

School of Divinity

Handbook for Postgraduate Students 2011-2012

UNIVERSITY OF ST ANDREWS



University of
St Andrews

600
YEARS



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ABOUT THE SCHOOL OF DIVINITY POSTGRADUATE HANDBOOK 2010-2011

This handbook is intended to provide information specific to the School of Divinity and the programmes and courses run by it. It is not intended to be a replacement for the *University of St Andrews Student Handbook*, which contains important information relating to the University's policies, procedures and resources. It is the responsibility of all students to ensure that they are familiar with the University's regulations by consulting the *University of St Andrews Student Handbook* and any further documents named therein. For more details, see:

Degree Regulations

www.st-andrews.ac.uk/pgstudents/rules

The School of Divinity may be required to update this Handbook during the course of the academic session. Students will be notified of any such changes and the revised version will be made available on the School of Divinity website. The online version will be the most up-to-date and should be regarded as definitive. Students are assured that such changes will only be made when necessary to avoid conflict with changing University policies.

It is meant to be a useful tool for Postgraduates, whether Research (PhD and MPhil) or taught (MLitt and PGDip). At times MPhil and PGDip should see themselves included in information that pertains to PhD and MLitt respectively.

WELCOME

Welcome to St Mary's College and we hope that you feel from the first that this has been the right move for you. Embarking on postgraduate research in Divinity does not mean that one is committed to it for life - but it can often work out that way and so the next months and years may prove to be very significant ones. Further destinations will tend to be academic (from the MLitt to a PhD, from the PhD to a teaching job), although in some cases the degree will lead to practical Christian ministry, and many who do secure teaching jobs will be located in contexts of helping the church to grow in its thinking (seminaries, Christian colleges) All this is to say that postgraduate theology is excitingly vocational and also community-minded. We hope that St Mary's will advance and encourage the formation of people who will have the virtues of curiosity, rigour, clarity, generosity and insight.

The handbook that follows is not meant as a map for that territory but is intended to serve to orientate postgraduate students in terms of their 'work', while we hope that the material supplied by the Postgraduate Committee will help on the 'Social' side of things. As Postgraduate Director, I would welcome any comments or questions those who read it might have about its content, or about things which do not seem to be covered. There will also be two PG Student-Staff General Meetings – normally in January and May to which all Postgraduates and Staff are invited, which is an occasion to raise common concerns. But outside of that, I am available most of the time - just drop me an email (mwe1).

I trust my colleagues will allow me on their behalf to wish you the best for the coming academic session and that work and life will flourish, as the sea air blows through what history has handed down to us, and equips us for our various callings.

Mark W. Elliott

Director of Postgraduate Studies, School of Divinity, September 8, 2011

Some Important Dates:

1. Martinmas Semester

Monday 26 September 2011 - Friday 20 January 2012

Pre-sessional	Monday 19 September 2011	Orientation week
Week 1	Monday 26 September 2011	Teaching begins
Week 7	Monday 7 November 2011	Reading week (undergraduate and taught postgraduate)

2. Candlemas Semester

Monday 6 February 2012 - Friday 25 May 2012

Week 1	Monday 6 February 2012	Teaching begins
Saturday 24 March 2012 Spring vacation begins - no classes for 2 weeks		
Week 13	Monday 14 May 2012	Examinations begin (Saturday 12)
Week 14	Monday 21 May 2012	Examinations end (Thursday 24)

SECTION 1: GENERAL SCHOOL INFORMATION

The School of Divinity is located in St Mary's College. The postal address is:

St Mary's College (University of St Andrews),
South Street, St Andrews,
Fife, Scotland,
U.K.
KY16 9JU

1.1 CONTACTS AND STAFF

Main Contact Information:

General Enquiries: (01334) (46) 2851/2826
Head of School Enquiries: (01334) (46)2850
Fax: (01334) (46)2852
Email: divinity@st-andrews.ac.uk
Link to School web-site: <http://www.st-andrews.ac.uk/divinity/>

The College Office

Communications between students and staff in the School of Divinity are normally coordinated through the St Mary's College Office.

Office hours are 0930-12.30hrs and 1400-16.30hrs. The Office telephone number from outside the University is 01334-462851, and the fax number is 01334-462852. The St Mary's College Office staff are:

Mrs Debbie Smith, Office Manager: Tel: (46)2850. Email: das1@st-andrews.ac.uk
Ms Margot Clement, PG Secretary: Tel: (46)2826. Email: divinitypg@st-andrews.ac.uk
Ms Susan Miller, UG Secretary: Tel: (46)2851. Email: sem3@st-andrews.ac.uk

Key Contacts in the School of Divinity

Head of School

Professor Ivor Davidson. Room H301. Tel: (46)2850.
Email: divhos@st-andrews.ac.uk.

Director of Teaching and Deputy Head of School

Dr Grant Macaskill (Sem 1). Room T303. Tel (46)2828.
Email: divdot@st-andrews.ac.uk

Director of Research

Professor Mario Aguilar. Room H203. Tel: (46) 2835.
Email divdor@st-andrews.ac.uk

Director of Operations

Dr Eric Stoddart. Room T304. Tel: (46)2841.
Email: es61@st-andrews.ac.uk

Director of Postgraduate Studies

Dr Mark Elliott. Room T303. Tel: (46)2825.
Email: mwe1@st-andrews.ac.uk

Examinations Officer

Dr W.T. Tooman. Room T305. Tel (46)2848.
Email: wt21@st-andrews.ac.uk

Disabilities Co-ordinator

Ms Debbie Smith. St Mary's College Office. Tel: (46)2850.
Email: das1@st-andrews.ac.uk

Health and Safety Officer

Dr Gavin Hopps. Room T203. Tel: (46)2837.
Email: gavin.hopps@st-andrews.ac.uk

ITIA MLitt Programme Director

Professor Trevor Hart. Room H305. Tel: (46)2864.
Email: tah@st-andrews.ac.uk

Bible and Contemporary World Programme Director

Dr Eric Stoddart. Room T304. Tel: (46)2841.
Email: es61@st-andrews.ac.uk

Scripture and Theology Programme Director

Dr Mark Elliott Room T302. Tel: (46)2825.
Email: mwe1@st-andrews.ac.uk

Academic Staff in the School of Divinity

	Ext.	Room no.	Email
Professor M I Aguilar	2835	H203	mia2
Dr I C Bradley	2840	H202A	icb
Professor D W Brown	2831	H304	dwb21
Professor I J Davidson	2836	H301	ijd1
Professor J R Davila (research leave both semesters)	2834	A301	jrd4
Professor K DeTroyer	2830	A105	kdt21
Dr M W Elliott	2825	T302	mwe1
Dr S J Hafemann	2849	A104	sjh23
Professor T A Hart	2864	H305	Tah
Dr S R Holmes	2838	T301	sh80
Dr G R Hopps	2837	T203	Gavin.Hopps
Dr K Iverson (research leave semester 1)	2839	A302	ki10
Dr G Macaskill (research leave semester 2)	2828	T303	gm37
Dr E Stoddart	2841	T304	es61
Dr W A Tooman	2848	T305	wt21
Professor A J Torrance	2843	A203	torrance
Professor N T Wright	2827	H302	ntw2

College Officers

	Ext.	Email
Senior Janitor: Mr Andrew Cunningham	2853	smjan
Assistant Janitors	3590 (Bute) 2094 (Psych)	
St Mary's College Librarian: Lynda Kinloch	2855	lmk1

1.2 FACILITIES

Lecture and Seminar Rooms

St Mary's College has two lecture rooms, located in the Tower building, and three seminar rooms, located in the Principal's House. Students should familiarize themselves with the location of these prior to the start of teaching.

No food or drink is permitted in these rooms, with the exception of bottled water.

Library

Library holdings relevant to the study of Divinity are found in both the main University Library and the South Street Library (often referred to as St Mary's College library). The South Street library is open from 9am-5pm, Mon-Fri. Postgraduates will make more use of the main library, but some amount of useful material will likely be found at South Street.

Books in high demand may be put on Short Loan in either or both libraries. The Short Loan search facility on the Library homepage allows students and staff to identify material on short loan by module, School or lecturer. This facility is found at the following address:

http://138.251.116.3/screens/short_loan.html

Computing Facilities

The School of Psychology houses a cluster of Sun and PC machines for which there is 24-hour access using a student University ID card. In addition, there are other computer clusters located around the University (including in residences), which are freely available for student use when not booked for classes. Many of these have 24-hour access. A map of where these clusters are located and information about the Classroom Advisor for Students is available at

<http://www.st-andrews.ac.uk/students/itsupport/Overview/Classrooms/>

Notice Boards

Notice boards in St Mary's College contain notices placed on behalf of the School and the University Administration. They also contain other useful information and should be consulted regularly.

Location	Notice Board
1. Immediately outside the St Mary's College office	College notice board - recent information
2. Immediately outside the St Mary's College office	Honours notice board (3000- and 4000-level modules)
3. In escape corridor leading to the St Mary's College office	Sub-honours notice board (1000- - 2000-level modules)
4. In escape corridor leading to the St Mary's College office	Information on School Programmes
5. Opposite student pigeonholes in the St Mary's annexe	General University notice board
6. Opposite student pigeonholes in the St Mary's annexe (to right of NB5)	Postgraduate notice board
7. Opposite student pigeonholes in the St Mary's annexe (to right of NB6)	Courses and job opportunities
8. Junior Common Room (JCR)	Student Representation and St Mary's College Society

Pigeon Holes

Student pigeonholes are located in the St Mary's College Annexe. Any internal mail addressed to students will be placed in the pigeonhole marked with the first letter of their surname. Pigeonholes should be checked each day during semester.

1.3 HEALTH & SAFETY

First Aid boxes are located ***in the School Office and outside College Hall (St Mary's)***. 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.

The School Safety Officer is ***Dr Gavin Hopps***. 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.

SECTION 2. ORIENTATION, INDUCTION AND ADVISING

All arriving students should make themselves known to Margot Clement in the College Office (who works there Tuesdays to Fridays) and also inform their appointed supervisor or PGDip/MLitt Programme Director that they have arrived. The Postgraduate Student Committee will be organizing a number of events to make newcomers feel at home more quickly.

