests with the School. You should be aware that a maximum of 25% of the overall Honours credits required or 50% of the taught element of a postgraduate award may be ‘S’ coded.

If you feel that most or all of the work of a module has been adversely affected by personal circumstances during your final junior and senior Honours years you should contact the Department’s Student Support Officer in the first instance indicating the circumstances of the difficulty experienced. This may relate to ongoing illness, close family bereavement or other significant personal difficulties.

You must bring this information to the attention of the School as soon as possible as there are a number of ways to deal with such situations, ‘S’ coding being the final option. **It may be possible (and it is viewed as preferable) to arrange deferred assessments or extended submission dates rather than applying ‘S’ to the entire module. However it should be noted that if such arrangements are made, (extensions or deferred assessments etc), it is unlikely that you will also be entitled to have the module ‘S’ coded as well.** Further information on the University’s Policy and Procedures on Special Circumstances may be obtained here:
www.st-andrews.ac.uk/staff/policy/tlac/examinations/procedures/s-code/

Medical/personal difficulties impacting on academic work

📌 **If you have medical problems or other personal difficulties affecting your work you should make an appointment to speak to an Advisor at Student Services.** They will, at their discretion, send a memo, in confidence, to the Director of Teaching, Disabilities and Support Officer and/or Departmental Secretary to explain the problem.

Disability support

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

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

Leave of absence

A Leave of Absence is when a student temporarily withdraws from their studies on medical or personal grounds. For undergraduates and taught postgraduates Leaves of Absence can normally be requested for one or two semesters. For details of the University's Leave of Absence policy please check:

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

Attendance

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with academic staff may result in your failing that module. Please ensure that you are familiar with the Academic Alert regulations as stated elsewhere in this handbook.

⏴ Attendance at classes is compulsory both at Sub-Honours and Honours levels. Absence from classes for 3 consecutive weeks contravenes University regulations.

Absence from classes

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

⏴ **Sub-Honours 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. They will be given a 0X at the Module Board. A grade of 0X does not permit re-assessment.**

If you have three or more unauthorised absences from classes you may fail that module with a grade of OX (**i.e. only two unauthorised absences will be condoned**). A grade of OX does not permit re-assessment.

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/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 462122/2124 (Amanda O'Connell). This should then be followed by completion of a Self-certificate of Absence Form through e-vision. As soon as you are well enough you should contact the Social Anthropology Examinations Officer to make arrangements for an alternative or deferred assessment to be completed at the earliest opportunity.

Academic Alerts

Academic Alerts were introduced in 2010-11 as a way of helping students who are having trouble coping with their studies; such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students' grades. Academic Alerts will be issued by email from the Department Secretaries and will tell students what is wrong and what they are required to do (eg attend classes in future). The Alerts will also tell students what support the University can offer.

⚠ **If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module.**

The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student's permanent transcript. For more information on Academic Alerts and details on how the categories work, see:

www.st-andrews.ac.uk/staff/policy/tlac/attendance/academicalerts/

⚠ In the context of the Department of Social Anthropology, students should note that **the compulsory module elements are:**

At Sub-Honours:

- Attendance at all lectures
- Attendance at all tutorials (where attendance will be recorded)
- Submission of coursework
- Attendance at the exam

At Honours:

- Attendance at all classes
- Submission of coursework
- Attendance at the exam

Failure to satisfy these compulsory elements may lead to failure of the module (0X). Please check also the section 'To Pass the Module' in this handbook.

Academic misconduct

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

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

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

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

The University's Academic Misconduct policy covers the behaviour of both undergraduate and postgraduate students and can be found at:

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

Plagiarism and self-plagiarism

Intentional plagiarism, i.e. the deliberate submission of someone else's work as though it were one's own, is dishonest. But plagiarism may occur unintentionally through poor work practices, as students may for example submit work that contains the words or ideas of others without realising that they need proper acknowledgement. The University's Academic Misconduct policy refers to actions rather than intent, and a piece of work that contains plagiarised material will be subject to a penalty irrespective of whether or not there was an intention to plagiarise. It is consequently very important for you to understand how to avoid producing work that contains plagiarised material.

📌 Please note that **copying and pasting material from a web site or book into a piece of written work without due acknowledgement is likely to be regarded as plagiarism**, even if it is just one sentence that is copied.