2.1 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 Friday 23 September, 2011 (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 2011/12 this means you must request permission to matriculate late by Friday 9 September 2011. Full details of the Late Matriculation Policy can be accessed at <http://www.st-andrews.ac.uk/students/academic/matriculation/>

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/>.

2.2 INDUCTION FOR PHD STUDENTS

For PhD students there is one compulsory event to attend: the PhD Induction Day, as advertised immediately below. This is the first event in a calendar of study-skills training. More information will be given on the day, but immediately following the details of the Induction Day, please see the rationale and summary of Study Skills provided throughout the academic year.

Please go on-line to register for the following BY WEDNESDAY 22 SEPTEMBER (see over the page):

University of St Andrews Postgraduate Researcher (PhD) Induction Day 2011

This is compulsory for all PhD students. To register, please go to: http://www.st-andrews.ac.uk/gradskills/induction_booking_form.php

Date: Friday 23rd September 2011 Time: 10.00 to 15.30 (refreshments and lunch included)

Welcome to all students starting their PhD or MPhil this September, or who missed the University PGR Induction day in 2010.

The University invites you to a Postgraduate Researcher Induction Day on Friday, 23rd September 2011. This Induction is intended to help you make a smooth transition from undergraduate/masters to research student. It focuses particular attention on student and supervisors' perspectives of research, and on how you can make the most of your research and development opportunities as a postgraduate student. There will be a '**Welcome**' from the Principal, **Prof Louise Richardson**, with additional talks from presenters including:

Prof Dina Iordanova, Provost of St Leonard's College
Dr Tom Jones, Pro Dean Arts
Dr Colin Allison, Pro Dean Sciences
Ms Holly Patrick, PG Society President
Ms Ailsa Ritchie, Student Services
Mr Richard Taylor, 2nd Year Physics PhD student
Mr Matt Holtmeier, 2nd Year Film Studies PhD student, and
Prof Chris Hooley, Academic/Lecturer Physics & Astronomy

The day is divided into two main parts: in the morning there is a generic Induction for all students; in the afternoon you will attend a Subject-Area Induction session in one of the following areas:

Arts & Humanities: Art History; Classics; Divinity; English; History; Modern Languages.

Sciences: Biology; Chemistry; Computer Science; Geosciences; Mathematics & Statistics; Medicine; Physics & Astronomy; Psychology.

Social Sciences: Economics & Finance; Geography; International Relations; Management; Philosophical, Anthropological & Film Studies; Psychology.

Please note that the division of disciplines above is only to provide you with an idea of which one to attend, depending on your discipline area you may fall under one of the other areas. If you are unsure which Subject Area Induction you should be attending, please ask your Supervisor.

Refreshments and lunch are all provided as part of your Induction Day, so there will be plenty of opportunities for you to meet your fellow students and network. Information stands will be available during lunch, from the Library, Special Collections, CAPOD, IT Services, Student Services, PG Society, Careers and Vitae.

2.3 INDUCTION INTO THE ROUNDEL FOR PHD STUDENTS

The other thing of great importance during the Orientation week is an introduction to the Roundel study space that will be organised by Margot Clement and Andrew Cunningham. Desks will be allocated by the Director of Postgraduate Studies and keys will be issued during this induction, on the payment of a small (£10) deposit.

2.4 ORIENTATION AND ADVISING FOR MLITT STUDENTS

The Bible and Contemporary World MLitt students will have orientation during their Residential Study Week (beginning Monday 12th Sept.) For all other MLitt students Dr Mark Elliott (Scripture and Theology) and Dr Gavin Hopps will meet, to advise students and enrol them on to modules during the week beginning Monday 19th Sept.

MLitt students will also during that week be inducted into the Baillie Room (named after the erstwhile Professor of Divinity at St Mary's and author of *God was in Christ* [1948]), which is a 15-desk study space at the top of the tower in St Mary's College. Keys will be given on the payment of a deposit. The Baillie Room opening hours are 8am-7pm. Mondays to Fridays only.

2.5 RECEPTION FOR ALL DIVINITY POSTGRADUATES (PHD, MPhil AND MLITT STUDENTS)

***DEAN OF DIVINITY'S RECEPTION FOR POSTGRADUATES, PARLIAMENT HALL,
SOUTH STREET, FRIDAY SEPTEMBER 23, 2011, 6-8.30PM.***

We hope that by this date that all Postgraduates (research and taught) will have arrived or returned and will feel welcome to bring their families with them to this reception. Wine will be served and there will be short addresses from the Dean and from the Director of Postgraduate Studies, but it is first and foremost a way to meet staff and students and their families.

2.6 DIVINITY SPECIFIC INDUCTION EVENT. FRIDAY 30 SEPTEMBER 2011, 10-12am.

This session will complement the University-wide induction event a week earlier and will be led by 4-5 colleagues from Divinity, covering research methods, expectations of the supervisory relationship, the PhD process and other matters. All first-year PhD students are expected to attend.

SECTION 3. PhD students

3.1 PHD STUDENT STUDY SPACE: THE ROUNDEL

Dedicated study space is to be found in the Roundel, a seventeenth-century building at the top of South Street overlooking the Cathedral precincts, which St Mary's has had for the use of its research students since 2002-03. Occasionally, in years of exceptional demand we have to accommodate students in St Mary's. What follows is some information on the rationale for allocating desks and also some house rules. Much of it will appear common sense, but at least some of it could be unfamiliar, and so what follows deserves attention.

Criteria for the Allocation and Maintenance of Study Desks in the Roundel

1. The following points notwithstanding, all study desks and carrels will be allocated by the Head of School (or someone deputised by the Head of School) on a discretionary basis and in response to applications. No one will have a place in a study desk by "right" or "automatically" or "permanently". Everyone who wants a study desk or carrel must make this known. Students should be aware that any allocation is continually subject to a number of external factors, such as the safety of the building.
2. Priority for space will normally be according to the following order: (1) PhD students in their first through third years; (2) PhD students in their fourth year.
3. As a general principle a third-year PhD student should have priority over PhD students in their earlier years, in order to assist in the "writing up" period.
4. Students resident in the St Andrews area will be given priority over those who live outside normal commuting range of St Andrews (on the grounds that those outwith daily commuting range will inevitably be infrequent users of the space).
5. Full-time students will be given priority over part-time students.
6. Use of a study desk or carrel at St Mary's will also continually be subject to (a) being a matriculated student in good standing, including having no unresolved financial debts to the University, (b) maintaining good behaviour with regard to other library or room users, safety and security procedures, tidiness, etc., (c) showing evidence of regular use of the room or carrel. These are necessary but not sufficient criteria. If it becomes clear that a carrel or desk is not being regularly used, then the Head of School (or deputy) will take action to re-allocate the space.

7. No student will normally be allowed to remain in a room or have claim on a study carrel more than 6 months after completing the full period of paying fees. In other words, a "typical" PhD student would not be able to retain a room for a fifth, sixth, seventh, etc. year.

8. No student will normally be allowed to retain a desk or carrel allocation after the satisfaction of his/her degree requirements.

9. No distinction will be made between home and overseas students.

10. Personal circumstances will not be a criterion in the allocation of space, other than in very exceptional circumstances.

11. There will be times when the requirements of the School result in students temporarily or permanently being removed from a study room through no fault of their own but simply in response to other competing demands for the space.

12. ***Students are expected to make regular use of their desk (3 days a week or more). Prolonged non use of their desk may lead to its forfeiture.***

The Roundel - House Rules

The Roundel is a world-class study center for scholarly research at the postgraduate and post-doctorate level. **In light of this, it is critically important that all Roundel colleagues maintain a high standard of professionalism in their work habits and social relationships within The Roundel.** The following "House Rules" are a guide to help us work together in a mutually beneficial way. It is not an exhaustive list; if an issue arises, please contact your Roundel Rep immediately.

- No smoking is permitted in the building at any time.
- Clean up after yourself in all public areas. This includes the toilets, the upstairs kitchen, and the downstairs common room (e.g., Do not leave dirty dishes in the sink).
- No items of furniture are to be introduced to, or removed from, The Roundel. (An exception can be made for a 'Swedish Ball' so long as your original chair remains in the office.)
- The Common Room is the primary location for eating. You must have the consent of all office mates to eat at your desk. Smelly or noisy food should not be eaten in your room.
- Mobile phones should be switched to silent or vibrate while in study rooms. These may be used in the Common Room or *quietly* in the stairwell.
- No pictures etc. are to be affixed to walls or other parts of the fabric of The Roundel.

- Study rooms are to be respected as a quiet space for study. Please hold conversations in the Common Room when others are studying in your room.
- Network printing will be available via the Print Room. If you have a personal printer, you must have consent from your office mates to print while they are in the room.
- No fires are to be lit in the fireplaces (the chimneys are blocked!)
- Each student has been allocated a specific study space. No rearrangement of this allocation will be allowed without permission of Head of School (via Margot at St. Mary's office.)
- It is critically important that all students respect the security arrangements of The Roundel and are vigilant about locking exterior doors, setting the alarm, and signing in and out. See the next section for detailed information on the security of The Roundel.
- Children are not permitted in The Roundel except for occasional, brief visits that do not disrupt anyone's study.
- Please ensure that your speech, conduct, and interpersonal relationships are appropriate for a professional study environment.
- Your desk space must be kept tidy so as not to be a distraction to your colleagues and to allow the cleaning staff to dust and vacuum.
- While you can study at any time, it is not allowed to sleep or take up residence at The Roundel.
- Please keep non-academic items to a minimum (e.g., golf clubs); if they begin to proliferate or overtake a room, you may be asked to remove them.
- Do not clutter The Roundel. Personal items left in public areas are liable to be removed.

Security Of The Roundel

Responsibility for security of the Roundel rests with its users so for your own safety and to protect the building and its contents. Please read and comply with the following guidance.

Access

Entry to the building is by (a) a key to unlock the front door from South Street, and (b) a fob to open the electronic access system immediately inside the front door. You have been issued with both for your own use. Please look after key and fob and report any loss to the departmental secretary without delay. When you enter, always make sure that you lock the front door and don't allow access to anyone that you do not know.