While students are certainly expected to read the work of others, their written work should be in their own words, and the sources of information they are using should be acknowledged in a footnote, specific reference list, or bibliography depending on the subject's requirements. Merely changing a word here and there through a copied paragraph is not enough either, and nor is taking the structure of another person's article and rephrasing the argument (known as paraphrasing). **If you wish to include**

material from one of your sources word-for-word, then it should be included within quotation marks and have its source clearly stated.

⤵ Plagiarism can also occur if **students copy material from one or more other students**. We point out that allowing someone to copy your work is also an offence under this University's policy, so both the copier and the original author may face proceedings.

⤵ Likewise, **re-using your own work when it has already been submitted**, in Social Anthropology or another discipline, in this University or elsewhere, and passing it as new work for either the same or another module, is also considered an **unacceptable practice** in the Department of Social Anthropology and is usually referred to as 'self-plagiarism'. This applies to fragments of a piece of work as much as to whole pieces of work. Whilst making connections across modules is unavoidable and in some cases may even be encouraged, **you should not try to pass 'old' work as 'new'**. If you think it is necessary to refer to a previous piece of work that you have submitted, you should acknowledge this and reference it.

If you are ever in doubt as to what is allowed, please ask the teaching staff associated with the assignment.

Please check the following link for additional information:

www.standrews.ac.uk/staff/policy/tlac/academicmisconduct/avoidingallegations/#den.52465

Termination of studies

If your performance is unsatisfactory and you have gained insufficient credits to progress to the next stage of your programme, your studies may be terminated. This decision is taken by the relevant Dean in accordance with Senate Regulations. If you are in this situation you will be notified that your studies are being terminated and you will normally have ten working days within which to submit a request for the decision to be reviewed by the Dean. This should be supported by appropriate documentary evidence specifying the reasons for your unsatisfactory performance. Students who do not appeal against Termination of Studies will have their studies automatically terminated. If this request is unsuccessful and the Faculty proceeds to terminate your studies you will have one further right to an appeal to the Senate of the University. In this case, appeals should be submitted to the Senate Office within one calendar month of receiving the outcome of the review request. Full details on the acceptable grounds for appeal and the processes involved are outlined at

<http://www.st-andrews.ac.uk/students/rules/appeals/> which can also be found at <http://www.st-andrews.ac.uk/students/rules/>

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

Grades and marks – Common Reporting Scale

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

In Social Anthropology, we use the University's Common Reporting Scale 20-point scale for marking, as well as for reporting module grades. Grades are reported to one decimal place. When marking individual pieces of work, markers may use half-marks in addition to full integers (e.g. 13.5). For details of the University Common Reporting Scale, and of Module Results Reporting Codes, see the University Student Handbook:

<http://www.st-andrews.ac.uk/staff/policy/tlac/examinations/commonreportingscale/>

Common Reporting Scale for Module Grades:

Reporting Scale	Description
17.0 - 20.0	First class equivalent
14.0 - 16.9	Upper second class equivalent
11.0 - 13.9	Lower second class equivalent
8.0 - 10.9	Third class equivalent
7.0 and above	Pass
4.0 - 6.9	Fail (with right to resit)
0 - 3.9	Fail (with no right to resit)

Please note that the classification boundaries for the reporting of module grades are not the same boundaries as those used for final degree classification. For example, a First class module grade is 17.0 and above; however, for Honours classification purposes a weighted GPA at Honours of 16.5 or more will result in the award of a First class degree. This extended module grade boundary was introduced in 2007/8 to ensure that any student with a preponderance of First class module grades was not unfairly pulled down to the lower degree classification due to a small number of outlying Upper second class module grades. For the same reason, similar boundaries were introduced for the other borderline regions except for Pass/Fail.

Marking scale for standard essays and essay-based exams, at Honours, Sub-Honours, and taught Post-graduate levels:

The following are the marking criteria for social anthropology essays and essay-based exams. Please note that some special assignments (for example, presentations, learning journals, projects) may have their own specific marking criteria, which will be made available by module conveners.

20 outstanding first	1 The essay incorporates a number of original thoughts and insights about the material. 2 The student has read widely and carefully, including material not discussed directly at the lectures and workshops
19 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 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 low first	5 The essay has an excellent introduction and a finely crafted structure and style leading to an insightful conclusion. 6 Excellent presentation throughout.
16 good 2.1	1 The essay incorporates some original thoughts and insights about the material. 2 The student has read widely and carefully, possibly including material not directly discussed during classes.
15 clear 2.1	3 The student demonstrates a very good understanding of the issues and a good grasp of the ethnographic material and of the theoretical points put forward by the various authors. 4 The student shows a 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.
14 low 2.1	5 The essay has a very good introduction, a well crafted structure and a thoughtful conclusion. 6 Very good presentation throughout.
13 good 2.2	1 The student has done the basic reading relevant to a topic. 2 The student's understanding of the material is adequate but basic.
12 clear 2.2.	3 The essay is over-reliant on lecture notes and handouts to construct an argument, although there may be some original points made or independent interpretations of the material.
11 low 2.2.	4 The student's understanding of the contribution of various authors to a debate may be limited. 5 The essay is well structured, coherent, and has a sound introduction and conclusion. 6 Good presentation throughout
10 upper 3rd	1 The essay shows evidence of limited reading. 2 The essay shows evidence of limited understanding of the material
9 clear 3rd	3 The student relies heavily on lecture notes and handouts 4 The essay shows little understanding of the contribution of various authors to a debate
8 low 3rd	5 The essay is poorly structured. 6 Presentation is adequate.
7.0 pass	
6 fail	1 The essay shows inadequate evidence of an anthropological understanding of the topic 2 There is little or inadequate reference to relevant reading material.
5 fail	3 The student demonstrates poor essay writing skills
4.0	
3.9 and lower	1 Work that shows no understanding of the topic covered. 2 The essay is often very short, superficial, or uses irrelevant examples. 3 The student fails to take an anthropological perspective to the material s/he is presenting in the essay.

Degree classification

The University applies a common formula for the calculation of the award of Honours classifications. Degrees are classified using a credit-weighted calculation of grades achieved for Honours level modules (3000 level and above). This ensures consistency, particularly if you are taking a joint degree. Full details of the University's Honours Classification algorithm can be found at:

<http://www.standrews.ac.uk/staff/tlac/examinations/classification/>

There are no discretionary classification border zones and only one decimal point is used in calculations of means and medians. There is an opportunity for Schools to present cases to the University's Special Classification Board where the final classification has been affected by S-coding of modules for personal or medical reasons.

Appeals, Complaints And Discipline

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:-

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

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

The Students' Association provides independent and confidential help and advice for students who are contemplating a complaint or appeal or are having discipline proceedings taken against them. The Students' Association employs Iain Cupples, the

Student Advocate (Education), whose job it is to ensure that you receive help with writing and submitting your complaint/appeal and will even accompany you to any hearing. He should be your first point of contact as soon as you feel you need help. For further information contact Iain Cupples, by phone on (01334 46) 2700, or by email inc@st-andrews.ac.uk

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

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

Undergraduate Medicine: dws1@st-andrews.ac.uk

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

Postgraduate Arts and Divinity: sl50@st-andrews.ac.uk

Postgraduate Medicine: csh2@st-andrews.ac.uk

Postgraduate Science: pl@st-andrews.ac.uk

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

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 who are unsure about the correct presentation of academic material should approach their tutors, and may also contact CAPOD for training.

SECTION THREE

GENERAL INFORMATION

Communication/use of e-mail

Your University e-mail account is the official means of communication for the University.

⤵ **You are 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.

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.

General problems

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

Specific problems related to the work of a module 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 or lecturer they should speak to the Departmental Secretary or the Sub-Honours or Honours Director of Teaching.

⤵ If you urgently need to see a lecturer use e-mail or leave a message with the Department Secretaries. 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 Services, who will advise the department accordingly. The Department Disabilities and Support Officers will be Dr Mattia Fumanti for Semester One and Dr Stan Frankland for Semester Two. Please see page 7 for contact details.

The Departmental Website

The Department of Social Anthropology website can be found at:

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

The website contains full details regarding the Department and its staff, research, teaching programmes, study resources, events activities. You should refer to it regularly.

Recording Devices In Lectures

If you have a disability or medical condition which means that you are unable to take notes in lectures, you may seek permission from Student Services to use a voice recorder or other computer-based device to record lectures and/or tutorials. If you are not authorised by Student Services to record lectures then you must request permission from the relevant academic member of staff prior to the lecture taking place. More information is available at:-

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

Purchase Of Course Materials

You may be able to purchase module coursepacks as part of your studies in Social Anthropology. Further details will be provided by your Module Co-ordinator at the start of the semester.

Past Exam Papers

When preparing for exams you may wish to consult past exam papers. These are no longer available in the University Library's Website – they are now only available through iSaint: see:-

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

Pre-Sessional Week and Reading Week

Students are reminded that Pre-Sessional and Reading Weeks are integral parts of the University semester, even though no classes are scheduled during that time. Orientation 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.