Signing In

We are required by fire regulations to maintain a signing in and out register, which can be found immediately inside the front door. On entering and leaving the building please complete this register. ***If you fail to do so access privileges to the Roundel may be withdrawn and you may also be subject to disciplinary procedures.***

Intruder Alarm

The Roundel is fitted with a security alarm and you have been issued with the required code. Please do not disclose this code to anyone who is not entitled to use the building. The alarm should normally be set between the hours of 1800 and 0700 each weekday (when it will be deactivated by the University cleaner) and on Saturday and Sunday. Users are responsible for setting the alarm.

When you enter the building, you will know if the alarm is active, as the control box will “bleep”. If this happens, key in your 4-digit code and press ENTER. When you leave, check the signing-in register and if you are the last person, press ESC followed by your 4-digit code and A. If there is only one person left in the building let them know that they are responsible for setting the alarm.

Garden Door

This door must not be used to access the building between 1800 and 0700 hours and at weekends as this will activate the alarm. At all other times, the door should not be propped open or left unlocked and if you do use it to access the garden remember to take your fob as otherwise you will be locked out.

3.2 PLANNING RESEARCH

The degree of PhD in the University of St Andrews is awarded after a period of research leading to the production of a thesis. This thesis must make a distinct contribution to knowledge and show evidence of originality, either through the discovery of facts or by the exercise of independent critical powers. No coursework is prescribed, although candidates may be recommended to attend certain classes that may be helpful to their research.

For full-time students the thesis is due for submission three years from starting it. During this time full fees will be paid. There is the option of a fourth year, known as ‘the continuation year’. This allows students for a very much reduced fee to take one more year to finish off their thesis. However, although most facilities (library cards, participation in St Mary’s life and committees, etc) will remain, there is no ‘right’ for students to keep their desk in the Roundel, and will only be allowed to do so if space permits.

In the light of such considerations, it is important that the thesis gets off to a strong start, without too much delay. On beginning in September, all PhD students are officially of the status of ‘Graduate research ordinance’ (GRO), with the expectation that they will upgrade

to full PhD status after submission, *by mid-April* of a portfolio of a full research outline, a sample chapter and a bibliography. This will be reviewed by the supervisor and one other colleague and the result communicated within a month. This provides a helpful check, input from a colleague other than your supervisor, and hopefully informed encouragement. The marker remains anonymous in theory. Being a small school we might well wish to re-employ that person as Internal Examiner of the finished PhD, so we would not encourage prolonged formal interaction with that person which would risk their eligibility to do that.

Working with one's supervisor

It is between the student and supervisor to plan their programme of research. The relationship between student and supervisors is not formally defined, but the University has issued a Code of Practice (<http://www.st-andrews.ac.uk/pgstudents/academic/>) in which the main considerations are outlined. The principal task of the primary supervisor is to advise the candidate in the various stages of research and writing. The supervisor is essentially an adviser. It is not his/her task to write the thesis or to produce the ideas on which it is based.

Students vary in the amount of supervision they need. As a general rule, students should see their primary supervisor (for something more than social conversation) on a monthly basis; indeed they are required to be in contact with their supervisors at least three times each semester. Some students may need to be given target dates for the production of material by their supervisors. Students should always feel free to consult their supervisors, however, whenever it is necessary and to that end should normally make an appointment to see the person concerned. Many other scholars in complementary fields are also available within the University of St Andrews, and advice in such areas as Philosophy, Classical Studies, Languages, History and other cognate disciplines should be sought where necessary. This should be done with the knowledge and consent of the supervisor. In certain exceptional cases a supervisor from another institution might be made available, usually as a 'co-supervisor'.

Second supervisors

Each student will have a second supervisor, who will have no input into the academic progress of the student, but whose role is to provide a contact in the case of problems which might be awkward to discuss with the supervisor. The Director of Postgraduate Studies (Mark Elliott) is also available to hear or refer any issues you might have.

3.3 STUDY-SKILLS TRAINING FOR RESEARCH (PHD, MPhil) POSTGRADUATES

This year the University continues to develop its ambitious Study-Skills programme for research postgraduates (MPhil. and PhD students). All first-, second- and third-year research postgraduates are expected to undertake 80 hours total during the course of their first year.

Each student should meet with his or her primary supervisor for an individual skills analysis. The student and supervisor will then draw up an agreed programme of training for the student's first year. This should target generic skills, but the student and supervisor should also discuss whether the student needs to acquire other skills. For example, necessary languages (e.g., German, French, and any other languages needed for the student's research) should be listed. Each PGR student may be required to reflect on their Generic Skills developments during the year in response to the questionnaire the University sends each student in June.

3. Resources for study-skills training include the following:

- A series of generic training seminars on numerous subjects to be offered by the University. Such details as are currently available indicate that these will be very useful. Students are required to take at least two of them and most Divinity and Arts students will probably wish to take more.
- Attendance at Divinity postgraduate research seminars counts as study-skills training. Students are required to attend at least one seminar regularly. Assuming ten meetings per semester, each of an hour and a half, full attendance at a seminar for the entire year should count for approximately 30 hours of study-skills training.
- There will be at least a couple of training sessions geared specifically toward study-skills in Divinity during the course of the year. One for first-year students on the process of transfer from the Graduate Research Ordinance (GRO) to the PhD ordinance will be held sometime in October. Attendance at it will be compulsory for first-year PhD students, and interested M.Litt. or MPhil. students may attend as well. A session on searching for academic jobs in Divinity will also be held for second-year students toward the end of the academic year. Other sessions on other topics may be offered.
- Attendance at conferences counts as study-skills training. Note in particular the Scottish universities postgraduate day-conference to be held at the University of St Andrews in the spring.
- Presentation of papers etc. in various venues is likely to count as study-skills training.
- Other training sessions offered by the University for postgraduates (e.g., training sessions for tutors) count as study-skills training.
- Some language training in German and/or French may be offered this year by the University as part of its generic skills training. More information on this will be announced as it becomes available.
- At least in some cases, teaching done by students (e.g., as tutors for undergraduate courses) may count as study-skills training..

In the case of postgraduate students attending internal conferences it might be possible for the School's own students to attend without being charged but this would be implemented on an ad hoc basis.

3.4 APPROACHING THE GRO

The GRO involves the submission of a portfolio by April 15 of three items:

A. 10-12,000 words of a substantive (not introductory) chapter, or one that is purely a case of a 'literature review'. The content of the chapter. Obviously normally a Chapter 2 presupposes a Ch1/Introductory Chapter (state of the wider question, why this gap needs filled, how you are going to proceed, methodological considerations.) Therefore your chapter 2 will have *something* of an explanatory scene-setting nature to it: however, try to keep this to a minimum. It might even make sense to be sketching a Chapter One as you go, to which you would be free to refer back in your GRO 'Chapter 2'. But it is important that the reviewers have evidence that you are able to do substantial research.

B. Annotated outline of thesis with chapter and section headings, as far as you have them with a summary of what your thesis is about/aims to show ('hypothesis'). This should run to two/three pages and tell the reader 'where you are going'

C. Bibliography (no need for annotation unless desired)

Due Date: 16 April (Monday) , 2011 by 1pm.

Result: after reading by supervisor and 'nearest' or 'near' colleague (who will remain anonymous and whose feedback will be relayed by the supervisor), with approval by the Research and PG committee, return by 15 May, 2010. If favourable—full PhD status.

Other (less likely) possibilities:

1. Resubmit GRO in June or August
2. Step 'down' to 2 year MPhil

If, as April approaches the deadline seems unrealistic, with supervisor's emailed support, one can delay submission to June or August. But remember that submitting in the summer makes it harder to guarantee a one-month turn-around.

***There will be a meeting to discuss any questions surrounding the GRO, which all first-year PhD students should attend. This is scheduled for 2pm, Friday December 2, 2011. Please note this date.**

3.5 THE ANNUAL REVIEW

Every year, in May-June interviews are arranged to discuss the response to a short questionnaire emailed to the student a few weeks in advance and the supervisor's report form. The meeting will be convened by two members of staff who will have otherwise no stake in the supervision of the PhD. This meeting is an opportunity to discuss progress and raise issues of concern of a wide-ranging nature.

3.6 RESEARCH SEMINARS

At St Mary's we like to think of ourselves not only as individual scholars. Of course, individuals are ultimately responsible for the work they produce-and this applies to student and staff alike!) However a community of scholarship provides formal as well as informal means of support in one's academic formation. So, as well as chats in the Roundel (extended ones to take place in the kitchen or elsewhere when other office-mates are trying to study), the system of seminars will be a place for learning, stretching, discussing and even the testing of one's own ideas. In other words, regular seminars with a variety of approaches and contributors showcasing their research are the lifeblood of a postgraduate community. The first semester's seminar topics are just about set, but we are open to suggestions for the middle and far future. Please consult the seminar co-ordinator in all cases.

There are at present within Divinity four research seminars: Centre for The Study of Religion and Politics (normally Thursdays 11-1); Systematic Theology (Wednesdays 11.15-1); Biblical Studies (Thursdays 2-4) in second semester this will divide into OT and a NT groups); and Institute for Theology, Imagination and the Arts (Fridays, 11-1). In addition, the research institute, Bible Theology and Hermeneutics will be holding some workshops at a number of occasions during the academic year.