In-sessional English Language Support Service

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

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

Further information is available on the Support Service website:

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

Contact Janie Brooks, In-sessional English Language Support Co-ordinator, ajb31@st-andrews.ac.uk.

ASC: Advice and Support Centre

The Advice and Support Centre is available to provide advice, assistance and support in all areas of your life which may affect your academic studies. You can seek information and advice on a wide range of issues including immigration, disability services, study related problems, mental health support and student finances. ASC is on 79 North Street, where you can obtain information and/or be referred to the appropriate person within ASC 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/student-services/Adviceandsupport/>

You may wish to obtain advice and guidance from within your School in the first instance. If so can contact either the Director of Teaching (socanthdot@st-andrews.ac.uk) or the Student Support and Disabilities Officer who will identify the most appropriate person to assist you.

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

<http://www.st-andrews.ac.uk/media/Student%20Confidentiality%20Code.pdf>

Weekends Away

The department organises, if possible, a two-day trip each year for Honours students to The Burn, a country house in beautiful surroundings approximately an hour's drive from St Andrews. These occasions give Honours students and staff the opportunity to meet and talk outside a formal classroom setting. The trip to The Burn will take place in Semester Two and full details will be posted on the webpage and on the Honours notice-boards in due course.

The department is part of a consortium of social anthropology departments in Scotland, called STAR (Scottish Training in Anthropological Research). It organises various residential events over the course of academic year for all levels of postgraduate work.

Staff - Student Consultation And Contact

Feedback about our courses and programme is always encouraged:

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

Staff-Student Consultative Committee

The Social Anthropology Department's Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of students in the departments. The Committee meets at least once a semester. The student representatives from each class sit on the Committee. The Committee is chaired by the School President, and it is s/he who organises the elections for student representatives.

All staff teaching in each semester will also attend the SSCC.

Class Representatives - The Student President

Each year students elect the following representatives to sit on the SSCC:

2 students elected from 1000-level

2 students elected from 2000 level

2 students elected from Junior Honours

2 students elected from Senior Honours

In 2011-12 the School Student President for Social Anthropology is Laura Brookes, ljb68

Anthrosoc, The Anthropology Society

Anthrosoc is a small and friendly society which caters for students with an interest in Social Anthropology. We run a mixture of events, some more academic in focus than others, whilst trying to maintain a strong social element to the society. We have welcomed many speakers both from the department at St Andrews and from outside the university, as well as organising anthropologically themed workshops and film nights, plus frequent pub nights and socials. Anthrosoc collaborates with the Department to host parties and events for subhonours and honours students. In 2010-11, for example, Anthrosoc and the Department hosted 'Anthropology@Beanscene' to enable students find out more about anthropology and to mix socially with staff.

Academic Flexibility For Students With Recognised Sporting Talent

There is a policy which allows eligible students (with the permission of the School and Sports Performance Manager) to have time off from their studies in order to participate in key sporting tournaments and competitions. Further information is available from Debby Sargent, Department of Sport and Exercise (email dls4) or see the policy

www.st-andrews.ac.uk/staff/policy/tlac/attendance/sportspeople/

Ethical Approval

All research in all Schools of the University that involves data collection from (questionnaires etc...), interviews of, interactive investigation of, experimentation upon or demonstrations involving living human subjects, tissues and / or other

samples requires formal approval from the University Teaching and Research Ethics Committee (UTREC). Part of the Honours Research Training in SA3506 is a consideration of ethical issues connected with field research. All fieldwork projects require ethical approval prior to the research being carried out, and the procedures to acquire this approval are dealt with as part of our Honours research training in SA3506. Students doing the SA3506 module will need to complete an Ethics Form and two Risk Assessment Forms, obtainable from the Course Convenor.

Please note that both the Ethical Approval Form and the Risk Assessment Form need to be submitted to the Department Office with the Research Proposal for SA3506. Penalties for non-submission or late submission will apply and will be advertised in the module handout. **The letter of approval from the School Ethics Committee to the student must be bound into the final year dissertation.**

For more information on ethical approval for Research, in particular research concerning vulnerable subjects and children, please go to the Ethics section of the University Student Handbook.