St. Mary's College
Biblical Studies Research Seminar

Martinmas, 2011

Meetings will be held at **2:30pm** on Thursdays in College Hall,
unless indicated below

- 29 September Dr. William Tooman, Lecturer in Hebrew Bible/Old Testament
St Mary's College; University of St Andrews
Covenant and Presence in the Composition and Theology of Ezekiel
- 6 October Prof. N. Tom Wright, Professor of New Testament
St Mary's College; University of St Andrews
Title TBA
- 13 October Professor John Barton, Oriel and Laing Professor of the Interpretation of Holy
Scripture
Oriel College; Oxford University
Law and Narrative in the Pentateuch
- 20 October Dr. Madhavi Nevander, Lecturer in Hebrew Bible
Department of Theology and Religious Studies; University of Glasgow
Zion Drawn and Quartered: The Loss of the Divine City in Ezekiel
- 27 October *
- 3 November Dr. Scott Hafeman, Reader in New Testament
St. Mary's College; University of St Andrews
*The New Creation (Gal 6:15; 2 Cor 5:17) as the Cross-Shaped Life: The Development
of a Pauline Theme*
- 10 November Reading Week
- 17 & 24 Nov No Seminar (SBL 19-22)
- 1 December Prof. Dr. Arie van der Kooij (Emeritus)
Faculteit der Geesteswetenschappen; Universiteit Leiden
*The Translators of the Greek Pentateuch: Some Comments on their Provenance and
their Social Background.*
- 8 December Prof. Steven Mason, Kirby Laing Chair of New Testament Exegesis
School of Divinity, History, and Philosophy; University of Aberdeen
Speech and Speech-Making in Josephus and Acts
- 15 December Dr. Charlotte Hempel, Senior Lecturer in Hebrew Bible and Second Temple
Judaism
Department of Theology and Religion; University of Birmingham
Topic TBA

Sem 2 Presenters: Prof. Alexander Samely, University of Manchester ; Prof. Jan Joosten,
Université Strasbourg

St Mary's College
Theology Research Seminar
Martinmas, 2011-12

Meetings will be held on Wednesdays
from 11.15-12.45pm in College Hall

5 Oct	Discussion of Kierkegaard: Philosophical Fragments
12 Oct	Discussion of Kierkegaard: Philosophical Fragments
19 Oct	Professor Gijsbert van den Brink.
26 Oct	Professor Ann Loades
2 Nov	Shawn Bawulski and David Sonju
9 Nov	<i>READING WEEK – NO SEMINAR</i>
16 Nov	Ryan Mullins
23 Nov	<i>SBL – NO SEMINAR</i>
30 Nov	Jon Mackenzie
7 Dec	Loejoo Tan "The Trinity and the Religions: An Assessment of Gavin D'Costa's Trinitarian Theology of Religions with particular reference to Basilian Trinitarianism"
14 Dec	TBC

Institute for Bible, Theology and Hermeneutics

Some dates: (for more details please see Institute webpage)

October 28, 2011, 2pm-3..30pm. Scott Hafemann 'What's the point of Biblical Theology?'

December 9, 2011, 4pm-6.30pm: *visit by Oxford Postdoctoral Colloquium: The Delay of the Parousia.*

Dr Christopher Hays, British Academy Postdoctoral Fellow, Keble College;
Dr Brandon Gallaher, British Academy Postdoctoral Fellow, Regent's Park College;
Dr Julia Konstantinovsky, British Academy Postdoctoral Fellow, Christ Church;
Dr Richard Ounsworth OP, Tutor and Lector in Scripture, Blackfriars Hall;
Dr Casey Strine, College Lecturer in Old Testament, Oriel College and St Peter's College.

March 8-9, 2012: Mark Bowald (Redeemer University College, Ontario). 'Divine Rhetoric: The Trinity, Scripture, and Church Practices.'

March 15-16, 2012: Michael Legaspi, Templeton Awardee. Lecture on his prize-winning *The Death of Scripture and the Rise of Biblical Studies* (New York-Oxford: OUP, 2010) and paper on 'Wisdom in a modern philosophical environment.'

April-May, 2012: Grant Macaskill and Mark Gigniliat (Beeson Divinity School): dates and topics TBA.

July 10-13, 2012: Scripture and Theology Conference: Galatians

ANNOUNCEMENT

Weekly, during semester open to all Postgraduates with at least some basic knowledge of German:

German reading group: led by Mark Elliott and Sven Ensminger. Time and place to be announced. First semester: Karl Barth, *Dogmatik in Umriß*. Second Semester: TBA.

Institute for Theology, Imagination and the Arts

Speakers:

Robert Wilson (Italian)

Arthur Bradley (Lancaster)

Sam Adams

Ben Quash (King's College, London)

Jim McCullough

Steve Holmes

David Fuller (Durham)

Trevor Hart

Centre for the Study of Religion and Politics

Research Seminars and Lectures: Semester 1 Academic Year 2011-2012

All seminars take place on Thursday 11.15-12.45 at the St. Mary's College Hall

All these seminars/ lectures are open to the public

Thursday 29 September 2011

"Aspects of Religious and Non-Religious Dialogue in a Christian Buddhist Dialogue: Christianity, China and the Dalai Lama"

Professor Mario I. Aguilar (University of St. Andrews)

Thursday 6 October

"Material Culture, Religion and Politics in Ninth-Century China and Japan"

Dr. Ian Astley (Senior Lecturer in Japanese, University of Edinburgh)

Thursday 13 October

"Press Laws, Media and the Transformation of the Public Sphere in China"

Professor Natascha Gentz

(Chair of Chinese and Director of the Confucius Institute for Scotland, University of Edinburgh)

Thursday 20 October

"The Environmental, Bioethical, and Demographic Challenges of China's Growth" -A Conversation between Professor John Nagle (University of Notre Dame, USA) and Dr. Brian Brock (University of Aberdeen)

Thursday 27 October

H.E. The Dalai Lama's Representative to the U.K.

Thursday 3 November

"The Risk of Risk: Critical Engagement with a Culture of Surveillance"

Dr. Eric Stoddart (University of St. Andrews)

Thursday 17 November

"A Christian Theologian in China"

The Rev. Professor David Jasper

(Changjiang Professor at Renmin University, China and Professor of Literature and Theology, University of Glasgow)

Thursday 24 November

"Eschatology in Major Religious Traditions"

Professor Christopher Johnson

(Professor of Gerontology and Sociology, University of Louisiana, USA)

Thursday 1 December

t.b.a.

Thursday 8 December

"Hermeneutic Phenomenology and the Study of Spiritual Experience"

Gordon Barclay

(University of St. Andrews)

For further information and a list of events and further seminars e-mail mia2@st-and.ac.uk

or contact the CSRP, St. Mary's College, St. Andrews, Fife KY16 9JU 01334-462851

3.7 OTHER RESOURCES

Travel grants

St Mary's encourages conference attendance, especially to give a paper and accept applications for help towards travel and accommodation (usually on the basis of a percentage of the whole). Applications are considered at meetings of the Research and Postgraduate Committee and we would encourage students once they have heard they have a paper accepted, immediately to fill out an application form (available from the College Office.) The Committee is reluctant to grant retrospectively (where the conference is already in the past) and will do so in only very exceptional circumstances.

Library Resources

The University library is currently undergoing renovation. This means that for the next nine months much of the material printed in the 1700-1800s will not be easily available. Most students will find the resources adequate to begin with. As research progresses, and books and journal are lacking, the choices are either to use Inter-Library Loan (<http://www.st-andrews.ac.uk/library/Services/Inter-libraryloans/>) which can make available volumes from other research libraries in the UK, for a limited period of use (and for which Divinity Students have a free allowance of 20 items a year, on condition of having the form signed by Margot in the office); OR ask your supervisor to request that the book be bought by the library—this is more likely to be successful if the book is likely to be used by students in the future, but is probably the slower method OR take a research day out to Glasgow, Aberdeen or Edinburgh libraries. You will not be able to borrow, but consulting and photocopying can be a very quick way of getting hold of vital information.

The library has recently gained access to the ATLAS database, which is a great search tool for research and makes available a wide range of full-text journal articles and reviews. We continue to be open to suggestions which we will then take to the Library.

3.8 RESEARCH ETHICS

UTREC Applications

Dissertations which involve the participation of people (rather than printed material) in forming their evidence require clearance by the University Teaching and Research Ethics Committee (**see the first paragraph below** for the University's definition of the type of research to which this applies.) Anyone who thinks this requirement applies to their research should on commencing their dissertation (hence by March in case of the MLitt) or a relevant part or chapter of their PhD submit an application on the relevant form: <https://www.st-andrews.ac.uk/utrec/EthicalApplication/>.

The applications *are to be submitted firstly to the School of Divinity's Research and Postgraduate Committee* before being sent on to the University Committee, so it is imperative that this is done at least three months before submission of the thesis.

Research Ethics (UTREC)

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).

It is University policy that any research involving children under 18 should be reviewed by the UTREC Child Panel and that the researcher should hold an 'Enhanced Disclosure Scotland' (EDS) certificate. The principal supervisor is responsible for ensuring that the student has received the appropriate ethical clearance from UTREC and the Child Panel prior to research commencing.

It is a requirement that any undergraduate honours or Masters dissertation or PhD thesis that requires ethical approval from UTREC has the letter or email of ethical approval bound into the appendix before submission.

Funders & Ethics (UTREC)

All researchers receiving funding from an external organisation must complete a Funding Approval Application Form (in addition to an Ethical Application Form), unless the intended funder appears on the Automatically Approved Funders List published on the UTREC website.

Researchers should also be aware that some bodies providing funding for projects may stipulate their own Ethical and Legal considerations. The researcher should be fully aware of any obligations specified by the body providing funding and the implications this may or may not have for their research including methods of research, confidentiality and retention.

Academic Misconduct

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/>

3.9 PRODUCING AND PRESENTING THE THESIS

Length of thesis

The normal maximum length of the thesis is 80,000 words inclusive of footnotes, appendices, and edited original documents and texts, but exclusive of bibliography. Any exceeding of the word limit must be approved in advance of submission by the Dean or the Dean's representative. Such permission is rarely given. There is no minimum length, but if a thesis is less than 60,000 words, an examiner might feel that not enough work has been done, unless what has been written is of exceptional merit. By way of comparison, an MPhil thesis has an upper limit of 40,000 words. The basic rule is that candidates should attempt to be as succinct as possible, avoiding unnecessary verbosity in expression and repetition of what others have already said.

Thesis style

It is vital that the final copy be carefully proof-read by the candidate in person and, if possible, by another person with a keen eye for mistakes. Beauty and accuracy of presentation cannot conceal faults in content, but they can put the examiner into a kindlier frame of mind. It is inevitable that even with careful proof-reading some mistakes will remain in the final copy. Examiners will normally ask for those final errors to be corrected before the degree is awarded.

The School of Divinity requires that all coursework submitted for assessment is formatted according to the Chicago Manual of Style (Chicago: University of Chicago Press, 1982-2011). Recent editions (15th or 16th) should be used for clear guidance on referencing electronic media, including websites, blogs, etc. Students are advised to purchase a copy of

the Chicago Manual. However, a brief version providing most relevant information for formatting citations is available at the following address:

http://www.chicagomanualofstyle.org/tools_citationguide.html

In adopting the Chicago Manual of Style as the required format for citations, the School of Divinity recognizes that this is the basis for the Biblical Studies specific style guide, The SBL Handbook of Style (Peabody: Hendrickson, 1999). Students may use this as a specific example of Chicago, tailored for the discipline and should consider purchasing or downloading a copy.

The Chicago Manual of Style allows for references to be formatted as either “notes and bibliography” or “author-date.” Descriptions of these formats may be found in the style guide or on the website noted above. The “notes and bibliography” format is most commonly used in the humanities, though “author-date” is sometimes used where specific sub-disciplines (notably Practical Theology) make significant use of the social sciences. The School of Divinity requires that the “notes and bibliography” format be used except where the module coordinator explicitly requires “author-date.” This requirement will be made clear in the relevant module handbook.

It should be one’s aim to make the thesis as clear and intelligible to the examiner as possible. References to books and articles in footnotes should enable the reader to identify as quickly and unambiguously as possible the sources of information. It is, therefore, unnecessary to give extensive and repeated details in footnotes of place, publication, publisher and the like. This information can be given in the bibliography, which should normally give a complete listing of works referred to in the thesis.

It is helpful if candidates follow some existing form of abbreviation for periodicals, etc., rather than produce their own idiosyncratic system. Supervisors should be able to provide guidance in this matter.

The examination

The purpose of a PhD thesis is to make a contribution to knowledge. It is not always necessary that the candidate ‘convert’ the examiner by his/her case, but it is necessary that a cogent argument should be presented. Many theses have been accepted because an examiner could say, ‘Although I do not accept this candidate’s point of view, a good argument is presented.’

It follows therefore that the purpose of the thesis is not simply to further the candidate’s own education or to allow for the display of all that has been read on a topic, however clearly or well that may be done. The main purpose is to show that the candidate has creative and critical abilities, can propound an hypothesis, defend that hypothesis against criticisms and demonstrate the weakness of rival viewpoints. This is where a PhD thesis differs from an MPhil thesis, which more often takes the form of a critical survey of existing knowledge on a particular topic.

The PhD thesis is not simply a discussion of a topic. It is the defence of an hypothesis. It is important therefore that the hypothesis be clearly formulated and that the lines of argument running throughout the thesis be clear, consistent and relevant. The final presentation of the thesis should not be a chronicle of the course of one's research, with all the false leads and irrelevant discussions with which one inevitably becomes involved along the way.

The formalities are that upon nomination by the Head of School, the Faculty Business Committee, on behalf of Senate, normally appoints 1. a convenor of the Committee, 2. one Internal Examiner and 3. one External Examiner (who is an academic in another university and has specialist knowledge in the area of the thesis). The supervisor is not an examiner. The role of the convenor is purely to ensure appropriate conduct of the viva and the proper completion of its documentation.

Each examiner prepares an independent written report before the oral examination is held. University regulations require that all PhD candidates should undergo an oral examination. The convenor will serve to introduce the examination and to make sure that all goes according to due order. During the examination the student will have an opportunity to talk with the examiners about the thesis and to explain and defend it in person. Following this examination the examiners will prepare a joint report in which they make one of the recommendations as outlined in the Code of Practice for Supervisors and Students in Research Postgraduate Programmes <http://www.st-andrews.ac.uk/pgstudents/academic/>

The supervisor is not likely to encourage a candidate to submit a thesis if it is believed that the thesis will fail, yet the supervisor's approval for submission should not be regarded as an guarantee that the thesis will be accepted. Candidates should recognize that an external examiner may well be more rigorous in judgement, especially since he/she is chosen as a specialist in the field. It is part of the maturity of judgement expected of a PhD candidate that he/she is able to decide that his/her thesis is ready for submission

Candidates must consult the University Postgraduate Office in the Registry Building on Abbey Walk (or registry-pg) with regard to the dates to which they have to conform for notification and submission in order to graduate at an appropriate time. All candidates will be expected to attend an oral examination; this will normally be held within three months the submission of the thesis in order to allow the appointed examiners to read the work.

Section 4: MLitt/PGDip Students

(For all further details, please refer to Code of Practice for Supervisors and Students in Taught Postgraduate Programmes: <http://www.st-andrews.ac.uk/pgstudents/academic/>)

4.1 PG DIPLOMA AND MLITT

The PG Diploma differs from the MLitt in that there is no dissertation. The MLitt is therefore distinguished by a 15,000 word dissertation which follows completion of the taught 120 credits in common with the PGDip. The dissertation is really that which makes the MLitt more than the PGDip.

As most students doing a taught PG programme will be enrolled on the MLitt, the taught PG programme will usually be referred to as 'the MLitt'.

4.2 TAUGHT CONTENT OF THE MLITT

MLitt in Theology, Imagination and the Arts

The content of the teaching

Theological Engagements with the Arts: Rationales, Methods and Texts (Dr Gavin Hopps, Semester 1)

Christian Doctrine and the Arts (Prof. David Brown, Semester 1)

Religious Experience and Aesthetic Theory (Prof. David Brown, Semester 2)

MLitt in Scripture and Theology

The content of the teaching

Origins of Christian Theology (Prof N.T. Wright and Prof Ivor Davidson, Semester 1, Weeks 1-5)

History of Biblical Interpretation (Dr. Mark Elliott, Semester 1, Weeks, 6-11)

Biblical Themes (Dr. Scott Hafemann, Semester 2)

Language Modules: as chosen.

Each module will have its own module handbook.

The module coordinator is responsible for the running and management of the module and will take responsibility for marking and for responding to any student queries. In most cases in the School of Divinity, the module coordinator will also be the principal lecturer. In a small number of modules, several lecturers may be involved; in such cases, students should be aware which member of staff is the module coordinator and should direct enquiries to that person.

For full contents of these, see <http://www.st-andrews.ac.uk/institutes/itia/mlittcurriculum.html>

4.3 THE MARKING SCALE FOR TAUGHT POSTGRADUATE COURSES

All taught postgraduate work is marked according to the University's 20-point marking scale. In the Faculty of Divinity, the following criteria are used in awarding marks:

16.5-20 Distinction level

Work in this band demonstrates familiarity with the primary sources and principal secondary literature, with no significant omissions; a thorough awareness of the current state of thinking on the subject; critical analysis and intellectual rigour; ability to argue cogently and independently; and often some measure of originality.⁷ Work will conform to good writing style throughout.

13.5-16.4 Very Good

Work in this band demonstrates familiarity with the primary sources and secondary literature, though there may be a small number of omissions; awareness of the current state of thinking on the subject; critical analysis and intellectual rigour; some ability to argue independently, though there may be a small number of points at which argumentation is inadequate. Work will generally conform to good writing style.

7.00-13.4 Acceptable

Work in this band demonstrates satisfactory knowledge of the primary sources and secondary literature, though there may be a number of significant omissions; some awareness of the current state of thinking on the subject; there will be some critical analysis and some independent argument, but in general the work does not adequately demonstrate the quality of argument and evaluation that is required for a Masters degree.

0.00-6.9 Fail

Work that fails to demonstrate adequate knowledge of the primary sources and secondary literature, or adequate awareness of the current state of thinking on the subject, or that fails to develop any proper argument.

Penalties for Poor Presentation

Penalties for poor presentation will be applied to work that (1) fails to properly reference sources in footnotes and bibliography according to the required style of the School of Divinity [*The Chicago Manual of Style* (Chicago: University of Chicago Press, 1982-2010); Recent editions should be used in order to ensure proper formatting of references to electronic works], (2) contains errors of grammar or spelling or (3) is inconsistent in formatting.

Failure to follow the Chicago Style will be penalised as follows:

* At PGDip and M.Litt level, "originality" is not formally a criterion, unlike at Ph.D and M.Phil level, where a dissertation is required to make an original contribution to the field and to advance the state of a question. It is often the case, however, that work at PGDip/M.Litt level will contain original reflections on the subject matter; markers will take this into account in awarding a grade, providing the other criteria of academic rigour listed in this band have been met.

Penalty	Description
0.5	Minor or occasional failures to format references according to Chicago Style
1.0	Consistent failure to format references according to Chicago Style

Further penalties of up to 2 points for poor presentation will be applied as follows:

Penalty	Description
0.0	Excellent. Work has no major errors; any minor weaknesses are confined to one area.
0.5	some minor weaknesses in more than one area (e.g., inconsistencies and errors in grammar and spelling, or some carelessness in layout/ formatting) but still of a very high standard.
1.0	minor weaknesses in most or all areas and major weaknesses in at least one (e.g., consistent careless spelling, poor layout/formatting).
1.5	some major errors and weaknesses in most areas.
2.0	pervasive major errors and weaknesses in most areas.

Penalties for Word Count

There is **up to** 10% variance allowed in word count limits. If an essay exceeds, or falls short of, the word limit by more than this, however, **0.5** will be deducted from the overall mark for each 10% over, or under, the stated limit (e.g., for a 5000 word essay, a submission of 5500 would lose 0.5 mark, 6000 would lose 1 mark). A maximum penalty of 2.0 marks may be applied to word counts.

Note: word counts include footnotes/endnotes/references, but exclude bibliography.

4.4 ASSIGNMENTS AND COURSEWORK

Module handbooks will contain details of all assignments relevant to a module, including essential reading, due dates and word counts. It is the student's responsibility to ensure that such directions have been properly read and understood; if clarification is necessary, questions should be directed to the module coordinator.

Academic Writing Style and Skills

Students are expected to write in clear English with good style. The School of Divinity will not require students to employ U.K. English in spelling and grammar; U.S. and Australian English are regarded as acceptable, though students must be consistent with whichever they use. Automatic spelling and grammar corrections in word processing software may cause problems in this regard and should be used with caution.