Fieldwork: Personal Safety

Fieldwork is not a compulsory part of the Honours course but it is often an important part of SA4099. Some students will travel abroad for their fieldwork. The Department cannot be responsible for a student's health and safety during fieldwork, but it is obviously sensible that someone intending to journey to any particular part of the world for any purpose whatever consults in advance a lecturer who knows the area. All research proposals will be reviewed with a view to safety concerns, and advice will be given by the Department. The Department will, however, provide a general letter of introduction to students who intend to journey abroad, which will basically amount to a character reference. They should secure this from Department's Director of Teaching.

Printing And Binding

The University's Print & Design Unit is ideally set up to print and/or bind your dissertation and thesis. You can send your material in PDF format (with a note of pages to be printed in colour) to: printanddesign@st-andrews.ac.uk and then they will be in touch when your job is ready. Price lists and further information: www.st-andrews.ac.uk/printanddesign/

Ladislav Holy Travel Fund

Applications are invited from Junior Honours students for a limited number of travel grants (maximum £250) to help support research work carried out in connection with

Independent Projects (SA4098 and SA4099). The aim of the Trust is to make awards either to assist students' travel to their fieldwork area or to contribute to expenses incurred in conducting library or archival research.

Applicants should state clearly in no more than 300 words: i) the nature of the proposed project; ii) the contribution the project will make to anthropological understanding; iii) the practical arrangements which have been made; v) the purpose to which the grant will be put; iv) a breakdown of the estimated total costs of the project. A statement of support from the applicant's supervisor should accompany an application.

Applications, together with a vacation address, should be made in writing and submitted to the Departmental Office by **12.00 noon, Friday of Eighth Week in the second semester, 13th April 2012**. Successful applicants will be expected to submit a short report by the end of 2nd week of the first semester, Friday 7th October 2011, detailing how the grant was used.

Undergraduate Prizes in Social Anthropology

The Department of Social Anthropology awards a number of prizes annually for outstanding performances by students:

- The *Social Anthropology First Year Prize* (£50) is awarded to the best student in Social Anthropology at first year (SA1001 and SA1002)
- The *Social Anthropology Second Year Prize* (£50) is awarded to the best student in Social Anthropology at second Year (SA2001 and SA2002)
- The *Honours Dissertation Prize* (£100) is awarded to the best dissertation in Social Anthropology (SA4099 and 4098)
- The *Social Anthropology Honours Degree Prize* (£100) is awarded to the best final year student in Social Anthropology

Student Exchanges

The Social Anthropology Department runs a student exchange scheme with the University of Copenhagen, Denmark, & the University of Stockholm, Sweden. Typically students go abroad in their third year. For details, consult the Study Abroad Coordinator, who can also advise on exchanges more broadly. The Department is also happy to support good students who apply for the University exchange schemes with the U.S. and Canada. For details, see:

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

The Careers Centre

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

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

Dean's 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/>

Health And Safety – First Aid

A first-aid box is located in the Department Office at 71 North Street. The nominated First Aiders in the area are the Janitors who can be found at Porters Lodge. Other First-Aiders are listed on posters throughout the building.

Notices are displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information.

The Department Safety Officer is Professor Tristan Platt (tp@st-andrews.ac.uk). Any hazards or safety-related incidents should be reported to the School Safety Officer or the Departmental Office (71 North Street) immediately.

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

CAPOD (St Andrews Learning & Teaching Innovation, Review & Enhancement)

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

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

CAPOD's website is: <http://www.st-andrews.ac.uk/CAPOD>

Tuition Fees

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

Graduating in person or *in absentia* marks the end of your degree or diploma course of studies at the University of St Andrews. If you have been accepted onto a new degree or diploma programme at the University, the new programme is separate and distinct from the course of studies from which you are about to graduate, and you will be liable for all fees associated with that new programme.

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/>

CAS Library

Tel. 2986; Email 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.

Some Useful Electronic Addresses:

The **University Undergraduate Handbook** contains relevant and important information on a variety of issues, and may be accessed at

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

This includes information on: Academic Information, Academic Regulations and Codes of Practice, Employment, Examinations, Financial Information, Health, Key Dates, S coding, Student Services and Student Support and Guidance.

In addition, the University's Quality Assurance handbook

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

includes information on all aspects of academic practice.

The University's **Student Services** website is:

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

Student Services offers confidential help for students in dealing with any problems and issues which may be affecting their studies.

Students with special needs or disabilities should contact the Department's Disabilities and Student Support Adviser.

For details on **Health and Safety** for students within the University see

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

Do you have comments on this handbook?

We want to know!

Please email socanthdot@st-andrews.ac.uk