Good writing style and critical argumentation are skills that will grow through the period of study at university. To help facilitate this process, students should consider making use of the following resources:

- Stella Cottrell, *Critical Thinking Skills: Developing Effective Analysis and Argument* (Basingstoke; New York : Palgrave Macmillan, 2005) BF441.C7
- Gavin J. Fairbairn and Christopher Winch, Reading, *Writing and Reasoning: A Guide for Students* (Buckingham: Open University Press, 1996) UL LB2300.M75F96
- Moira Teresa Peelo, *Helping Students with Study Problems* (London and Bristol: Open University Press, 1994) UL LB2300.M75.
- Laurence N. Smith and Timothy L. Walter, *The Adult Learner's Guide to College Success* (Belmont: Wadsworth Pub. Co, c1995) LC5215.S6 [Aimed at mature students.]
- W.J. Strunk and E.B. White, *The Elements of Style* (4th Edition. Boston: Allyn and Bacon, 1999. Note, this book is a classic and is available in different editions through a number of different publishers. It may also be available online).

Formatting Citations

The School of Divinity requires that all coursework submitted for assessment is formatted according to the *Chicago Manual of Style* (Chicago: University of Chicago Press, 1982-2010). Recent editions (15th or 16th) should be used for clear guidance on referencing electronic media, including websites, blogs, etc. Students are advised to purchase a copy of the *Chicago Manual*. However, a brief version providing most relevant information for formatting citations is available at the following address:

http://www.chicagomanualofstyle.org/tools_citationguide.html

In adopting the *Chicago Manual of Style* as the required format for citations, the School of Divinity recognizes that this is the basis for the Biblical Studies specific style guide, *The SBL Handbook of Style* (Peabody: Hendrickson, 1999). Students may use this as a specific

example of Chicago, tailored for the discipline and should consider purchasing or downloading a copy.

The *Chicago Manual of Style* allows for references to be formatted as either “notes and bibliography” or “author-date.” Descriptions of these formats may be found in the style guide or on the website noted above. The “notes and bibliography” format is most commonly used in the humanities, though “author-date” is sometimes used where specific sub-disciplines (notably Practical Theology) make significant use of the social sciences. **The School of Divinity requires that the “notes and bibliography” format be used except where the module coordinator explicitly requires “author-date.” This requirement will be made clear in the relevant module handbook.**

Failure to format references and bibliography according to *The Chicago Manual of Style* will be reflected in the final mark awarded to any piece of work. It should be noted by students that this requirement reflects the importance of proper referencing and the ability to follow style guides as key skills for students. It should also be recognized that proper formatting of references will help to prevent inadvertent plagiarism of sources. For further on this, see below, Section *Academic Misconduct*.

For the same reason, all assignments include a complete bibliography, properly formatted. Any failure to include a bibliography will incur penalties and may result in the work being investigated for academic misconduct.

How to Submit: MMS

All coursework is to be submitted in electronic form using MMS (Module Management System). Guidance on using this system will be provided by the University. Unless the module coordinator has given strict guidance otherwise, work should be submitted in .doc or .docx format. Paper copies may be required in some modules. If this is the case, the requirement will be stipulated in the module handbook. These should be posted in the marked boxes in the Student Common Room in the School. Electronic submission by MMS is however the primary and essential method in all modules.

Students must insert a completed coversheet (with details of matriculation numbers, essay title, etc.) into coursework, prior to upload or paper submission. The cover sheet is available to download from the School of Divinity website. The sheet should be copied and pasted into the beginning of the piece of coursework.

Apart from matriculation number, students should not include personal details on coversheets or in headers/footers, in order to avoid compromising anonymity in the marking process.

Feedback will be returned to students using the MMS system.

Penalties & rules for late submissions

Where written work requires to be submitted for marking, a deadline will be specified in the module handbook. Deadlines will be set for 23:59 (11:59pm) on the due date. If work is

submitted after the specified deadline without prior permission of the module co-ordinator (see below) or clear medical evidence the following penalties will be applied:

Work that is up to 3 days late will have 1.0 on the 20 point scale deducted.

Work that is 4-6 days late will have 1.5 on the 20 point scale deducted.

Work that is 7-9 days late will have 2.0 on the 20 point scale deducted.

IMPORTANT: WORK THAT IS OVER 9 WEEKDAYS LATE WILL BE GIVEN A MARK OF ZERO.

Penalties will continue until the work is actually received via MMS. The time of submission as logged by MMS will be treated as normative for the calculation of lateness penalties. The current University policy is that Saturday and Sunday are not counted in the calculation of lateness penalties.

Penalties will be generated automatically by MMS unless an extension has been granted by the module co-ordinator prior to the original deadline. For this reason it is important that requests for extensions are made ahead of the original deadline to the module co-ordinator.

Failure to submit coursework by the end of the teaching period (Semester 1: 16th December; Semester 2: 4th May), except by express permission of the Director of Teaching will result in students being awarded a mark of 0X for the module. Any student awarded a mark of 0X will receive no credit for the module and will have no right to reassessment. Any student who wishes to appeal this must contact the Director of Teaching.

Where work has been submitted late as a result of illness or personal circumstances that have prevented the student from making a proper request for an extension, the module co-ordinator should be notified. If appropriate, and on request of the student, the case will be discussed at the Special Circumstances Board (SCB), which will make a recommendation to the module board following the exam diet as to whether the penalty should be removed or allowed to stand.

Requesting an Extension

Requests for extensions should be made to the module co-ordinator. These will only be granted where good reasons are provided. Note: conflicting submission deadlines (i.e., where work is due for two or more modules at around the same time) will NOT be regarded as a valid reason for an extension. While the School will seek to limit such conflicts, it will not be possible to prevent them entirely and students must learn to manage their time in order to ensure that deadlines are met.

Any extensions beyond 23:59 (11:59pm) on the last day of teaching in each semester (Semester 1: 16th December; Semester 2: 4th May) must be approved by the Director of Teaching. Requests for such extensions must still, in the first instance, be directed to the module co-ordinator, who will then refer the matter to the Director of Teaching.

4.5 ASSESSMENT OF WORK: SUMMATIVE AND FORMATIVE ASSESSMENT

The School distinguishes between two kinds of assessment: summative and formative. Summative assessment contributes to the student's mark and/or grade for the module as a whole and to their overall degree result. Formative assessment does not contribute to the student's marks or degree result but should have a shaping or constructive effect upon their development. It can take several forms, for example, written feedback on a variety of assignments, oral or written feedback on student presentations or other types of performance, student self-assessment or peer assessment.

Criteria-Based Summative Assessment

The criteria for assessment (on p34) have been developed from the University's core assessment policies and from benchmarks recognised across the Higher Education Sector. Marks are awarded on the 20 point scale used by the University.

Language-based modules sometimes require separate criteria. A statement of the criteria employed for tests and examinations in language-based modules is given in Appendix 6.

Return of Work and Feedback

Marks and feedback will be returned to students using the Module Management System. It is the policy of the School of Divinity that work be returned within 2 weeks of submission. However, in order to ensure that proper diligence has taken place at the level of marking and second marking (or moderation), it may occasionally be necessary for the return of work to take longer than this. All assessed work in the School is subject to external as well as internal examination. All grades awarded by internal markers are formally subject to confirmation by External Examiners at the time of the module boards, which meet after the relevant exam diet has finished.

It is the responsibility of the student to reflect on any feedback they receive on submitted work, which will often highlight weaknesses that need to be addressed. If points of feedback are not understood, the student should seek clarification from the module coordinator.

Retaining Work

All submitted work and feedback will be retained on MMS by the University for 4 years. This material will be relevant for reviews of academic performance and appeals. Students should, however, retain copies for themselves of any work submitted and any marks and feedback they have received.

4.6 EXAMINATIONS

Most modules will include an end-of-semester examination. The University holds examination diets in January and May, with a resit/deferred examination diet in September. Semester 1 modules are examined in January; Semester 2 modules are examined in May. The exam timetable is published in the middle of the semester, but is subject to change. Students should ensure that they check the timetable and know the times and locations of their examinations.

Marking Criteria for Examinations

The marking criteria used in grading examinations are the same as those used for marking essays.

Exam Papers

Exam papers are only approved for use once they have been through a stringent process of consultation between internal markers and external examiners. Occasionally a minor error may occur; if this is detected or suspected, a student should make it known to the invigilator. The School sends an appropriate representative (often the module co-ordinator) to the main venue for each examination; the representative remains present for the first 15 minutes or so of the examination, during which time he or she will be able to clarify any points that are not clear in the exam paper.

Past Exam Papers

Note that past exam papers 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/

Compulsory and Prohibited Questions in Examinations

The School maintains that:

- students should acquire expertise in the subject matter of the whole module;
- students should not receive 'double benefit' for answering examination questions that substantially reproduce work submitted for summative assessment, as either coursework or examination, in any module.

In support of these principles, all students are expected to prepare all the topics of the module for examination.

Some examination papers may contain a compulsory element that must be answered by all students taking the examination. Module co-ordinators will provide basic orientation on the structure of the examination paper; where students have queries about the rubric that may apply, they should consult module co-ordinators. Past papers are also available online, but students should recognise that exam formats may change from year to year:

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

Students are expected to refrain from attempting examination questions for which their answers would significantly reproduce work submitted for summative assessment of any kind in any module. The questions and topics for the examination will not be notified in advance but will be drawn from the subject matter of the entire module. Answers (or sections thereof) that significantly reproduce course work will be disregarded by the examiners and will not, therefore, receive marks. **Moreover, breach of these regulations will normally result in a mark of zero being awarded for any essay that does substantially reproduce work previously submitted for summative assessment. Students should note that this penalty has been applied more than once in recent years.**

Policy on Illegibility of Examination Scripts

Students whose examination scripts are deemed by an examiner to be illegible may be required (at their own expense) to provide for the services of an amanuensis or for the transcription of their scripts. They may also be required to sit an oral examination. In the case of a transcription being required, students are advised that they must produce an exact typewritten (or word-processed) copy of their hand-written scripts. No alterations of any kind should be introduced into the transcription. This applies even to matters of style, punctuation and spelling. A transcription should be an exact copy of the original.

Illness at Exam Time and Consideration of Special Circumstances

It is inappropriate to modify an exam mark based on a subsequent claim that the student was affected by illness or personal circumstance at the time. **Consequently, the School of Divinity advises students who are unwell or are otherwise affected by problematic circumstances at the time of examinations not to sit the exam and to contact the Director of Teaching to make alternative arrangements (i.e., a deferred examination).** This will usually be arranged to take place at the end of the exam diet, to enable the grade to be reported with the rest of the module. Where this is not an appropriate arrangement (where illness or circumstances are likely to continue for a longer period of time), a deferred examination will be arranged in the September diet. If the Director of Teaching is unavailable to discuss problems, the student should contact Ms Smith in the School Office.

Any student who believes that his or her performance in an exam or module has been affected by personal circumstances or illness may contact the Director of Teaching (divdot@st-andrews.ac.uk). If appropriate, and if requested by the student, the case will be discussed by the School of Divinity Special Circumstances Board, which will decide if any action may be taken and will make recommendations to the appropriate module board. The purpose of the Special Circumstances Board is to safeguard confidentiality by ensuring that any personal circumstances are discussed in as small a group as possible, but it is the module board that ultimately grants any concessions. The Special Circumstances Board comprises: the Director of Teaching, the Examinations Officer, the Disabilities Coordinator, the relevant external examiner.

Return of Marks and Feedback

Exam marks will be returned to students by MMS. The School also takes seriously the need for students to receive formative feedback on their exam performance. To this end, the School will hold a session in week 2 of each semester, in which returning students will be allowed to see their marksheets from the previous exam diet. This session will be organised by the Director of Teaching and students will be required to contact him in advance, in order that their paperwork is made available for the session. Students may also obtain copies of their marksheet for a small administrative charge.

Details of these sessions will be made available to students by email during the course of the year.

4.7 POLICY ON LANGUAGE CORRECTION

The School of Divinity recognises that some students may obtain “language-correction” assistance in the preparation of their coursework. This is acceptable, but students must comply with the University of St Andrews Policy on Language Correction, as published in the Undergraduate Handbook and/or Senate Regulations.

Any language correction assistance must be explicitly acknowledged in the following signed declaration at the front of the submitted work:

‘I, [INSERT MATRICULATION NUMBER], received particular assistance in the writing of this work in respect of matters of grammar, style, vocabulary, spelling or punctuation.

The assistance was provided by (delete as appropriate):

A member of the Academic Staff

A non-academic member of Staff

A fellow Student

Other Source (please specify)

4.8 ACADEMIC ALERTS

From the start of session 2010/11 a new Academic Alert system replaces the previous Permission to Proceed (PtP) policy. The Academic Alert system will provide a way of alerting those students who are not performing well in a given module and directing them to sources of possible help. It will also be used to penalise students for non-attendance at compulsory module elements or for failure to submit compulsory assessed work, and to warn students of the consequences at an early stage. Further details of the Academic Alert system are in the University Student Handbook. In the context of the School of Divinity, students should note that the only compulsory module element is submission of all coursework by the end of the teaching period.

The Academic Alert system will be used only in an advisory capacity by the School of Divinity. It is the responsibility of the student to respond to any alerts and take appropriate action. Students should be aware, however, that alerts concerning the failure to submit coursework or to obtain an average grade for coursework of 5 or higher are very serious and that the issuing of these alerts constitutes notice that they are in danger of failing the module. In such cases, students should contact the module co-ordinator immediately and may be required to meet with the Director of Teaching. Where students have failed to submit all coursework by the end of the teaching period, they will be issued with an alert notifying them that they will awarded a grade of 0X for the module, will receive no credit for it and have no right to reassessment. Any student who wishes to appeal this decision must contact the Director of Teaching.

4.9 STUDENT CONSULTATION AND FEEDBACK

Module Representatives

Every semester the students in each module elect a module representative. These elected representatives are responsible for mediating concerns to the module co-ordinator throughout the module and at its completion. To this end, they are encouraged to elicit information from the module group about matters of general concern or satisfaction; they should be pro-active in making contact with all group members and in taking any concerns to the module co-ordinator. They are also required to organise and abstract information from the module questionnaires at the end of the module. Module representatives write end-of-module report (of no more than 350 words) that should be submitted to the Year Representative in advance of the Student Staff Consultative Committee (SSCC).

Student Evaluation Forms

During the year, questionnaires will be circulated for students to express their views about the quality of the teaching provision. Students are encouraged to take this exercise seriously by participating, giving considered answers to the structured questions, and making constructive responses in the free-format sections. The results of these questionnaires will be analysed by the Director of Teaching in conjunction with reports from the staff peer-observation scheme and the module co-ordinator's own reflections on the module. This will contribute to the annual School Audit Report.

4.10 PROCEEDING TO THE DISSERTATION

UNIVERSITY OF ST ANDREWS TAUGHT POSTGRADUATE GUIDELINES FOR CREDIT AND GRADE TRANSFER FROM 2010/11

Credits and Grades

A student's studies towards a taught degree are structured in terms of modules, each of which is assigned a credit value, reflecting the proportion of a student's time devoted to that module; so, for example, First or 1000 level modules in a particular School might be worth 20 credits. Each module is a self-contained unit of teaching, learning and assessment. For the majority of modules the teaching takes place in one 12-week teaching block, usually broken by a reading week, and in most cases followed by an examination. Others are concentrated into a shorter period, and some are taught over the whole year. A student's performance in the examination, together with grades for pieces of work submitted during the module, determine whether he or she passes the assessment for the module and, therefore, whether he or she is awarded the credits attached to it. Thus a student who passes the module will have gained both credits, reflecting the workload of the module, and a grade, reflecting the quality of a student's work.

Credit Load

Normally a full-time taught postgraduate student takes modules worth 180 credits during the course of each year, ie 60 credits in each semester and 60 credits for the summer dissertation/project.

**Taught Masters Postgraduate Grading Sheet (MLitt, MSc, MRes)
Module Grading Scale**

Reporting Scale	Descriptor
20 19	Outstanding Distinction
18	Clear Distinction
17 16.5	Borderline Distinction
16 15 14 13.5	Merit (of Masters Quality)
13 12 11 10 9 8 7	Pass
6 5 4 3 2 1 0	Fail

Taught Postgraduate Progression

From 2011/12, the threshold for progression to the dissertation/project of a Taught Postgraduate Masters degree is as follows:-

13.5 - 20.0	Right of Progression to MLitt / MSc / MRes / MPhil if available
7.0 – 13.4	Postgraduate Diploma

Students who progress to the dissertation still need to achieve a grade of 13.5 or better for their dissertation in order to be awarded the Masters degree.

Individual modules taken as part of an approved taught Masters programme are assessed using the scale shown on the left-hand side. Students meeting their individual programme requirements and achieving passes in at least 120 credits will then have their eligibility to progress to the dissertation element assessed according to the scale on the right-hand side. Note that students failing any module on the first attempt are not eligible to progress to the Masters dissertation.

Those students progressing to the dissertation element must achieve a minimum grade of 13.5 in the dissertation in order to be eligible for the Masters degree.

The Masters degree may be awarded with a distinction, or with distinction in the coursework or dissertation elements alone. To achieve an overall distinction the student must achieve a distinction in the coursework and the dissertation elements (16.5 or above).

Where a student fails the assessment for a taught module, the Board of Examiners may offer a reassessment, the exact form of which must be approved by the External Examiner. Re-assessed work will be marked either Pass or Fail. It will not be graded on the 20-point common reporting scale. A student who achieves a Pass may be eligible for the Postgraduate Diploma but not for a Master's degree.

SECTION 5: The MLitt Dissertation

5.1 GENERAL

The MLitt Dissertation runs over the second semester and is to be an independent research project under the supervision of a staff member, producing a dissertation of 15,000 words.

The Dissertation amounts to 60 credits of the 180 credits in the MLitt. The mark which a student receives is the final mark for the MLitt and is therefore decisive for the award of pass, fail, or distinction at MLitt (although student transcripts will of course show how he or she has fared in the coursework.)

As such students are required:

- by Friday January 20, 2012 (the end of First Semester) to have indicated to the Programme Director a dissertation topic and have been provisionally allocated a supervisor.
- by March 1 to have a working title, a dissertation outline and basic bibliography produced in conjunction with the supervisor for approval by the Programme Director.

The student is responsible for discussing the proposal with a potential supervisor,. Staff are restricted as to the numbers of dissertations they may supervise. The Head of School's signature is required before a student formally enrolls; the Programme Director communicates with students to advise them if there are problems in respect of their proposals.

Early discussion is naturally important, with regular contact at agreed times thereafter. *It is the responsibility of the student to maintain a suitable schedule of contact.*

The supervisor provides a degree of guidance as to the nature and shape of the exercise, advice on reading, emphasis and style, and feedback on draft material, but the research and writing are intended to be the student's responsibility, and *a key feature of the module is the fostering of independent work.*

5.2 ETHICS APPROVAL

Any research which involves data collection from, interviews with, interactive investigation of, experimentation upon or demonstrations involving living human subjects requires formal approval from the School Ethics Committee and/or UTREC (depending on complexity). Students are required to indicate on their proposal form if ethical approval is likely to be required. Supervisors will provide guidance on the process as necessary, seeking advice from the Director of Research in any cases of uncertainty. Further details are available at:

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

Given that ethical approval may take some time to process, students who intend to work with living subjects as part of their dissertation should make this known to their preferred supervisor during the proposal process, in order that applications can be submitted prior to the start of the (second) semester in which the dissertation is written.

5.3 FORMATTING AND LENGTH

The final output of the project will be a dissertation of 15,000 words (with no more than 10% margin either way: this will be strictly enforced). The word count includes footnotes, references and appendices, but excludes bibliography.

The dissertation must be formatted according to the *Chicago Manual of Style*, in accordance with the guidelines listed above, in section 4.4. The “notes and bibliography” format must be used, except by recommendation of the supervisor and by approval of the Director of Teaching.

5.4 SUBMISSION OF DISSERTATIONS

Dissertations should be submitted by, and not later than, **1.00 pm Wednesday 31 August 2012** to the St Mary’s College Office.

Two identical softbound copies should be submitted and will be returned to you after the examination period. There is a submission cover sheet which should be filled out and included. The dissertation will be read and marked by both internal examiners and by the external examiner.

In addition, an electronic copy should be submitted by MMS. Marks and feedback will be returned to the student by MMS.

5.5 MARKING CRITERIA FOR DISSERTATIONS

See those for coursework.

5.5 FINAL OUTCOME

On the basis of the mark for the dissertation Pass (>13.5), Fail (<13.5) or Distinction (>16.5) is recommended for award. A Distinction can also be recommended for coursework and also for the MLitt Degree overall.

5.7 ‘UPGRADING’ TO A PHD

A few students at MLitt might wish to use their MLitt dissertation as a means to forming a GRO portfolio towards a PhD. If successful they will not graduate as MLitt students but would proceed as PhD students. The form is to submit the work as MLitt dissertation in the format specified for an MLitt submission (i.e. including all the standard rubric, disclaimers and other prefatory matters required for a piece to be examined for that degree), yet including a note with your dissertation indicating desire to enter directly into Year 2 of the PhD programme.

The dissertation will be read immediately within the School (by your supervisor and a second reader), and a judgement reached quickly as to whether or not it indicates a capacity for further work at doctoral level.

In the event that the judgment made at this point were to be a negative one, the dissertation would then be sent to the external examiner in the ordinary manner and treated together with your module grades as part of a submission for the degree of MLitt. You would then be expected to graduate with that degree in November.

If the verdict is positive (in consultation with supervisor and by a deadline to be agreed and fixed) to produce a research proposal and a bibliography related directly to the larger PhD project, and duly consider these together with the dissertation for GRO purposes. Within a few months at most the student's status on the PhD programme would be declared at that point.

SECTION 6. Further Academic Policies

For information on further academic policies concerning absence from class, withdrawal from a module, special circumstances and S-Coding, academic misconduct and withdrawal from studies, see the *University of St Andrews Student Handbook*. <http://www.st-andrews.ac.uk/studenthandbook/>

SECTION 7: COLLEGE SOCIETY

7.1 ABOUT THE SOCIETY:

St Mary's College is a unique and special community, and the College Society exists to build and nurture that community by fostering relationships between all members of the College, students and staff alike. The society has three main tasks. Firstly and most importantly, we ensure that everyone has the opportunity to socialise as a community and get to know more personally the people with whom we study each day. To this end we organise regular social events, from a weekly lunch, to our annual ball and much more. We also look after the Junior Common Room (JCR) as a social space for undergraduates, providing refreshments and a cosy place to relax within the College. Secondly, the Society takes a keen interest in charity work, supporting a number of different charities in many different ways throughout the year. We endeavour to hold at least one charitable event each month during term time, giving everyone a wide variety of ways to get involved. Thirdly, although we are not a religious society, we do recognise that for many members of the College, prayer and worship are an essential part of studying theology. To provide for this need, the society organises weekly ecumenical Christian worship for those who wish to be involved. Anyone who takes one or more modules in Divinity is automatically a member of the society, with no membership fee, and anyone is welcome to attend our events.

7.2 WEEKLY EVENTS (AT WHICH POSTGRADS ARE WELCOME)

College lunch – Fridays, 1pm in the SCR

A buffet lunch for just £2, and a chance to socialise with fellow Divinity students and staff

College Worship – Tuesdays, 1pm

A service of ecumenical Christian worship, either in the form of Holy Communion, or a student-led time of prayer, followed by a sandwich lunch for £1 in the SCR. Worship takes place in St Leonards Chapel, except on the first Tuesday of each month, when we meet in Holy Trinity Church

Other events will be advertised through the weekly email bulletin

7.3 SOME MAJOR EVENTS AT ST MARY'S THROUGHOUT THE YEAR:

September 24 – 2pm: BBQ in St Mary's Quad: for all students and staff and their families

September 25 – Opening Chapel Service, 5pm in St Salvator's Chapel.

December 15 (Thursday) – PG Christmas Party, St Mary's SCR.

7.4 ST MARY'S COLLEGE SOCIETY COMMITTEE 2011/12

President	Ruth Prentice
Vice-President	Fiona Brown
Secretary	Rebecca Fodder
Treasurer	Josh Townson
Social Rep	Averill Blackburn
Worship Rep	James Roberts
Charities Rep	Matt Wakeling
Publicity Rep	Rachel Obordo
Ordinary Member	Rebecca Seed
Postgrad Rep	Kathleen Burt
First Year Rep	To be elected

7.5 ST MARY'S POSTGRADUATE ROUNDEL COMMITTEE 2011/12

Convenor	Anna Blanch (amb98)
Social Representative	Beth Tracy (et278)
Roundel Representative	Jim McCullough (jjm66)
Secretary	Kathleen Burt (knb2)
Ordinary Member	John Frederick (jf444)
MLitt rep (until Oct 2011)	Simon Vaughan (sav6)

Appendix i: St Mary's College Postgraduate Constitution

Name: St Mary's Postgraduate Students

Aims: To cultivate and foster a thriving postgraduate community reflecting its diverse social composition. To maintain good communication between staff and students, to facilitate the wellbeing of postgraduate students and to ensure matters of concern are appropriately addressed. This activity occurs in accordance with the spirit of university policy on the matter of staff-student contact, and includes, in particular, the biannual meetings with staff.

Membership: All postgraduate students enrolled in a Divinity programme. All members are also members of the St Mary's College Society.

Meetings:

Committee Meeting

Committee may call committee meetings at any time, pertinent to the execution of their duties. Committee meetings should also be held prior to each staff-student meeting. A quorum for a committee meeting shall be not less than three-quarters of the committee plus the convenor.

Staff-Student Meeting and AGM

This biannual meeting is intended to serve the aims detailed above: to maintain good communication between staff and students, to facilitate the wellbeing of postgraduate students and to ensure matters of concern are appropriately addressed. This activity occurs in accordance with the spirit of university policy on the matter of staff-student contact.

The responsibility for the agenda for this meeting lies with the student committee. An agenda for the forthcoming staff-student meeting, along with the minutes of the prior meeting, should be circulated a reasonable interval before the staff-student meeting.

The final meeting of the academic year will be called three weeks in advance, to allow for the two-week nomination process and one-week voting period for the election of the new committee. At the final meeting of the academic year, after the adjournment of the staff-student meeting, the AGM will be held to announce the newly elected committee.

SGM

The committee may call a special general meeting of all postgraduates at its discretion.

Office Bearers: This committee will work in service of the aims of the postgraduate community as detailed above. All enrolled postgraduates are eligible for election to any role on the committee. Each office-bearer may be elected for an annual term, and will be eligible for re-election once to the same office. Thereafter that student will be eligible for a further single term in any other office. Each student may stand as a candidate for one office in each election.

These offices should be filled: the convenor, secretary, social convenor, Roundel representative and MLitt representative. There may also be an ordinary member. Anyone nominated for one of the other offices may also be offered candidacy for the post of ordinary member. The postgraduate representative on the St Mary's College Society will, *ex officio*, be a member of the committee and may also be elected to one of these offices. Should an office bearer feel unable to discharge their duties, they may resign, at which point the committee should immediately organise for the election of a new office bearer within the period of one month.

The following are guidelines for these tasks:

Convenor

The convenor will chair the staff-student meetings, and convene any meetings called by the committee. The convenor will lead the committee in administering the elections for the next committee.

Secretary

The secretary will take minutes of all meetings, which should be circulated within two weeks to all postgraduate students, the Head of School, Director of Postgraduate Studies and the school postgraduate secretary. The student secretary will also handle communication with the wider postgraduate community, and maintain a general email mailing list. Announcements relating to college-led activities, welfare or matters of academic significance should be sent to the school postgraduate secretary for circulation, while student-generated announcements and local social events should be distributed directly to those on the current list by the student secretary.

Social convenor

The social convenor will facilitate social events throughout the year and identify opportunities for social occasions, taking into consideration the diverse community and encouraging postgraduates to participate in events organised by the college society.

Roundel representative

The Roundel representative will liaise with the faculty on matters relating to the fabric of the building, and should report matters of routine maintenance to the school postgraduate secretary. Ordinarily, these matters should be attended to via the school office, but emergency matters may be reported directly to estates. The Roundel representative should also notify the school postgraduate secretary about any concerns relating to the Roundel rules, but is *not* ultimately responsible for the conduct of others. The Roundel representative will attempt to help with any issues of difficulty in the Roundel community that may be brought to their attention, if assistance is requested. The Roundel representative will be responsible for the maintenance of an appropriate record with regard to matters within his/her competence and should relay concerns to the school Director of Postgraduate Studies, where s/he deems it appropriate.

MLitt representative

The MLitt representative will be elected by the taught postgraduate students prior to the first staff-student meeting of the academic year. The MLitt representative will bring to the attention of the committee issues specific to the taught postgraduate students and promote communication between the taught and research postgraduates.

Election: The standing committee will administer the election of the new committee. To be eligible for election, each nominee satisfying the criteria noted under “office bearers” must receive at least one nomination from an enrolled postgraduate student within the postgraduate community of St Mary’s, and indicate acceptance of the nomination for election to an office. The nominee should have every expectation, at the time of the election, that s/he will be able to serve locally for the duration of his/her term in office. Each nominee may stand as a candidate for one office only.

Election of Convenor, Secretary, Social convenor and Roundel representative

Every student enrolled on a campus-based postgraduate programme at St Mary’s may vote, with the exception of those registered to graduate in June of the election year. Every eligible member will have the opportunity to vote via a university-provided online service, so that all currently enrolled postgraduate Divinity students may register their vote.

A two-week nomination period will be announced, three weeks prior to the final meeting of the academic year, and details will be issued as to the nomination procedure. Those nominated will be asked to confirm their willingness to serve. The nominees will then be made known, which may include the provision of a photo and a brief biographical note. There will follow a one-week voting period which will close at midnight before the AGM.

The committee may make every effort to notify all candidates of the result before the AGM. The result will be announced to all postgraduate students present at the AGM and will take effect immediately upon its circulation to all enrolled postgraduates in the minutes of the AGM.

There may also be an ordinary member. Anyone nominated for one of the other offices may also be offered candidacy for the post of ordinary member. The candidate with the highest number of votes who has not been elected to another office shall fill the post.

Election of MLitt representative

The MLitt representative will be elected by those enrolled on a taught postgraduate course in St Mary's commencing in the September after the AGM at which his/her fellow office-bearers have been elected.

Details of a one-week nomination period will be circulated and nominations will open by the end of October. Nominees will be asked to accept the nomination and an announcement of the candidates will be made to the taught postgraduate students, which may include a photo and a biographical note.

There will follow a one-week voting period, after which the result will be announced by email to all enrolled postgraduates at St Mary's. The MLitt representative will take office immediately